



# City of Richmond

## Report to Committee

TDCP NN 52012

**To:** General Purposes Committee  
**From:** Tom Stewart, AScT.  
Director, Public Works Operations  
**Re:** Community Charging Infrastructure Funding Agreement

**Date:** October 12, 2012  
**File:** 10-6000-01/2012-Vol  
01

### Staff Recommendation

That the City enter into an agreement with the Fraser Basin Council in respect to funding for the installation of ten community charging stations as described in the report titled Community Charging Infrastructure Funding Agreement, from the Director – Public Works Operations and on the terms and conditions set out in the report, including specifically that the City grant an indemnity to Fraser Basin Council for any losses that the Fraser Basin Council may suffer in relation to their connection with this project.

Tom Stewart, AScT.  
Director, Public Works Operations  
(604-233-3301)

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Law	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

At their May 28, 2012 meeting, Council approved the following recommendation:

“That an application for a community electric vehicle charging plan and infrastructure grant be submitted to the Fraser Basin Council upon announcement of the availability of provincial funding for this work.”

Two applications were subsequently submitted on June 27, 2012 – one under the planning incentive and one under the charging station incentive. The City was not successful in our planning incentive application, however, was successful under the charging station incentive. In order to secure the opportunity for this funding, the City is required to enter into a contribution agreement with the Fraser Basin Council. This report presents and seeks approval to enter into the Community Charging Infrastructure (CCI) Fund Agreement.

### Analysis

#### *Background:*

The Province is providing a \$6.28 million funding incentive to support planning and installation of community-wide electric vehicle charging stations. The objective is to achieve 570 level two publicly-accessible charging stations throughout the province, approximately one-half of which are anticipated to be in the Metro Vancouver and Southern Vancouver Island regions – with an allocation of approximately \$2.74 million. The funding is being managed by the Fraser Basin Council. The overall objective is to reduce reliance on fossil-fuel vehicles and related emissions by providing community infrastructure to promote consumer confidence in the electric vehicle market.

#### *City Funding Application:*

The City submitted two applications for funding consideration:

1. **Planning Incentive:** This application was to prepare a community-wide charging infrastructure plan, including a broader strategy and contextual overview of potential charging infrastructure throughout Richmond. Funding in the amount of \$26,000 was sought through this incentive, however, was denied by the Fraser Basin Council. This application was denied as the focus of this financial incentive is based on planning activities around specific charging station installations and not on broader planning work. As a result, this work is continuing on a reduced scale through an inter-departmental staff team and will be presented to Council at a future date.
2. **Charging Station Incentive:** This application included installation of two charge points at the following locations, for a total of ten stations:
  - Richmond City Hall
  - Steveston Community Centre
  - Cambie Community Centre

- Thompson Community Centre
- Works Yard

Funding of up to \$40,000 (\$4,000 per station or 75% of total costs) was requested under this incentive and received approval, subject to the terms and conditions under the CCI Fund Agreement, Attachment 1. Note: the specific locations of the charge points at the above locations is shown in Schedule D of the agreement.

Key terms of the agreement include:

- a) Carry out the scope of the project as described, with no alterations without the Fraser Basin Council's consent.
- b) Completion of all installations by March 31, 2013 and submission of final report by April 10, 2013.
- c) Use of the funding contribution solely for project-related costs.
- d) Administrative matters including proper accounting of costs, project insurance, acquisition of required permits and approvals, etc.
- e) An ownership and indemnity clause which includes agreement that the project is owned solely by the City and in favour of the Fraser Basin Council for all losses, claims, etc. that may be suffered by the Fraser Basin Council associated with their connection to this project.
- f) The opportunity to participate in a real-time use pilot program to capture and study the electricity use of the charging stations -- which staff recommend joining in order to gain insights about use and energy demand at the charging stations.

### **Financial Impact**

By entering into this agreement, the City will receive up to \$40,000 in grants from the Fraser Basin Council to offset the costs of the charging station installation project.

The total cost of this project is estimated to be \$56,375 which includes \$48,375 in City costs and \$8,000 in City in-kind costs (electrical staff time), after \$40,000 in anticipated grant funding from the Fraser Basin Council. Funding for this project is available under the 2011 -- Fleet Vehicle/Equipment capital project (40530). Total project costs will be charged to this project and the associated grant funding will be credited back to the Fleet Vehicle/Equipment Reserve once received.

