

ELECTRIC VEHICLE CHARGING PROGRAM PROTOCOL



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This document provides an overview of the Electric Vehicle Charging Program eligibility, available funding, and the application process.

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1.0 PROGRAM OVERVIEW

The Electric Vehicle Charging Program (EVCP) provides funding to Participants for the installation of electric vehicle (EV) charging stations to support and accelerate the adoption of EVs in Alberta. This EVCP Protocol provides detailed information on eligibility, available funding, and the application process.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following organizations in Alberta are eligible to participate in the EVCP:

- a. Municipalities as per Section 1(1)(s) of the Municipal Government Act, a “municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized municipality,
 - ii. a town under the Parks Towns Act, or
 - iii. a municipality formed by a special Act; or,
 - iv. if the context requires, the geographical area within the boundaries of a municipality described in sub-clauses (i) to (iii).
- b. Businesses;
- c. Condominium corporations or multi-unit residential building operators;
 - i. We define eligible multi-unit residential buildings as those buildings with a common entrance and having a minimum of three storeys.
- d. Cooperatives;
- e. Indigenous communities;
- f. Industry associations;
- g. Institutions and schools;
- h. Non-profit organizations; and
- i. Others, on a case-by-case basis.

2.2 Ineligible Participants

The following individuals and organizations are ineligible to participate in the EVCP:

- a. Individual residents;
- b. Home-based businesses; and
- c. Federal agencies including crown corporations.

2.3 Eligible Project Types and Requirements

The EVCP provides funding support for Participants in Alberta to install EV charging stations to support and accelerate the adoption of EVs throughout the province. Participants can receive rebates for the installation of EV charging stations on either public or privately owned land. Projects funded through the EVCP must meet the following requirements:

- a. Be installed in Alberta on land owned or leased (assessed on a case-by-case basis) by the Participant;
- b. Be a permanent installation (mounted or fixed);
- c. Be new and purchased equipment (not leased);
- d. Be for a new installation or an expansion of an existing installation (not for the replacement of an existing installation);
- e. Include a 1-year minimum equipment and installation warranty;
- f. Be an eligible technology used to charge passenger EVs, including charging stations equipped with SAE J1772 standard plug connectors, Combined Charging System (CCS) plug connectors, North American Charging System (NACS) plug connectors, or CHAdeMO plug connectors, or other proprietary charging connector types;
- g. Be a networked charger with the ability to communicate to a server through a cellular or wireless signal;

- h. Be approved for sale and use in Canada by a third-party evaluator such as Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), Underwriters' Laboratories (UL), Interlink, or equivalent;
- i. Be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws;
- j. Hold a valid electrical permit and have completed and passed all required inspections;
- k. Be installed by a fully licensed electrical contractor; and
- l. Have a dedicated parking space clearly identified for the purpose of charging EVs, if intended for public use.

2.4 Ineligible Project Types

The following project types are ineligible for funding under the EVCP:

- a. EV charging infrastructure installed prior to receiving approval from program staff (retroactive participation);
- b. Replacements of existing EV charging infrastructure;
- c. Installations of non-networked EV charging infrastructure;
- d. Installations of non-passenger vehicle charging, such as charging infrastructure for transit buses, electric ice resurfacers or other vehicle types;
- e. Installations of non-electric vehicle fueling system; and
- f. Installations at private residences.

3.0 FINANCIAL REBATE

3.1 EVCP Rebate

The EVCP will provide rebates in accordance with the table below. Alberta Municipalities reserves the right to adjust rebate levels, criteria, or other project requirements at its discretion. Changes to rebate rates will be announced publicly, highlighting a clear cut-off date for EVCP application approval under existing rebate levels. Alberta Municipalities also reserves the right to limit the number of approved projects or type of projects (level 2 or 3) as deemed appropriate to maintain equity and fill gaps in Alberta's EV charging network.

Charger Type	Technology Conditions	Maximum Rebate
Networked Level 2 connectors 3.3 kW to 19.2 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or a North American Charging System (NACS) plug head rated for a minimum of 3.3 kW power output.	Up to 46% of total costs, to a maximum of \$5,000 per connector*
Networked Level 3 DC Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), North American Charging System (NACS), or CHAdeMO rated for a minimum of 20 kW power output.	Up to 46% of total costs, to a maximum of \$15,000 per fast charger
Networked Level 3 DC Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), North American Charging System (NACS), or CHAdeMO rated for a minimum of 50 kW power output.	Up to 46% of total costs, to a maximum of \$50,000 per fast charger
Networked Level 3 DC Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), North American Charging System (NACS), or CHAdeMO rated for a minimum of 100 kW power output.	Up to 46% of total costs to a maximum of \$75,000 per fast charger

*Level 2 funding is based per connector, while level 3 funding is based per charger. It is common that a level 2 station will have two connectors. In this scenario, the Participant could receive up to \$5,000 per connector, (\$10,000 total). However, each connector must be able to charge a vehicle simultaneously and have a dedicated parking stall.

