

The City of Edmonton, Electric Vehicle Charger and E-Bike (ECEB) Rebate Program

Terms and Conditions

Updated February 1, 2021

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The City of Edmonton reserves the right to change these Terms and Conditions at any time without prior notice, at its sole discretion.

1. Program Overview

The Electric Vehicle Charger and E-Bike Rebate (ECEB) Program aims to increase electric vehicle (EV) and E-Bike adoption in Edmonton by providing financial incentives in the form of rebates when new E-Bikes or EV Charging Stations are purchased. This Program thus reduces the financial barriers to EV Charging Station and E-Bike ownership. For EVs, the intent is to reduce the upfront costs associated with those vehicles in order to minimize their purchasing premium relative to comparable internal combustion engine (ICE) vehicles. Reducing the cost barrier is expected to shift consumer purchasing behavior towards EVs, thus accelerating the adoption rate for this new vehicle technology. A general increase in adoption of EVs will reduce the number of trips in ICE vehicles, thereby reducing the transportation greenhouse gas (GHG) emissions measured in metric tons of carbon dioxide equivalent (tCO₂e). Similarly, it has been assessed that trips travelled on electric bikes would otherwise have been traveled using a personal gasoline/diesel car thus an increase in E-Bikes will reduce GHG emissions in the City.

2. Definitions

In these Terms and Conditions:

- a) “**Commercial Property**” means a commercial property (businesses and workplaces) including existing large Multi-Unit Residential Buildings (MURB - 5+ units) such as condominiums, and apartments located within the municipal boundaries of the City of Edmonton that has commercial uses under the City’s zoning bylaw #12800, sections 7.3 - 7.4.
- b) “**E-Bike**” means a vehicle that is a power-assisted bicycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038) as defined by Alberta Transportation in the ‘Rules & Regulations Applying to Small Vehicles’;
- c) “**EV Charging Station**” means an electric vehicle charging station which is a piece of infrastructure that supplies electric energy for the recharging of plug-in electric vehicles—including electric cars, neighborhood electric vehicles and plug-in hybrids;
- d) “**Participant**” means an eligible person or legal entity who applies for a rebate under the Program;
- e) “**Program**” means the Electric Vehicle Charger and E-Bike Rebate Program (ECEB);
- f) “**Residential Property**” means a residential (single family homes, semi-detached, small Multi-Unit Residential Buildings (MURBs- 4 units or less) property located within the

municipal boundaries of the City of Edmonton that has residential uses under the City's zoning bylaw #12800, section 7.2.

g) "City" means The City of Edmonton

3. Rebate Categories

The Program will provide three categories of rebates:

- **Category 1** – Residential Property Rebate - Category 1 rebates are for the purchase and installation of EV Charging Stations at Residential Properties. Category 1 rebates are further broken down into 2 subcategories:
 - A. Installations in existing Residential Properties(i.e., retrofit)
 - Rebates are limited to one per residence for the entirety of the Program with a requirement to provide proof of Edmonton residency (e.g. utility bill).
 - B. **[CLOSED]** Installations in new Residential Properties(i.e., pre-installed)
 - Rebates are limited to a maximum of five per Participant per the calendar year and will need to be approved by the City of Edmonton prior to installation (one per residence). Funding will not be released until the houses have been built.
- **Category 2** – Commercial Property rebate - Category 2 rebates are for the purchase and installation of EV Charging Stations at Commercial Properties. A Category 2 rebate applies only to existing Commercial Property buildings. This rebate will be subject to a cap of five EV Charging Stations per Participant (whether at one location or multiple at the discretion of the Participant) per calendar year.
- **[CLOSED]Category 3** - E-Bike rebate - Category 3 rebates are for the purchase of a new E-Bikes. In addition to all other requirements in these Terms and conditions, this rebate will be subject to a cap of one per residence per calendar year with a requirement to provide proof of Edmonton residency.