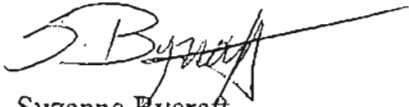
### **Conclusion**

The City was successful in obtaining approval for grant funding from the Fraser Basin Council for up to \$40,000 for the installation of ten electric vehicle charge points at various City facilities. By participating in this project, the City is helping to lead and encourage uptake in the electric vehicle market as part of helping to reduce vehicle emissions. The Fraser Basin Council

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requires that the City enter into a Community Charging Infrastructure Fund Agreement in order to secure the funding commitment.

A handwritten signature in black ink, appearing to read 'S. Bycraft', with a long horizontal stroke extending to the right.

Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

SJB:

THIS AGREEMENT is dated for reference this 24 day of September, 2012.

BETWEEN:

Fraser Basin Council, a society incorporated under the laws of British Columbia having offices at 1<sup>st</sup> Floor, 470 Granville Street, Vancouver, British Columbia V6C 1V5

(the "Council")

-and-

The City of Richmond, 5599 Lynas Lane, Richmond, BC V7C 5B2

(the "Recipient")

WHEREAS:

- A. The Council is in receipt of funding for the Community Charging Infrastructure initiative under a contribution agreement (the "CCI Fund Agreement") between the Council and Her Majesty the Queen in Right of British Columbia as represented by the Minister of Environment ("BC");
- B. Under the CCI Fund Agreement the Council may distribute funding to various projects in accordance with certain requirements; and
- C. The Council has offered and the Recipient wishes to accept a financial contribution on the terms and conditions set out in this Agreement.

NOW THEREFORE, in consideration of the promises and payments made herein, the parties agree as follows:

1. THE PROJECT

- 1.1 The Recipient shall carry out the project (the "Project") as described in the statement of work attached as Schedule "A" to this Agreement (the "Statement of Work") in a diligent and professional manner and in accordance with the requirements set out therein.
- 1.2 The Recipient shall not alter the scope of the Project without the prior written consent of the Council.
- 1.3 The Recipient shall implement or operate the Project in British Columbia.
- 1.4 The Recipient shall commence all work on the Project on that date and shall complete all work on or before that date set out in the Statement of Work as commencement and completion dates, respectively (the "Commencement Date" and the "Completion Date").

2. THE CONTRIBUTION

- 2.1 Provided the Recipient is in compliance with its obligations under this Agreement, the Council shall provide the Recipient with one or more non-

## Attachment 1 (Cont'd)

repayable monetary contributions in the amount and manner set out in the Statement of Work (collectively, the "Contribution") and in accordance with the requirements set out below.

- 2.2 The Council shall not issue payment of a portion or all of the Contribution until and unless the Recipient provides the Council with a final report in accordance with Schedule "B" and such invoices, vouchers, receipts and other documentation or material, including progress reports, as may be requested by the Council.
- 2.3 The Recipient shall not request and the Council shall not pay any portion of the Contribution claimed by the Recipient more than one (1) month after the Completion Date.
- 2.4 The maximum amount the Council shall pay under this Agreement shall not exceed the amount set out as Project Costs in the Statement of Work.
- 2.5 The Recipient may use the Contribution solely for Project-related costs, whether capital or non-capital, that are identified as Eligible Costs in the Statement of Work.
- 2.6 The Recipient shall not apply any of the Contribution to costs incurred prior to the Commencement Date or after the Completion Date, nor shall the Council be liable to pay any of the Contribution to the Recipient for costs incurred prior to the Commencement Date or after the Completion Date.
- 2.7 The Council shall not pay any interest on the Contribution.
- 2.8 Notwithstanding any other provision of this Agreement, the Council's obligations to pay all or any of the Contribution to the Recipient are dependent on receipt by the Council of sufficient funding from BC under the CCI Fund Agreement. For clarity, if at any time the CCI Fund Agreement expires or terminates for any reason whatsoever, including for breaches by or other matters within the control of the Council, this Agreement and all of the Council's obligations to the Recipient under this Agreement shall immediately terminate and be of no force or effect.