3.2 Maximum Funding Limits

Total EVCP funding distributed to a single geographical location is capped at \$100,000, and total EVCP funding distributed to a single Participant is capped at \$300,000 to ensure equitable and geographic distribution of EVCP funds. Participants may submit multiple applications and receive funding for multiple projects at various locations. Alberta Municipalities is permitted to adjust the maximum funding cap per location and/or Participant in response to program demand and changing market conditions.

3.3 Eligible Expenses

Eligible expenses will be those that are directly related to the installation of EV charging stations. Costs should be clearly invoiced, dated, and itemized for each applicable eligible expense. To be eligible for a rebate, Participants must include the costs in their application at the pre-approval stage and provide the final invoices and proof of payments for each eligible expense at the completion stage. Eligible expenses include:

- a. Capital expenses for the purchase of the EV charging station equipment and any other required infrastructure such as sub-panels and wiring as applicable;
- b. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals, and required materials;
- c. Engineering and design costs related to the installation (rationale and scope of work required);
- d. Expenses for obtaining the required electrical permit and any other required building or development permits;
- e. Expenses for completing the required electrical inspections and other inspections, as required;
- f. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting; and
- g. Expenses for electrical service upgrades or any upgrades upstream from the electrical service such as transformers or distribution upgrades, if required, will be evaluated on a case-by-case basis. Participants are encouraged to leverage existing electrical infrastructure whenever possible.

3.4 Ineligible Expenses

Ineligible expenses include:

- a. Goods and Services Tax (GST) or any other taxes;
- b. Land costs;
- c. Legal costs;
- d. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc.);
- e. Costs incurred by the Participant to submit program documents, process invoices, or any other administrative cost relating to participating in the program;
- f. Costs incurred prior to receiving written approval via a signed EVCP Funding Agreement;
- g. Preliminary site assessment and electrical demand assessments;
- h. Extended equipment warranties at an additional cost; and
- i. Any other expense deemed by Alberta Municipalities to be ineligible.

3.5 Disbursement of Funding

The approval and allocation of funds will occur on a first-come, first-served basis based on the date on which Alberta Municipalities and the Participant sign an EVCP Funding Agreement. Participants submit a complete application and receive approval from Alberta Municipalities prior to receiving an EVCP Funding Agreement. The Participant and Alberta Municipalities will execute the EVCP Funding Agreement prior to initiating any work on the project or incurring any eligible project related costs.

After signing an EVCP Funding Agreement, Participants can complete their project and submit all relevant completion documents within twelve (12) months. Participants that do not complete the installation of their EV charging station and submit completion documentation within twelve (12) months of signing the EVCP Funding Agreement are subject to removal from the payment queue and will be expected to contact Alberta Municipalities if they still wish to participate in the program and receive a rebate. We ask that the Participant submit a written request to Alberta Municipalities detailing the nature of any extension request and the rationale describing project delays. All extension requests are evaluated on a case-by-case basis. Alberta Municipalities is empowered to decide to approve or deny any extension request.

Please note, rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs change during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by cheque or electronic fund transfer (EFT) after Alberta Municipalities has verified that the project is complete. Rebate payments will be sent approximately six to eight weeks following the end of the current fiscal quarter and after Alberta Municipalities receives the funding contribution from Natural Resources Canada.

3.6 Grant Stacking

Participants are not permitted to access funding through both Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP) and the EVCP for the same project. However, Participants are permitted to access ZEVIP funding and EVCP funding for different projects at different locations as long as there is no overlap between the projects. Participants may leverage additional non-NRCAN funding, however the total funding received cannot exceed 100% of the total project cost. The Participant agrees to disclose any participation in other funding programs through which funding towards the cost of the project is being pursued.

4.0 HOW TO PARTICIPATE

Step 1: Submit an EVCP Expression of Interest (EOI)

Participants are asked to submit an EOI to notify Alberta Municipalities of their intent to participate. Alberta Municipalities will review for eligibility all information provided in the EOI and will contact the Participants to explain the subsequent stages of the application process.

Note: Completion of the EOI does not secure funding or a place in the queue. For details on how this queue is established, see Section 3.5.

