

# HOW TO GET EV READY

Are your residents ready to go electric?

Here's how your BC strata corporation can get EV Ready using rebates from the CleanBC - Go Electric EV Charger Rebate Program.

Find the program guide, how-to's and more at [visoa.bc.ca/ev-charging](https://visoa.bc.ca/ev-charging)

**Every strata is different.**

Steps will vary depending on factors unique to your strata.

★ Inform and engage owners throughout the process.

## STEP 1. RESEARCH PARKING

Learn about your legal parking designations\*. Decisions will vary depending on this information.



**i Tip:** \*Check the strata plan, parking leases, covenants, stall assignments, bylaws and rules. Your strata lawyer can help.



## STEP 2. OWNER ENGAGEMENT

Have discussions about BC's transition to EVs, incentives, property values and other benefits. Learn about the features of different systems, service providers and in-house systems.



**i Tip:** Gauge interest with a survey but ask for min personal info per PIPA.

## STEP 3. CONSULTATION & QUOTES

Contact electrical engineers and/or contractors for info and quotes to get an EV Ready Plan (EV charging feasibility study).



**i Tip:** Have they done other EV Ready Plans? Ask for references and a sample.



## STEP 4. OWNER APPROVAL

Hold an AGM or SGM for owners to approve funding for creating an EV Ready Plan.



**i Tip:** Approve funding from CRF by majority vote or special levy by  $\frac{3}{4}$  vote.

## STEP 5. GET EV READY PLAN

Hire an engineer and/or contractor to do an assessment and prepare a Plan that would provide charging for all residents.

**i** **Tip:** Request peak load data from BC Hydro for free.



## STEP 6. OWNER ENGAGEMENT

Give the EV Ready Plan to owners and hold an information meeting to get feedback and answer questions.

**i** **Tip:** The Plan can only have one approach. Ensure it reflects owners' wishes.



## STEP 7. GET PLAN APPROVED & REBATE

Apply for a CleanBC rebate (75% of the cost of creating the EV Ready Plan up to \$3,000) and approval of the Plan.

**i** Plan must be approved by program to be eligible for infrastructure rebate.



## STEP 8. PROJECT BIDS

The EV Ready Plan includes a budget. *Optional but recommended:* Get additional quotes for the defined scope of work using a formal bidding process.



## STEP 9. LEGAL ADVICE

Get a strata lawyer to review bylaws. Draft amendments, user agreements, rules for user fees and AGM resolutions.

**i** **Tip:** You may want to contact your lawyer as early as Step 1.



## STEP 10. OWNER ENGAGEMENT

Get feedback from owners about proposed bylaws, user agreements, and rules for user fees.

**i** **Tip:** Have lawyer edit proposed wording if necessary.



Go go Step 11



## STEP 11. AGM OR SGM

Owners vote to approve the project, funding, bylaws, and other resolutions (such as majority vote for significant change in use).



**i Tip:** Owner approval can be subject to receiving pre-approval for rebates.

## STEP 12. INFRASTRUCTURE REBATE PRE-APPROVAL

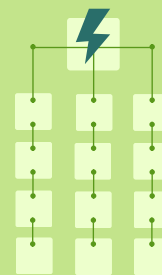
Apply for CleanBC pre-approval for the project (rebate of up to 50%, up to \$600 per stall, max \$120,000 per strata.)



**i Tip:** Project must be completed within 6 months so hold AGM or SGM first.

## STEP 13. INSTALLATION

Award contract. Contractor gets permit, completes installation of electrical infrastructure, and passes inspection.



**i Tip:** Charging stations are in a separate rebate program.

## STEP 14. GET INFRASTRUCTURE REBATE

Submit final paperwork for CleanBC rebate including receipts and contractor form.



**i Tip:** If charging stations installed, submit documents for separate rebate.

## STEP 15. OPERATING PERMIT

Get an electrical operating permit (EOP) if strata doesn't have one for the building. *If applicable*, sign service agreements.



## STEP 16. PROJECT CLOSE OUT

Prepare as-built drawings, operation and maintenance manuals.



Go go Step 17



## STEP 17. INFORM OWNERS



Give owners and tenants a FAQs handout.

- i** **Tip:** Make a video to give residents a tour of the new system and demonstrate safe use.

## STEP 18. CHARGING STATIONS



Bylaws detail the application/approval process for adding charging stations, who pays, and more.

- i** **Tip:** Bylaws require a 3/4 vote & take effect when filed at Land Title Office.



## STEP 19. OPERATING COSTS



Owners approve operating budget annually which includes electricity and other EV charging related expenses.

- i** **Tip:** Bylaws say whether strata or owner is responsible for repair & mtnc.

## STEP 20. USER FEES



If a valid bylaw or rule exists, residents who use charging stations can be billed user fees for certain operating costs.

- i** **Tip:** User fees must comply with *Strata Property Regulation* 6.9.



## STEP 21. LOW CARBON FUEL CREDITS



Report electricity supplied to EV charging stations annually and receive Low Carbon Fuel Credits if eligible.

- i** **Tip:** The strata is usually eligible if it supplies electricity to stations for charging that takes place at a building of 5 or more dwelling units.

Learn more about rebates from the  
CleanBC - Go Electric EV Charger Rebate Program.

Access videos, resources, and quick links at:

[visoa.bc.ca/ev-charging](https://visoa.bc.ca/ev-charging)