### 3. RECIPIENT'S REPRESENTATIONS AND COVBNAN'YS

- 3.1 The Recipient shall comply with all Recipient requirements set out in the Statement of Work attached as Schedule "A", including without limitation the requirements under the heading "Additional Conditions of Funding".
- 3.2 The Recipient shall preserve and keep available for inspection, for at least three (3) years after the Completion Date:
  - (a) proper books of account recording Project revenues and costs;
  - (b) accounts and records that are necessary in the circumstances to support the books of account; and
  - (c) reasonably detailed administrative documentation to support the Recipient's decisions made concerning the Project.

## Attachment 1 (Cont'd)

- 3.3 The Recipient shall, if requested by the Council, permit any representative of the Council reasonable access to any premises at which work related to the Project is conducted to do the following:
- (a) inspect and assess the progress of the Project;
  - (b) examine the Recipient's books, accounts and any other records related to the Project and the Contribution, and to make copies thereof.
- 3.4 The Recipient shall obtain insurance coverage for the Project to the standard of a reasonably prudent owner, including without limitation "all risks" insurance, for replacement cost, on all improvements or fixtures constructed or installed as part of the Project, and shall maintain such insurance coverage in full force and effect for at least five years following the Completion Date and shall provide evidence of such insurance coverage to the Council, at the Council's request.
- 3.5 The Recipient shall obtain all necessary licences, permits, and approvals required for the Project under applicable legislation, regulations and by-laws.
- 3.6 The Recipient, immediately upon demand by the Council, shall forthwith repay to the Council any overpayments or surpluses of the Contribution, and such amounts shall constitute a debt immediately due and owing to the Council.
- 3.7 The Recipient shall to the satisfaction of the Council, ensure that all Project expenses are incurred in a manner that is transparent, competitive and consistent with value for money principles.

## 4. REPORTING

- 4.1 Project reports, satisfactory to the Council, shall be submitted by the Recipient to the Council in accordance with Schedule "D" to this Agreement along with any financial statements or additional reports as may be requested by the Council within 30 days of a demand for same.
- 4.2 Following receipt of a written request from the Recipient, the Council may approve in writing, at its sole discretion, an extension of up to thirty (30) calendar days to submit any claim or any report required to be submitted in accordance with this Agreement.

## 5. DEFAULT

- 5.1 The following constitute events of default on behalf of the Recipient:
- (a) submitting false or misleading information to the Council or failing to disclose relevant information which may have a negative impact on the Recipient's financial position;
  - (b) breach of any term or condition of this Agreement, including for certainty any terms and conditions set out in a Schedule to this Agreement;
  - (c) if the Recipient makes any assignment for the benefit of creditors or becomes insolvent or bankrupt, goes into receivership or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;

- (d) if the Recipient dissolves or ceases to carry on business.
- 5.2 If an event of default occurs, the Council may immediately upon providing written notice to the Recipient (the "Notice of Default"), do one or more of the following:
  - (a) terminate this Agreement and cease any payments to the Recipient under this Agreement;
  - (b) require that the Recipient repay the Council all or part of the Contribution forthwith and the Recipient shall immediately pay such amount to the Council.
- 5.3 Section 5 of this Agreement shall survive the expiration or termination of this Agreement.

6. ENVIRONMENT

- 6.1 The Recipient shall obtain all certificates, consents, permits and approvals required for compliance with applicable environmental legislation, regulations and bylaws and shall comply with the requirements of such legislation, regulations and bylaws.

7. NOTICE

- (a) Any notice or communication authorized or permitted with respect to this Agreement shall be effectively given if delivered by hand, sent by mail, or sent by email.
- (b) Any notice that is delivered by hand or email shall be deemed to have been received on delivery. Any notice which has been mailed shall be deemed to have been received eight (8) calendar days after being mailed. Any notice sent by email shall be deemed to have been received twenty-four (24) hours after the time that is printed on the dispatcher's confirmation slip.
- 7.1 (a) The Council's address for notice shall be:  
Fraser Basin Council  
1<sup>st</sup> Floor, 470 Granville Street  
Vancouver, BC V6C 1V5  
Email: [voviedo@fraserbasin.bc.ca](mailto:voviedo@fraserbasin.bc.ca)  
FAX #: 604-488-5351
- (h) The Recipient's address for notices shall be:  
The City of Richmond  
5599 Lynas Lane  
Richmond, BC V7C 5B2  
Email: [sbycraft@richmond.ca](mailto:sbycraft@richmond.ca)
- (c) Either the Council or the Recipient may change the address and other information stipulated above, provided that a written change of address notice is issued to the other party in accordance with this section.



8. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS

8.1 The Recipient shall comply with the requirements contained in Schedule "C" to this Agreement.

9. OWNERSHIP AND INDEMNITY

9.1 The Recipient acknowledges and agrees that the Project is the Recipient's sole responsibility and any assets, improvements or fixtures designed, constructed or installed as part of the Project shall be owned and operated solely by the Recipient.

9.2 The Recipient shall indemnify and save harmless the Council and the Council's directors, officers, employees, servants, agents, representatives, successors and assigns (collectively, the "Council's Representatives") and BC against and from all actions, suits, damages, losses, charges, expenses, claims, and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against one or more of the Council's Representatives or BC or which one or more of the Council's Representatives or BC may sustain, pay or incur as the result of or in connection with or arising out of any action of the Recipient in relation to the Project or the Contribution or both.

9.3 The Council's liability under this Agreement shall be limited in the aggregate to the sum equal to or less than the Contribution.

9.4 Section 9 of this Agreement shall survive the termination or expiration of this Agreement.

10. INTELLECTUAL PROPERTY

10.1 All intellectual property that arises in the course of the Project shall vest in the Recipient.

10.2 The Recipient hereby grants to the Council non-exclusive, irrevocable, world-wide, free and royalty-free licences in perpetuity to use and sublicense, for any purpose:

10.2.1 any reports or documents required by the Council under this Agreement;

10.2.2 any photographs, videos, drawings, sketches or other images relating to the Project.

11. FORCE MAJEURE

11.1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a "Force Majeure Event"). If a Force Majeure Event frustrates the performance of this Agreement, the Council will not be liable for any portion of the Contribution that has not been paid as of the date of the occurrence of the Force Majeure Event.

12. GENERAL.

- 12.1 This Agreement is an agreement for the Contribution only. It does not create a partnership, agency, joint venture, or employer/employee relationship between the parties and the Recipient shall not represent itself as such, including in any agreement with a third party.
- 12.2 This Agreement and the schedules attached hereto contain the entire agreement between the parties with respect to the subject matter hereto and shall supersede all previous negotiations, representations and documents in relation hereto made by either of the parties.
- 12.3 The Council may assign this Agreement at any time.
- 12.4 The Recipient shall not assign this Agreement in whole or in part without the prior written consent of the Council, which consent may be unreasonably refused.
- 12.5 Time is of the essence of this Agreement.
- 12.6 This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized officers on the dates set out below.

The Corporate Seal of the Fraser Basin Council )  
 Council Society was hereto affixed on this 24 day )  
 of September, 2012 in the presence of its )  
 authorized signatory(ies): )  
 ) (c/s)  
 )  
 \_\_\_\_\_ )  
 Name: )  
 )

Executed on behalf of the Recipient )  
 on this 24 day of September, 2012 by its )  
 authorized signatory(ies): )  
 )  
 )  
 \_\_\_\_\_ )  
 Name: )

\_\_\_\_\_  
 Name:

**SCHEDULE "A"**  
**Statement of Work and Budget**

**PROJECT SCOPE**

i Description

Total number of Charging Stations to be installed: 10

Charging station equipment manufacturer and type:

Location	Address	# of stations
Richmond City Hall	6911 No. 3 Road, Richmond, BC	2
Steveston Community Centre	4111 Moncton Street, Richmond, BC	2
Cambie Community Centre	12800 Cambie Road, Richmond, BC	2
Thompson Community Centre	5151 Granville Avenue, Richmond, BC	2
Richmond Works Yard Fleet Headquarter	5599 Lynas Lane, Richmond, BC	2

ii Project Location

Richmond \_\_\_\_\_, BC.

iii Project Costs

The Council shall make a contribution to the Recipient which in the aggregate shall not exceed the lesser of:

- \$4,000 per eligible charging station, where a charging station is defined by one electrical cord available for Level 2 charging of an Electric Vehicle.
- 75% of total costs (including Council and Recipient cash and in-kind contributions noted below).
- The Project's actual cash costs as noted below.