Step 2: Submit an EVCP Application

Participants must submit an EVCP application and all required attachments to EVCP@abmunis.ca or directly to their designated Alberta Municipalities representative. The EVCP application form will be sent to Participants after an EOI meeting is completed. A single EVCP application may include multiple EV charging stations at various locations; however, rebates will not be issued until all stations included in the project are complete. Alberta Municipalities will review the EVCP application to verify participant and project eligibility and confirm approval.

Note: No retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed Funding Agreement from Alberta Municipalities.

For each project, the Participant must provide the following information within the EVCP application:

1. Project details:
 - a. A brief written project description including details regarding the Participant's intent for pursuing this project.
 - b. The Participant's approach to ensuring stations are accessible 24/7, visible, have appropriate lighting (if available to the public), and confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage.
 - c. Any pay-for-use configurations and the intended rate per hour or per kWh.

- d. Written confirmation that the install site will not be impacted by, or is free of, subsurface utilities such as water, gas, irrigation, or telecommunication lines, as applicable.
 - e. Expected project start and completion dates.
 - f. Confirmation of equipment operation commitments and data sharing with Alberta Municipalities.
 - g. Any other pertinent information regarding the project.
2. EV charging station details including:
- a. Installation facility or location name, address, and intent for the charger to be for public or private use.
 - b. Brand and model.
 - c. Power output (kW).
 - d. Charging plug type.
 - e. Charge level and the number of connectors per station.
 - f. Costs for equipment, installation, engineering, design, permitting, inspection, and signage.
3. Application attachments:
- a. Detailed and itemized cost quotes for all eligible expenses as outlined in Section 3.3 (as applicable to the project). A detailed scope of work description is required for engineering and design costs. Quotes must clearly indicate that equipment and installation include 1 year warranties.
 - b. A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
 - c. Proof of landownership or leasing agreements for all installation locations.
 - d. A minimum of three photos of the specific EV charging station install location(s). Satellite images will not be sufficient to satisfy this requirement.
 - e. Any other supplementary documentation applicable to the project and as requested by Alberta Municipalities.

Step 3: Sign an EVCP Funding Agreement

Approved projects will be issued an EVCP Funding Agreement via OneSpan, Alberta Municipalities' secure virtual signing provider. Once the Agreement has been signed by both the Participant and Alberta Municipalities, a final copy will be returned, and the project can begin. Alberta Municipalities must be notified of any deviation from Schedule "B" immediately, and an amendment must be duly executed should the project scope, completion date, or other details change.

Step 4: Project Completion

Once the EVCP Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed within twelve (12) months of signing the EVCP Funding Agreement. Participants are responsible for completing the project as per the application and Funding Agreement, ensuring that the project is completed to a high degree of quality, and submitting all relevant project completion documents by the project deadline. Should an extension of the completion deadline be required, the municipality must submit a request to Alberta Municipalities in writing detailing the nature of the request as detailed in Section 3.5.

Participants are responsible for exercising due diligence in selecting quality products, consultants and contractors and ensuring that the project is completed in accordance with all applicable municipal bylaws (e.g., permitting and inspections) and the laws of the Province of Alberta. The Participant acknowledges the responsibility as the owner of the EV charging station to provide power, maintain equipment, and ensure all equipment remains operational and connected to a network.

Step 5: Project Completion Documents and Verification

Participants will be expected to notify Alberta Municipalities upon project completion and provide the applicable documents showing that the project was completed in accordance with the EVCP Funding Agreement. The project

completion document package must be received by Alberta Municipalities within twelve (12) months of signing the EVCP Funding Agreement. The required completion items for each project include:

1. Final invoices and proof of payment for all expenses outlined in the application.
2. Proof of network/server connection and that the EV chargers have been energized.
3. Profiling the completed project with Alberta Municipalities' participation and support with:
 - a. A draft media release for the Project to be provided to Alberta Municipalities at least 10 business days before publishing. The release should include a description of the Project and its benefits, include one or more quotes from the Participant, which may also be used for Alberta Municipalities marketing, and include the following acknowledgement that *"The Electric Vehicle Charging Program is delivered by Alberta Municipalities with funding from Natural Resources Canada's Zero Emission Vehicle Infrastructure Program."*;
 - b. Proof that the Alberta Municipalities approved media release has been issued.
 - c. Or, upon discussion, the Participant and Alberta Municipalities may consider other public engagement activities such as a ribbon cutting ceremony, public event, or other public-facing activity as an alternative to a media release.
4. Sharing of Project details and photographs on social media channels, tagging Alberta Municipalities' accounts as applicable;
5. At least 3 or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos may be shared publicly by Alberta Municipalities. Photos with the Participant's staff are encouraged.
6. Proof that publicly available charging stations have been added to [PlugShare](#) or an equivalent EV charging network map.
7. Completion of the [EVCP evaluation survey](#) as outlined in Section 5.1.