4. Applications

4.1 First Come First Serve Basis

All applications received under the Program shall be dealt with on a first come, first serve basis.

4.2 Required Dates for Receipt of Application by Program Administrator

For Category 1 and 2 Program rebates, if the Participant has purchased and installed the EV Charging Station prior to submitting the application, then the application must be received by the Program administrator within 60 days of the date of the purchase of the EV Charging Station as indicated by the date on the sales receipt or invoice.

For Category 1 and 2 Program rebates, if the Participant is seeking approval of their application prior to purchasing and installing the EV Charging Station, then the EV Charging Station must be purchased, installed, inspected and all supporting documentation submitted to the Program administrator within 60 days of the date of the approval of the application.

For Category 3 Program rebates, applications and all supporting documentation must be received by the Program administrator within 60 days of the date of the Participant's purchase of the E-Bike.



4.3 Application Rejection

All applications must comply with all applicable eligibility requirements for a category. Any application that is either incomplete or does not comply with any applicable eligibility requirements at the time the application is processed by the Program administrator shall be rejected.

4.4 Number of Applications

For Category 1 applications, Participants are limited to one application per Residential Property for the duration of the Program. In addition, Participants for Category 1 applications are limited to a maximum of 5 total applications per Participant for each calendar year. For Category 2 applications, Participants are limited to a maximum of 5 total applications per calendar year.

For Category 3 applications, Participants are limited to one application per residence per calendar year.



5. PROGRAM ELIGIBILITY REQUIREMENTS

5.1 General Eligibility Requirements

All Participants for each category of rebate must satisfy the following general eligibility requirements:

- A participant must be 18 years of age or older;

5.2 Category 1 Eligibility Requirements

In addition to the General Eligibility Requirements, category 1 Participants must satisfy the following:

- Must provide proof of Residential Property ownership;
- The EV Charging Station must be installed at a Residential Property located within the City of Edmonton municipal boundaries;

- The EV Charging Station must be purchased and installed after March 18, 2020;
- The EV Charging Station purchased must be new and cannot have been previously installed at any other location;
- The installation of the EV Charging Station must be permanent and not temporary;
- The EV Charging Station must be connected to the grid;
- For an EV Charging Station purchased prior to a Program application being submitted, the EV Charging Station must be fully installed within 60 days from the date the EV Charging Station was purchased as indicated by date on the sales receipt or invoice;
- For an EV Charging Station purchased after the Program application has been submitted and approved, the EV Charging Station must be installed within 60 days from the date of the approval of the Application;
- The EV Charging Station must be installed by a licensed master electrician (not self-installed) and all charging components must meet the Canadian Standards Association (CSA) requirements for electrical safety or an equivalent certification to applicable Canadian standards.
- The EV Charging Station must meet all of the technical requirements described on the Program's website;
- The Participant must provide all supporting documentation as described in these Terms and Conditions;

5.3 Category 2 Eligibility Requirements

In addition to the General Eligibility Requirements, category 2 Participants must satisfy the following:

- A Participant must provide proof of Commercial Property ownership
- The EV Charging Station must be installed at a Commercial Property located within the City of Edmonton municipal boundaries;
- The EV Charging Station must be purchased and installed after March 18, 2020;
- The EV Charging Station purchased must be new and cannot have been previously installed at any other location;
- The installation of the EV Charging Station must be permanent and not temporary;
- The EV Charging Station must be connected to the grid;
- For an EV Charging Station purchased prior to a Program application being submitted, the EV Charging Station must be fully installed within 60 days from the date the EV Charging Station was purchased as indicated by date on the sales receipt or invoice;
- For an EV Charging Station purchased after the Program application has been submitted and approved, the EV Charging Station must be installed within 60 days from the date of the approval of the Application;
- The EV Charging Station must be installed by a licensed master electrician (not self-installed) and all charging components must meet the Canadian Standards Association (CSA) requirements for electrical safety or an equivalent certification to applicable Canadian standards.