Attachment 1 (Cont'd)

Assisted Costs	FBC (CCI Fund) Assistance (cash)	Recipient Contribution* (cash)	Recipient Contribution* (in-kind)	Total Cost (cash + in-kind)	FBC % (not to exceed 75%)
Electric vehicle charging equipment	\$22,500.00	\$22,500.00	\$-	\$45,000.00	50%
Materials and supplies	\$3,500.00	\$1,500.00	\$-	\$5,000.00	70%
Trades	\$4,500.00	\$7,500.00	\$3,000.00	\$15,000.00	30%
Electrical or other permits	\$-	\$2,000.00	\$-	\$2,000.00	0%
Signage	\$2,500.00	\$11,000.00	\$-	\$13,500.00	19%
Electrical or engineering design	\$7,000.00	\$3,875.00	\$5,000.00	\$15,875.00	44%
<b>Total Project Costs</b>	<b>\$40,000.00</b>	<b>\$48,375.00</b>	<b>\$8,000.00</b>	<b>\$96,375.00</b>	<b>42%</b>

\* Recipient Contribution should include any contributions from other funding sources.

The above costs include only Eligible Costs (defined below) incurred directly to carry out the Project and are subject to verification.

**Source of Matching Funds**

Source	Amount	Cash or In-Kind?
City Capital	\$ 48,375.00	Cash
City Operations	\$ 8,000.00	In-kind
	\$	
	\$	
<b>TOTAL</b>	<b>\$56,375.00</b>	

iv Cashflow

The Contribution will only be paid by the Council:

- (a) if the Recipient has delivered to the Council, and the Council has accepted, a final report of the Project prepared in accordance with this Agreement;
- (b) before the expiry of the Council's fiscal year ending March 31, 2013.

Any Contribution funding that is not spent in one fiscal year cannot be carried forward to the subsequent fiscal year.

v Dates

- (a) Commencement Date – May 31, 2012
- (b) Completion Date – March 31, 2013
- (c) Final Reporting Date – April 10, 2013

vi Eligible costs:

- (a) Level 2 electric vehicle charging equipment from the list of eligible EVSE provided by the Council;
- (b) Materials and supplies required for charging station installation
- (c) Trades (e.g., electrician);
- (d) Electrical or other permits;
- (e) Signage and painting of site using design files and specifications provided by the Council;
- (f) Detailed electrical or engineering design;

vii Ineligible costs:

- a. Policy development or general research studies
- b. IIST
- c. Property taxes
- d. Repairs to existing systems
- e. Purchase of land, and
- f. Hospitality (food and beverages).

viii Additional Conditions of Funding

- a. The Recipient must own or have a right of access to the site/facility where the electric vehicle service equipment ("EVSE") is proposed to be installed. The Recipient must attach documentation, satisfactory to the Council, proving ownership (such as a title search) or right of access (such as a written easement, right of way, lease or licence) to this Agreement, as Schedule D,);
- b. The Recipient must make the EVSE available to the public at a reasonable cost and at reasonable times as approved by the Council, and otherwise in accordance with the Recipient's application to the Council for funding, unless the Recipient indicated in its application for funding that the EVSE is intended to serve the Recipient's fleet only;
- c. Prior to signing this Agreement, the Recipient must have completed an assessment by an electrician or electrical engineer of the electrical systems at all location(s) to ensure the project's feasibility;
- d. The Recipient must apply for any federal, provincial, local government, utility, and electrical permits and approvals needed to install the EVSE, and

## Attachment 1 (Cont'd)

use appropriate BC Industry Training Authority certified trades for installation;

- e. The Recipient must keep the EVSE in service for a minimum of 5 consecutive years after the Completion Date in accordance with the terms of this Agreement;
- f. The Recipient must install a Measurement Canada certified meter dedicated to the EVSE if the installation is not supplied from a dedicated service with the local electric utility. This requirement may be omitted at the discretion of the local electric utility, if the EVSE chosen has sufficient metering capability;
- g. The Recipient must allow BC Hydro and/or BC to access information on the energy demand at the charging stations, at the level that the technology permits, to help inform future policy or program development and academic research related to electric vehicle charging in the public space;
- h. The Recipient must provide information, either through written reports or interviews, to BC Hydro and/or BC on the charging stations, installation process and decisions to help inform future policy or program development, academic research related to electric vehicle charging in the public space, and the validation of charging infrastructure guidelines;
- i. The Recipient must permit BC Hydro and/or BC to share the information to researchers for academic research related to electric vehicle charging in the public space;
- j. The Recipient must allow the location of all sites/facilities where the EVSE is installed publicly to be made available on an online map or mobile application (except where the EVSE is intended, as of the Commencement Date, solely for the use of the Recipient's fleet);
- k. The Recipient must use signage templates provided by the Province, including way finding signs where applicable and station marking signs, with costs to be covered by the Recipient. The Recipient is also responsible for installing an information sign, which will be provided by the Council at no cost to the Recipient. See Schedule E for details;
- l. The Recipient must, upon request by the applicable local government, participate in an Electric Vehicle community-wide planning process;
- m. The Recipient must purchase and install the charging station(s) and any other EVSE such that they are fully operational before March 31, 2013.
- n. The Recipient must not deviate from what was detailed in their Application, unless written approval is obtained.