Step 6: Disbursement of Funding

After all project completion documents have been submitted and verified as listed in Step 5, Alberta Municipalities will issue the EVCP rebate payment to the Participant via EFT or cheque as per Section 3.5 Rebate Disbursement. The rebate will be based on the actual final project costs as outlined in the final invoices and proof of payments. The final project cost and rebate may differ from the values outlined in the Funding Agreement depending on any cost changes throughout the duration of the project. Rebate payments will be sent approximately six to eight weeks following the end of the current fiscal quarter and after Alberta Municipalities receives the funding contribution from Natural Resources Canada.

5.0 EVALUATION AND VERIFICATION

5.1 Evaluation Survey

Participants will be required to provide feedback on the program implementation processes and operations to help inform Alberta Municipalities' efforts to improve program efficiency and cost-effectiveness, strengthen marketing, sharpen outreach, and increase the satisfaction of program participants. Participants will also be asked to help Alberta Municipalities determine the extent to which the program's intended outcomes and objectives are being met via the [EVCP evaluation survey](#).

5.2 Verification

The Participant must submit documentation to establish, to the satisfaction of Alberta Municipalities, that the Participant incurred and paid all eligible expenses reported. All items on an invoice submitted by the Participant must be listed separately, and the cost for each eligible expense must be clearly identified. The Participant will be expected to provide any other documentation requested by Alberta Municipalities. The Participant may be required to refund all, or a portion of, the payments received under the program, as well as forfeit any future payments under the program, if they do not provide information within a reasonable time following a request for the audit and evaluation of the project.

Any Participant receiving grant money under the program may be contacted by Alberta Municipalities or a third-party evaluator retained on behalf of the Alberta Municipalities to verify projects or be asked to complete a written or electronic participant survey.

5.3 Inspection

If an EVCP application is approved, for up to three years following the rebate payment being sent, Alberta Municipalities or its designees are entitled, at any reasonable time and upon reasonable notice to the Participant, to attend the project site for the purpose of examining items pertinent to the project in order to assess whether the Participant is in compliance with the EVCP Funding Agreement and program conditions, and to conduct other verification activities if necessary.

6.0 REMEDIES AND WARRANTIES

6.1 Refunds

The Participant should understand that it must immediately refund Alberta Municipalities any payment received under the program not in accordance with the EVCP Protocol and the EVCP Funding Agreement upon notice being provided to the Participant by Alberta Municipalities. Failure to make repayment as required by the Participant creates a debt owing to His Majesty the King in Right of Canada and is recoverable as such.

6.2 Rights of Set-Off

The Participant should understand that His Majesty the King in Right of Canada may set-off against any other grant or amount payable to the Participant under any legislation or contribution agreements.

6.3 False or Misleading Information

If the Participant provides any false, misleading, or incomplete information under the program, the Participant should understand it will be required to forgo all rights to benefit from the program.

6.4 Limitation of Liability

Alberta Municipalities' sole liability is limited to paying the properly qualified rebates specified herein. The Participant acknowledges that any Third-Party Provider or other provider selected by the Participant is not an agent, contractor, or subcontractor of Alberta Municipalities. Alberta Municipalities shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EV charging stations or any equipment installed as a part of the program. Neither Alberta Municipalities nor any of their affiliates are or will be liable to the Participant or to any other party for a Third-Party Provider's failure to perform, for failure of the EV charging station to function, for any damage to the Participants premises caused by the Third-Party Provider, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the program.

7.0 APPLICATION CHECKLIST

Step 1: Submit the EVCP Expression of Interest

- Complete and submit an Expression of Interest (EOI).
- Meet with the Program Team to discuss project specifics and the application process.

Step 2: Submit the EVCP Application

- Complete and submit the EVCP application and all required attachments. The application will be sent to Participants after completing an EOI meeting.

Step 3: Sign the EVCP Funding Agreement

- Review, sign, and submit the EVCP Funding Agreement issued by Alberta Municipalities upon approval of the EVCP application.

Step 4: Project Completion

- Start and complete the installation of the EV charging stations.

Step 5: Project Verification

- Submit all applicable project verification documentation to EVCP@abmunis.ca or your designated Alberta Municipalities representative within twelve (12) months of signing the EVCP Funding Agreement.
- Complete public profiling activities.
- Complete the program evaluation survey.

Step 6: Disbursement of Funding

- Receive the EVCP rebate cheque/EFT from Alberta Municipalities.



Alberta Municipalities Strength In Members

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