- The EV Charging Station must meet all of the technical requirements described on the Program's website;
- The Participant must provide all supporting documentation as described in these Terms and Conditions;

5.4 Category 3 Eligibility Requirements

In addition to the General Eligibility Requirements, category 3 Participants must satisfy the following:

- A Participant must be a resident of The City of Edmonton and provide proof of such residency;
- The E-Bike must be purchased after April 18, 2020;
- The E-Bike must be new and cannot have been used by someone else prior to the purchase.
- The Participant must provide all supporting documentation as described in these Terms and Conditions.



6. Supporting Documentation

6.1 Category 1 and 2 Supporting Documentation

Category 1 and Category 2 Participants must submit the following documents to the Program administrator to the satisfaction of the City or the Program administrator, in order to meet Program requirements:

- A copy of the EV Charging Station purchase receipt and invoice with installation costs. A single invoice from an electrical contractor is also acceptable, provided that invoice includes and clearly shows on the invoice, both, the cost of the EV Charging Station and installation as separate line items.
- EV Charging Station specification sheet or price quote with the model number.
- A proof of residence or ownership (e.g. utility bill, municipal tax bill, etc).
- A "Electrical Permit Final Inspection Report" for EV chargers which can be obtained from the City after completion of the EV charger installation task as set out in the 'electrical permit' obtained by the contractor for installing it.
- Upon the completion of the installation of the EV Charging Station a signed statement by either the Participant or the Participant's contractor must be provided that confirms that the EV Charging Station has been properly installed, meets all applicable building codes, zoning laws, local, provincial and federal requirements and any other relevant requirements.

At the discretion of the Program administrator, any or all of the supporting documents may be provided to the Program administrator with the submission of the application or provided within 60 days of the application approval.

All items on an invoice submitted by the Participant must be listed separately, and the cost for the equipment and labor must be clearly identified.

6.2 Category 3 Supporting Documentation

Category 3 Participants must submit the following documents in order to meet Program requirements:



- A copy of the E-Bike purchase receipt

6.3 Ineligible EV Charging Stations

The following EV charging stations are ineligible for rebates under the Program:

- a) Used or rebuilt EV charging stations
- b) An EV charging station that exists on a property prior to the rebate application;
- c) A temporary EV charging station
- d) Charging stations on properties located outside the municipal boundaries of The City of Edmonton;
- e) Any EV charging station that is self-installed or not installed by a qualified installer;
- f) EV charging stations that are located at Provincially and Federally owned buildings or other buildings that do not pay municipal property tax;
- g) A leased EV charging station

7. Rebates

7.1 Category 1 and 2 Rebate Amounts

- Category 1 rebate amounts shall be an amount that does not exceed 50% of the combined total sum of the EV Charging Station purchase price and installation cost (before tax) up to a maximum amount of \$600 for existing Residential Properties ~~and a maximum amount of \$300 in new Residential Properties.~~
- Category 2 rebate amounts shall be an amount that does not exceed 50% of the combined total sum of the EV Charging Station purchase price and installation cost (before tax) up to a maximum amount of \$2000.
- A limited number of rebates are available each calendar year and will be determined on a first-come, first-served basis determined by the date of reception for a fully completed application that has met applicable eligibility requirements.

7.2 Category 3 Rebate Amounts

Category 3 rebate amounts shall be an amount that does not exceed 30% of the purchase price of the E-Bike (before tax) up to a maximum amount of \$750. In no event shall a Category 3 rebate exceed the sum of \$750.



7.3 Change in Rebate Amounts

The City reserves the right to change, at any time, the rebate amounts that may be payable under the Program.

7.4 Rebate Disbursement

Notwithstanding any other term or condition contained herein, the City shall only be obligated to pay a rebate once the Participant has complied with all of the applicable Program requirements as described herein, including meeting all eligibility requirements and providing all supporting documentation to the Program administrator.