ix Greenhouse Gas Offsets

- a. Given that any credits generated through providing electricity to power a vehicle will be reported /claimed under the Renewable and Low Carbon Fuel Requirement Regulation by the appropriate utility, any greenhouse gas reductions

attributed to the supply of electricity through the provision of electric vehicle supply equipment (EVSE) will be deemed to have been already recognized under the Low Carbon Fuel Requirement Regulation, a mandatory greenhouse gas reduction program, and as such, may not be claimed as an offset.

**SCHEDULE "B"**

**Reports**

**A. Final report:**

The Recipient shall prepare and provide to the Council a final report of the Project no later than April 10, 2013, which shall include:

- i) a financial report signed by the Chief Financial Officer or Duty Authorized Officer of the Recipient's organization which details the Eligible Costs (as defined in Schedule "A" of this Agreement) incurred by the Recipient;
- ii) copies of all receipts or invoices pertaining to Eligible Costs;
- iii) an invoice setting out the amount of the Contribution claimed by the Recipient;
- iv) a final summary report on Project activities, using the Final Progress Report template attached as Attachment 1 to this Schedule;
- v) photographs documenting the installation and operation of the EVSF.



*Final Report Template: To be submitted once project is complete*

**Attachment 1 to Schedule "B"  
Final Report Template**

*To be submitted once project is completed. You will be provided a Word document or survey to submit your answers.*

**1. Financial Report (excel version to be provided):**

Eligible Costs	Council (CCI Fund) Assistance (cash)	Recipient Contribution * (cash)	Recipient Contribution * (in-kind)	Project Cost (cash + in-kind)	FBC %
Electric vehicle charging equipment	\$	\$	\$	\$	
Materials and supplies	\$	\$	\$	\$	
Trades:	\$	\$	\$	\$	
Electrical or other permits	\$	\$	\$	\$	
Signage	\$	\$	\$	\$	
Electrical or engineering design	\$	\$	\$	\$	
<b>Total Project Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>

\* Recipient funding should include contributions from non-CCI Fund outside sources in addition to that of proponent

- Please itemize expenses by adding extra rows to the table above if needed
- Please include copies of all invoices and receipts for expenses incurred.

If any of the matching funding was provided by an external private entity, please list the amount and source:

Funding Source	Amount
• _____	\$ _____
• _____	\$ _____

*Final Report Template: To be submitted once project is complete*

**2. Locations of EVSE Stations Installed**

Location Name	Address	Number of Stations	EVSE Equipment (Make and Model)

Please attach photos of stations in operation in all locations

**3. Station Use**

Please provide a short description of relevant information for users such as hours of availability, cost to park/charge, customer only parking, call in advance for permission, etc.

**4. Lessons Learned**

4.a. What did you learn in the process of planning and installing your EVSE?

4.b. Were there any additional tasks or costs that you hadn't anticipated?

4.c. Did you have to make any electrical upgrades to the site where you installed the stations? If so, what were the upgrades you had to make, and what was the cost?

4.d. From planning through to installation and commissioning, what tasks did you complete "in-house" and what did you require outside resources for? What types of skill sets were required to complete this work?

4.f. What community outreach and education activities did you complete as part of this project?

4.g. Do you have any "good news" stories related to EV deployment or charging stations? (e.g. increased demand for your services or business, increased visitors, positive feedback, new local skill sets acquired, etc.)

4.h. Were you satisfied with the level of support from Fraser Basin Council during the application and project execution process?

4.i. Were you satisfied with the level of support and quality of equipment from your EVSE supplier?

*Final Report Template: To be submitted once project is complete*

4.j. Were you satisfied with the level of support and quality of work of your electrical contractor?

4.k. Is there anything you would have done differently if you were to install other EVSE?

