

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

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: Needs a $\frac{3}{4}$ vote to approve funds from CRF or a special levy.

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STEP 5. GET EV READY PLAN

Hire engineer and/or contractor to do 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 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.

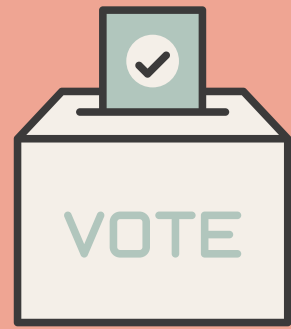


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STEP 11. AGM OR SGM

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



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

STEP 12. INFRASTRUCTURE REBATE PRE-APPROVAL

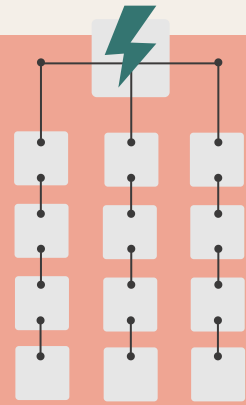
Apply for CleanBC pre-approval for project (rebate of up to 50%, up to \$600 per stall, max \$80,000 per strata.)



i Tip: Project must be completed within 4 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 annual operating permit for the EV charging equipment. *If applicable* sign agreement for EV network services.



STEP 16. PROJECT CLOSE OUT

Prepare as-built drawings, operation and maintenance manuals.



Go go Step 17



STEP 17. INFORM OWNERS

Provide an FAQ sheet to owners.

Tip: Make a video to give owners a tour of the new system & demonstrate safe use.



STEP 18. CHARGING STATIONS

Bylaws detail who pays for adding charging stations. If owner pays, bylaws detail the application/approval process.

i Tip: Bylaws do not take effect until they are filed at Land Titles Office.



STEP 19. OPERATING COSTS

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

i Tip: Bylaws say whether strata or owner is responsible for repair & mtnce.



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. FUTURE CHANGES

At future AGMs or SGMs, owners can approve amendments to bylaws, rules and user fees if desired.

i Tip: Bylaw amendments need approval under Section 128 of the *Strata Property Act*. Ratifying rules needs a majority vote.



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

Access videos, resources and quick links at:

www.visoa.bc.ca