

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.



STEP 17 INFORM OWNERS*

Provide an FAQ sheet to owners.

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



STEP 18 CHARGER INSTALLATIONS

Strata bylaws detail who pays for adding charging stations. If owners pay, strata bylaws detail the application/approval process.

Tip: Strata bylaws do not take effect until they are filed at Land Title Office.



STEP 19 OPERATING COSTS*

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

Tip: Strata bylaws say whether strata or owners are responsible for repair and maintenance.



STEP 20 USER FEES

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

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



STEP 21 FUTURE CHANGES*

At future annual or special general meeting, owners can approve amendments to bylaws, rules, and user fees.

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



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Thank you to the
**Vancouver Island Strata
Owners Association**
for the content in this brochure.



Email sustainable@kamloops.ca about upcoming 'Strata EV charging 101' presentations.

Be sure to check the CleanBC
Go Electric webpage for
current rebate information.



This brochure is printed on 100% recycled paper.

STEPS FOR STRATAS TO GET EV READY



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*Inform and engage owners throughout the process.

[Kamloops.ca/GoElectric](https://www.kamloops.ca/GoElectric)

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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.

Every strata is different. Steps will vary depending on factors unique to your strata.

STEP 1 RESEARCH PARKING



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

Tip: Check the strata plan, parking leases, covenants, stall assignments, strata 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.

Tip: Gauge interest with a survey, but ask for minimum personal info per *Personal Information Protection Act*.

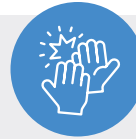
STEP 3 EV-READY PLAN QUOTES



Contact electrical engineers and/or contractors for information and quotes to get an EV-ready plan (EV charging feasibility study).

Tip: Have they done other EV-ready plans? Ask for references and a sample.

STEP 4 OWNER APPROVAL*



Hold an annual or special general meeting for owners to approve funding for creating an EV-ready plan.

Tip: A vote is required to approve funds from the *Contingency Reserve Fund* or a special levy.

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.

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

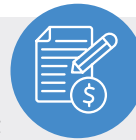
STEP 6 OWNER ENGAGEMENT*



Present the EV-ready plan to owners at an information meeting to get feedback and answer questions.

Tip: The plan can only have one approach. Ensure it reflects owners' wishes.

STEP 7 APPROVE PLAN & GET 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.

Tip: The EV-ready plan must be approved by CleanBC Go Electric to be eligible for the additional 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 strata bylaws and assist with draft amendments, user agreements, rules for user fees, and annual general meeting resolutions pertaining to EV charging.

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

STEP 10 OWNER ENGAGEMENT*



Get feedback from owners about proposed strata bylaws, user agreements, and rules for user fees pertaining to EV charging.

Tip: Have a lawyer edit proposed wording if necessary.

STEP 11 ANNUAL OR SPECIAL GENERAL MEETING*



Owners vote to approve the project, funding, strata bylaws, and other resolutions (e.g. significant change in use).

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, to a maximum of \$120,000 per strata.)

Tip: Project must be complete within six months, so hold annual or special general meeting first.

STEP 13 INSTALLATION



Award the contract. The contractor gets the permit, installs the electrical infrastructure, and the project passes inspection.

Tip: Charging stations are in a separate rebate program.

STEP 14 GET INFRASTRUCTURE REBATE



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

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

*Inform and engage owners throughout the process.