4.l. Do you plan to install additional EVSE in the future?

- # stations in the next year (estimate) \_\_\_\_\_
  - # of stations in the next five years (estimate) \_\_\_\_\_
- Comment \_\_\_\_\_

**5. Declaration**

Please complete the following declaration:

I, \_\_\_\_\_, hereby declare that:

- 1) The information provided in this report, including all attachments is accurate to the best of my knowledge and that I am authorized to sign on behalf of the stated proponent;
- 2) The information contained in the above financial statement submitted to the Fraser Basin Council (the Council), is accurate in all material respects and the funds were used exclusively for the project as originally proposed or as formally amended by the Council;
- 3) Any funds previously paid to the Recipient by the Council have been used to fund project expenditures approved by FBC as stated in the contract;
- 4) The balance of any funds previously paid to the Recipient which were not used as set out in Item 3 have been returned to the Council;
- 5) Any additional funds paid to the Recipient by the Council will be used in this manner.

Signature: \_\_\_\_\_  
(Authorized Signatory)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Executed on behalf of: \_\_\_\_\_  
(Recipient Name)

*Final Report Template: To be submitted once project is complete*

**Checklist for Final Report**

Please fill in the following checklist and submit it with your report. Incomplete reporting will result in the delay of final payment.

- I have answered all the questions in the report.
- I have included copies of all receipts and invoices.
- I have completed and signed the declaration.
- I have included a final invoice.

**SCHEDULE "C"**  
**Public Announcements and Communication**

1. Prior to an official announcement of funding by the Council, the Recipient agrees to keep this funding confidential. The parties acknowledge and agree that any confidentiality requirements under this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia).
2. The Recipient agrees to provide a brief Project description for posting on the Council's website, and participate in a one hour interview related to their experience in implementing the Project.
3. The Recipient agrees to use standard signage at the EVSE locations based on signage standards and templates to be provided by the Council.
4. The Recipient will acknowledge the support provided by BC in any media releases, publications, events, and print or web based material associated with the Project, and shall provide BC an opportunity to comment on and approve any such material or events.

**SCHEDULE "D"**

**Proof of Ownership or Right of Access Document and  
Property Location Map**

**Attached (check all that apply):**

- Land title search
- Property location or survey map showing location of charging station(s)
- Letter of permission from landowner providing permission for EVSE installation

Attachment 1 (Cont'd)

Page 1 of 1

**Huang, Louise**

From: Rente, Linda  
 Sent: July 31, 2012 3:04 PM  
 To: Huang, Louise  
 Attachments: FW: TITLE - BM275336 UID=PB23352; FW: TITLE - BG262097 UID=PB23352; FW: TITLE - BF504262 UID=PB23352; FW: TITLE - 51700E UID=PB23352; FW: TITLE - BM193729 UID=PB23352

Louise:

First title listed above:	BM275336 (5599 Lynas Lane) - Works Yard Fleet Headquarter
Second title listed above:	BG262097 (5151 Granville Avenue) - Thompson Community Centre
Third title listed above:	BF504262 (12600 Cambie Road) - Cambie Community Centre
Fourth title listed above:	51700E (4111 Moncton Street) - Steveston Community Centre
Fifth title listed above:	BM193729 (6911 No 3 Road) - Richmond City Hall