The rebate cheque will be made out to and delivered to the Participant.

7.5 Additional Rebate Terms

Notwithstanding any other term or condition contained herein, the payment of a rebate by the City is subject to the City having available Rebate funds to disburse.

The Participant acknowledges that any rebate funds may be taxable by the federal, provincial, and municipal government and the Participant shall be solely liable for paying all such taxes.

8. How to Participate

Applications for the Program must be completed through the Program's online application system.

The application can be completed by either the Participant or the Participant's contractor.

9. Freedom of Information and Protection of Privacy (FOIP) Act and Reporting Requirements

9.1 Collection of and Consent to Use Personal Information

Collection of personal information is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Your name, email address, mailing address, phone number and direct deposit banking information will be used to administer the Program and associated rebates. Information provided by you or your contractor is used to operate, administer or assess the Program or these Terms and Conditions. In addition, information may be disclosed to Epcor for the purposes of allowing Epcor to determine power grid capacity (location, type of charger). If you have any questions about the collection and use of your personal information, contact the Program Coordinator at andrea.soler@edmonton.ca 780-966-9176, Energy Transition Unit, 9th Floor, City of Edmonton Tower, 10111 104 Ave NW, Edmonton, AB T5J 0J4.

9.2 Progress Reporting

The Participant shall fully cooperate with the City of Edmonton in reporting progress on the installation of an EV Charging Station. Information on premise address and EV Charging Station model collected from the Participant in the application may be shared with EPCOR.

The Participant is responsible for submitting the necessary information requested at the time of submission as explained on the ECEB website.

10. Evaluation, Measurement and Verification

- Any Category 1 or Category 2 Participant receiving a rebate under the Program may be contacted by a third-party evaluator retained on behalf of the City of Edmonton to verify the installation of the EV Charging Station or be asked to complete a written, oral or electronic participant survey.
- For a period of 5 years after a Participant's receipt of a rebate, the Participant grants to The City of Edmonton the right to reasonably access the Participant's property solely for the purpose of inspecting and verifying the installation and connectivity of an EV Charging Station.

11. Additional Terms and Legal

11.1 Breach of Terms and Conditions

Any misrepresentation, failure to meet the eligibility requirements set out herein or other requirements set out herein, or any other breach of these Terms and Conditions will void the Participant's application and/or participation in the Program and the Participant shall be required to repay any rebate funds that have been disbursed.

11.2 Limitation of Liability

The City's liability is strictly limited to paying approved Program rebates in accordance with these Terms and Conditions. The City, its agents, employees and those for whom the City is in

law responsible shall not be liable to the Participant or any other person, for any other losses or damages whatsoever that arise from, or are in connection with, the Program.

11.3 No Representation or Warranty

The Participant agrees that the City makes no representation or warranty with respect to the:

- suitability of the Program for the Participant;
- suitability, quality, workmanship or fitness of any E-Bike or EV Charging Station purchased by a Participant;

11.4 Indemnity

The Participant agrees to indemnify and hold harmless the City, its agents, employees and those for whom the City is in law responsible from and against any and all losses, claims, demands, payments, damages, judgments, expense, actions, causes of action and costs arising out of or in consequence of their participation in the Program.

11.5 Revocation of Application

The City of Edmonton may review its records with respect to business licensing, taxation, assessment and other claims prior to making any payment to the Participant. The City reserves the right to revoke any approved Program application if a Participant owes the City any money or there are any overdue accounts relating to the Participant.

11.6 Cancellation or Termination of Program

The City reserves the right to cancel or terminate the Program at any time and for any reason whatsoever.

11.7 Environmental Attributes or Products

The Participant agrees to convey ownership to The City of Edmonton, or its successors, all environmental attributes and environmental products that are created or otherwise arise from this project in any jurisdiction. The Participant warrants that said attributes have not been claimed, sold or otherwise transferred to another party.