

Terms of the Master Program Agreement

Parties: The City of Edmonton and Alberta Municipal Services Corporation (AMSC)

Structure: The Program Administrator (AMSC) and the City have legislative responsibilities under the Clean Energy Improvements Regulation. The administrative costs of the program are intended to be paid for by the Administration Fee contemplated by the Regulations.

The agreement also imposes contractual responsibilities on the Program Administrator to provide the City with additional services for the administration of the program.

Administration Fee: Under the regulations, up to 5 percent of the Capital Cost of a project can be added on to the Clean Energy Improvement Tax, to be proportionately split between the City and the Program Administrator for the administration of the program. Notwithstanding that the City will only be collecting 1.5 percent of the Administration Fee from the participants, the City may subsidize the remainder to pay to AMSC the maximum allowable amount of \$484,945.00 under the regulations based on the 5 percent administration fee. This theoretical maximum assumes that no incidental costs or professional service costs are needed for any project, which would decrease the final total.

Contractual Services: Services needed for the administration of the program. The City is contracting with AMSC to provide a number of those services. AMSC has provided a number of service package options ranging in cost from \$129,000 to \$175,000.

Term of the Agreement: Two year pilot project with staggered residential and commercial launch dates. All projects to be completed and entering repayment agreements by June 30, 2023 at the latest.

Scope: 80 residential and 20 commercial projects with a minimum threshold of three upgrades per project.

Payments: Contractual services invoiced monthly. Administration Fee subsidy calculated at the end of each project once project costs are certain.

Conditions Precedent:

That City Council gives first, second and third reading of Bylaw 19144, approving the creation of the Clean Energy Improvement Program, and providing the City

Manager with delegated authority to approve and enter into the agreement with the Program Administrator.

Additional:

The Master Program Agreement and any ancillary agreements resulting from the Master Program Agreement shall be in a form acceptable to the Legal Services, and in content acceptable to the Branch Manager of Planning and Environment Services. Approval of the Master Program Agreement shall include the approval of such corrective, conformance and incidental amendments to the Master Program Agreement and the form and contents of the Master Program Agreement as necessary or desirable to give effect to or implement the Master Program Agreement, all as may be subsequently approved by the Branch Manager of Planning and Environment Services in accordance with the decision made by Council.