



---

## Electric Vehicle Charging Station User Fee Policy

POLICY NUMBER: 231-OP-23

---

Approval Date: November 28, 2023

Revise Date: January 13, 2026

Motion Number: CRM20231128.1017

Repeal Date:

Supersedes:

Review Date:

---

### 1.0 **Policy Intent**

The City of Cold Lake is committed to providing fair and cost-effective user fees at the electric Vehicle Charging Station(s).

### 2.0 **Purpose**

The purpose of this policy is to enable the City of Cold Lake to fulfill its commitment to mitigating the environmental impact of vehicular transportation, by providing Electric Vehicle (EV) charging station(s) for public use. This policy will:

- 2.1 Provide a structured and transparent framework for determining user fee pricing, ensuring fairness and consistency.
- 2.2 Establish principles for the ongoing review, development, implementation, and evaluation of user fees.

### 3.0 **Policy Statement**

- 3.1 The City of Cold Lake acknowledges the importance of providing affordable and accessible EV charging opportunities within the City.
- 3.2 The City of Cold Lake acknowledges the importance of promoting transparency with the consideration of additional factors as market conditions and sustainability to determine the most appropriate User Fee.

### 4.0 **Managerial Guidelines**

#### 4.1 **Definitions:**

- 4.1.1 "City" means the City of Cold Lake.
- 4.1.2 "Electric Vehicle (EV)" means a vehicle that is propelled by one or more electric motors, using electrical energy stored in rechargeable batteries, or another energy storage device, and is capable of being plugged into an EV Charging Station, including, but not limited to, plug-in battery electric cars, fuel cell battery electric vehicles, and plug-in hybrid vehicles.

- 4.1.3 **“EV Charger Service Provider”** means a third-party organization that supplies and/or operates the EV Charging Station.
- 4.1.4 **“EV Charging Station”** means the vehicle charging equipment installed on Municipal property, inclusive of the EV Charging Station pillar, electronic/physical parts, head/plug, and the parking space designated for use when charging an EV.
- 4.1.5 **“EV Network”** means an infrastructure system of charging stations to recharge electric vehicles. Many governments, car manufacturers, and charging infrastructure providers seek to create networks. Examples of networks in Cold Lake include FLO.
- 4.1.6 **“EV Parking Space”** means a parking space designated for the use of EVs while plugged into an EV Charging Station, as indicated by authorized signs.
- 4.1.7 **“Fleet EVs”** means EVs, owned by the Municipality, that are used by staff for the purpose of carrying out City business.
- 4.1.8 **“Level 1 charging station (Slow Charge)”** means the simplest method of charging and uses 115-volt single-phase AC power, 15 amps, and a maximum of 1.8 kilowatts of power.
- 4.1.9 **“Level 2 charging station (Fast Charge)”** means the most practical and economical charging station level, using 208 to 230-volt multi-phase AC power, 32 to 80 amps, and a maximum of 7.7 to 22 kilowatt of power.
- 4.1.10 **“Level 3 charging station (Rapid Charge)”** means the fastest type of charger available and is considerably more expensive. The charge uses DC power, unlike the Level 1 and Level 2 chargers that use AC power. The Level 3 charger uses 400 to 850-volt DC power at 25 to 350 kilowatts.
- 4.1.11 **“User”** means a person who uses an EV Charging Station.
- 4.1.12 **“User Fee”** means the required payment for using an EV charging station.
- 4.2 **Fee Development Principles:** Council Approved Fees shall be established in consideration of the following principles:
  - 4.2.1 Full Cost Recovery - All costs incurred do not have to be recovered by User Fees. Rather, understanding the full costs is a starting point in setting the appropriate fee. Knowing these numbers, if possible, will aid in fully realizing the level of subsidization, if needed.
  - 4.2.2 Market Comparators - Fees charged at similar facilities within similar-sized communities in northeastern Alberta shall be considered.
  - 4.2.3 Public Asset Management - As all public assets have value, the City is responsible for recognizing this value, protecting these assets, and ensuring that they are maintained and their lifespan prolonged.

- 4.2.4 Affordability/Community Feedback - User fees should match the willingness of current users to pay for the product or service. The City may subsidize specific user groups based on the group's available resources.
- 4.2.5 Harmony - User fees for comparable services, programs, or amenities at different City facilities shall be similarly priced to ensure consistency, fairness, and equitability.

#### 4.3 Usage and Fees

- 4.3.1 EV parking spaces are intended solely for EVs actively using the charging equipment and are available on a first-come, first-served basis for any eligible (or authorized) users.
- 4.3.2 EV Charging Stations are available for use by the public for a fee, as per Schedule "A" of this policy, unless otherwise stated during promotional grace periods to encourage usage as approved by the Chief Administrative Officer or designate.
- 4.3.3 Municipally-owned EV Charging Stations are intended to be user-fee supported. Fees collected from the use of the EV Charging Stations will be used to support the operational costs of the EV Charging Stations, including but not limited to repair and maintenance, replacement and upgrades, data management, snow removal, and administration.
- 4.3.4 EV Charging Station fees will be reviewed from time to time by the City using data collected from EV Charging Stations to ensure established fees meet the objective of being tax-levy neutral.
- 4.3.5 Unless specified by signage on-site, closed for an event, or disabled for repair or regular maintenance, EV Charging Stations allow for unrestricted access during and after of the facility where the EV charging station is installed.
- 4.3.6 Each User must take extra care to ensure that EV Charging Station cords are coiled, safely returned to the station, and are not left in a position where they could be a tripping hazard.
- 4.3.7 EV Users are responsible for acquiring the app associated with the EV Charger Service Provider equipment, familiarizing themselves with the proper and safe use of the equipment, paying fees, monitoring the duration of time that their vehicle has been connected to an EV Charging Station, and for moving their vehicle once the charging session has been completed. Users of the EV Charging Stations do so at their own risk.
- 4.3.8 The User is required to move their vehicle from the EV Parking Space once their vehicle is fully charged.

#### 4.4 Maintenance

- 4.4.1 Day-to-day maintenance and operations activities (e.g. snow removal, garbage collection, etc.) are the responsibility of the City.
- 4.4.2 Any operational issues related to the EV Charging Stations and their components are to be reported to the City who will complete documentation for further action.

4.4.3 The City assumes no responsibility or liability for damage to vehicles using the EV Charging Stations.

4.4.4 This policy will be reviewed from time to time to determine effectiveness.

4.5 **Usage Requirements, Restrictions and Enforcement**

4.5.1 Charging stations shall be for charging purposes only. Any vehicle parked in an allocated EV charging station parking space that is not actively charging is subject to penalties found under the City's Vehicle and Pedestrian Traffic Bylaw No. 536-PL-14.

4.5.2 Users are required to be registered and active members of the EV Charger Service Provider's network to use the service.

4.5.3 Select EV parking spaces may be designated solely for Municipal fleet EVs. Such EV parking spaces will be signed accordingly and are not available for other Users.

5.0 **References**

City of Cold Lake Traffic Bylaw No. 536-PL-14

6.0 **Persons Affected**

City of Cold Lake Departments/staff  
Members of the Public

7.0 **Revision/Review History**

January 13, 2026 – Motion No. 20260113.1026 – Schedule "A"

Jan 19, 2026

Date

January 19, 2026

Date



**SCHEDULE “A”****ELECTRIC VEHICLE CHARGING STATION USER FEES**

<b>DESCRIPTION</b>	<b>SERVICE UNIT</b>	<b>FEE</b>
Level 3 Electric Vehicle Charging Station Use	Per kWh	\$2.00 / kWh*

*\*GST Included*