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## **Electric Vehicle Charging Station Incentive Program Policy**

**POLICY NUMBER: 217-FN-21**

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Approval Date: June 22, 2021

Revise Date:

Motion Number: CRM20210622.1015

Repeal Date:

Supersedes:

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to providing a City-wide incentive program to commercial and multi-family residential property owners who install an Electric Vehicle Charging Station(s) at their property. Participants in the program may be eligible for a one time, lump sum incentive, upon project completion.

### **2.0 Purpose**

The purpose of the Electric Vehicle Charging Station Incentive Program is to (1) respond to the need for the development of EV infrastructure by encouraging owners of commercial and multi-family residential properties to invest in the installation of Electric Vehicle Charging Stations; (2) increase in the number of charging stations available for public use; and (3) encourage the implementation of climate change mitigation solutions, including the reduction of GHGs, in the community.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Electric Vehicle Charging Station Incentive Program to encourage commercial and multi-family residential property owners to install an Electric Vehicle Charging Station(s) at their property.
- 3.2 A fund will be established in the amount of \$10,000. Grants will be offered to eligible applicants on a first come, first serve basis.
- 3.3 A standardized application process and guidelines will be used to ensure transparent and consistent administration of the program.

### **4.0 Managerial Guidelines**

#### **General**

- 4.1 The program shall be reviewed annually by Council.
- 4.2 The program will be available for two (2) years, from its approval date, unless Council extends it.
- 4.3 Applications will be accepted year around, while the program is in effect.

**Eligibility**

- 4.4 In order for the property to be deemed eligible for the program, the property must be either:
- 4.4.1 a private commercial and industrial building within the City of Cold Lake (zoned for commercial or industrial purposes in accordance with the City of Cold Lake Land Use Bylaw); or;
  - 4.4.2 a property zoned RMX-Residential Mixed Use, R3-Medium Density Residential or R4-High Density Residential, where the development consists of:
    - i) An Apartment, or;
    - ii) Dwelling, Row HousingProviding that the development contains a minimum of 12 dwelling units.
- 4.5 In order for a project to be deemed eligible for the program, the following criteria must be satisfied:
- 4.5.1 The minimum investment by the applicant of at least one (1) charging station;
  - 4.5.2 The program application form must be submitted no later than December 31 of the calendar year in which the installation at the property is made.
- 4.6 The applicant would be eligible for the grant incentive once the City has received verification that the Electric Vehicle Charging Station(s), which are the subject of the grant application, have been installed to industry standards and the City's satisfaction.
- 4.7 The program is limited to one grant application per parcel or principal building on a parcel.
- 4.8 The following projects, businesses and/or properties are not eligible:
- 4.8.1 Home based businesses;
  - 4.8.2 Properties that are in tax arrears with the City;
    - 4.8.2.1 Where a property for which an application for the incentive program has been submitted is found to be in tax arrears, the City shall notify the applicant and the decision on the application shall be deferred for a period not exceeding six (6) months.
    - 4.8.2.2 If, after the expiration of the six (6) month period referred to in 4.8.2.1, the property is still in tax arrears, the application for the incentive program shall be refused and the City shall notify the applicant of the refusal.
  - 4.8.3 Government offices and agencies and any organizations exempt from paying property taxes to the City;
  - 4.8.4 EV Charging Station projects for which permits have been obtained and/or construction has commenced prior to the approval of this policy by Council because this policy shall not apply retroactively.

**Incentive Program Funding**

- 4.9 A one-time grant of \$2,500 is available to assist with the purchase of equipment per parcel or principal building. It does not include the cost of installation, land, engineering, taxes, etc.
- 4.10 Payment of the rebate is subject to the City's confirmation that the EV Charging Station has been installed to industry standards and the City's satisfaction.

**Application Requirements**

- 4.11 Applications for this program must include the following:



- 4.11.1 A detailed explanation, written and with plans/drawings where applicable, of the proposed improvements to be made.
- 4.11.2 A legal description of the property and the legal name of the owner(s).
- 4.11.3 Any other information that may be deemed necessary by the City of Cold Lake to support the application.
- 4.12 Program participants are required to comply with all municipal, provincial and federal permits and licenses.
- 4.13 Approvals under this policy will be subject to the applicant obtaining the necessary development permit and/or building permit and/or electrical permit for the project within 90 days of the date of funding approval unless the necessary permit(s) were already obtained prior to submission of the incentive program application. If the necessary permit(s) are not obtained within 90 days, the funding approval shall be deemed void.
- 4.14 Acceptance into the Program will coincide with the issuance of all permits necessary for the Project to be undertaken.

**Application Process**

- 4.15 Prior to filing an application, the applicant shall schedule a pre-application consultation meeting with the City of Cold Lake regarding the application process, criteria and rules of eligibility.
- 4.16 There is no fee required to submit an application.
- 4.17 Completed applications shall be submitted to the City of Cold Lake.
- 4.18 The City of Cold Lake will review the application and will determine whether the proposed work meets the Program's criteria. The General Manager may approve, approve with conditions, or refuse an application.

**Appeal Process**

- 4.19 In the case of an approval with conditions, or refusal of an application by the City of Cold Lake, the applicant may appear as a delegation before Council to appeal the decision.
- 4.20 An appeal may be made in writing by filing the Council delegation form with the Council recording secretary within 14 days of the decision of the City of Cold Lake.
- 4.21 Council shall hear from the applicant as well as the City of Cold Lake after which Council will make a decision on the appeal. Council's decision respecting the appeal shall be final.
- 4.22 Notwithstanding Section 4.21 Council may, at its sole discretion, defer making a decision on the appeal until a later Council meeting in order to conduct due diligence.

**Payment of Incentive Funding**

- 4.23 Upon completion of the project, the applicant/property owner shall notify the City that the qualifying project is complete. The City shall determine that the project has been completed to the City's satisfaction.

- 4.24 For each year of the payment term, the property owner shall ensure that the tax levy for that year has been paid in full, and request payment of the approved rebate using the prescribed form attached hereto as Schedule "A".
- 4.25 Upon receiving the prescribed payment request form and confirmation that the tax levy has been paid in full, the City shall issue a rebate cheque to the property owner.

**5.0 References**

**6.0 Persons Affected**

Cold Lake City Council  
Cold Lake Planning and Development Department  
Cold Lake Infrastructure Services Department  
Members of the Public

**7.0 Revision/Review History**

- Approved June 22, 2021 CRM20210622.1015

June 24, 2021  
Date

June 24, 2021  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Mayor



## SCHEDULE "A"

City of *Cold Lake***ELECTRIC VEHICLE CHARGING STATION INCENTIVE PROGRAM  
REQUEST FOR GRANT PAYMENT**

Date: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Property Address: \_\_\_\_\_

As Property Owner(s) of the above mentioned tax roll, I/We have accepted a grant payment through the Electric Vehicle Charging Station Incentive Program for the \_\_\_\_\_ year in the amount of \$ \_\_\_\_\_ for the, with reference to City of Cold Lake Policy 217-FN-21.

Enclosed is a copy of the receipt proving the property tax payment for the \_\_\_\_\_ year has been paid in full.

\_\_\_\_\_  
Recipient Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date**INTERNAL USE ONLY**

EVCSIP Approved by Council on \_\_\_\_\_

Approved Rebate for the \_\_\_\_\_ year at \$ \_\_\_\_\_

Authorized by:

(Print Name)

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

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Form 12-30-17

Ref: Policy 217-FN-21

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