Linda

Mapping Technician  
 Engineering Planning  
 Local 4353

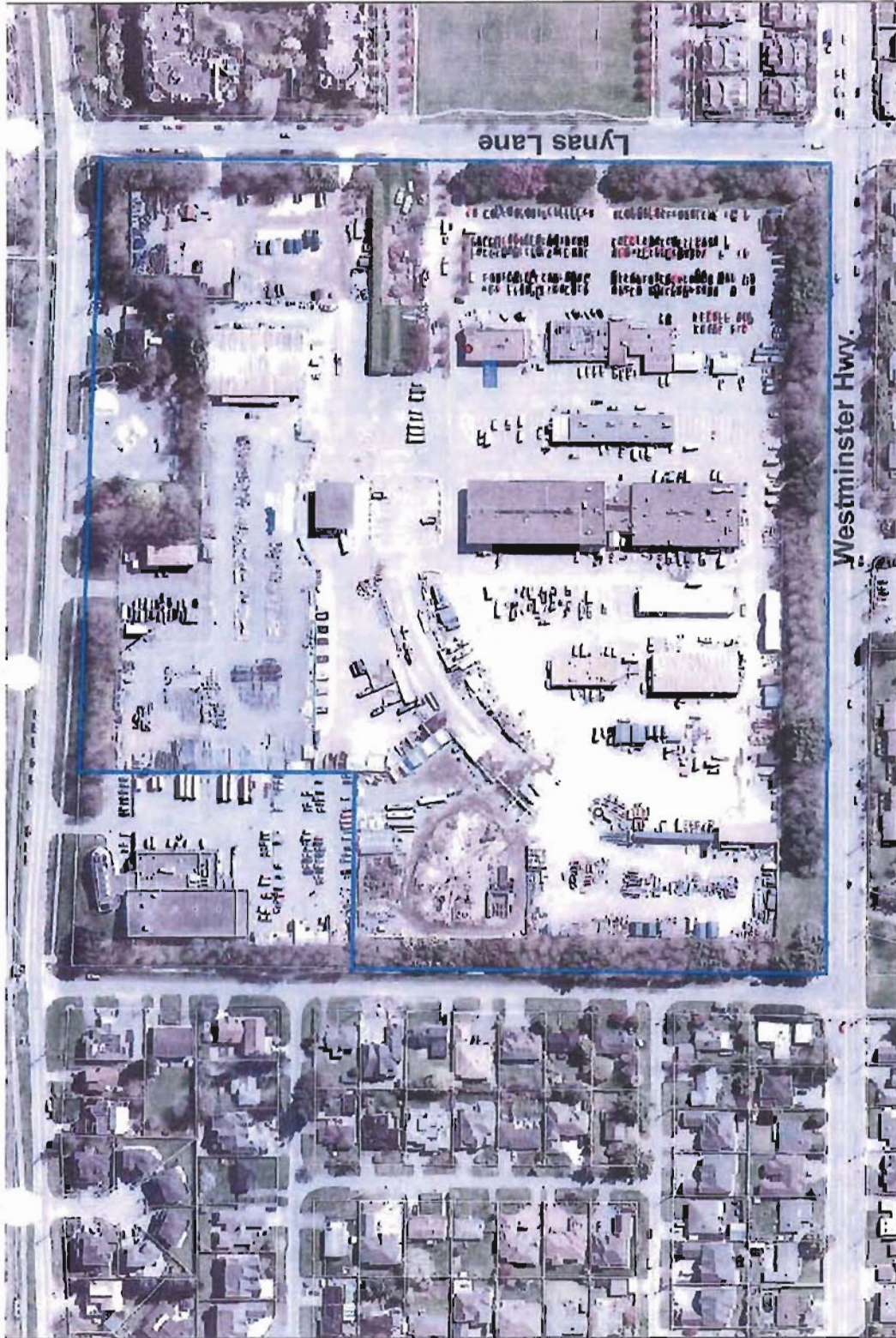
08/02/2012







title-BM275336


\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*



**Works Yard Fleet Headquarter**  
(5599 Lynas Lane)

**Legend**

-  Power Supply
-  EV Charging Stations



Thompson Community Centre

title-BG262097  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:51:30  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 001 of 002  
 Folio: TITLE - BG262097

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: BG262097 (5151 Granville Avenue)  
 FROM TITLE NO: BE246534  
 BE90513  
 BF41532  
 BG262095  
 G93162E  
 RD140494E

APPLICATION FOR REGISTRATION RECEIVED ON: 26 JULY, 1993  
 ENTERED: 15 SEPTEMBER, 1993

REGISTERED OWNER IN FEE SIMPLE:  
 CITY OF RICHMOND  
 6911 NO. 3 ROAD  
 RICHMOND, BRITISH COLUMBIA  
 V6Y 2C1

TAXATION AUTHORITY:  
 CITY OF RICHMOND

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 018-379-001  
 LOT 2 SECTION 12 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT  
 PLAN LMP11626

LEGAL NOTATIONS:

ZONING REGULATION AND PLAN UNDER  
 THE AERONAUTICS ACT (CANADA)  
 FILED 10.2.1981 UNDER NO. T17084  
 PLAN NO. 61216

CHARGES, LIENS AND INTERESTS:

NATURE OF CHARGE  
 CHARGE NUMBER DATE TIME

STATUTORY RIGHT OF WAY  
 AB205240 1988-10-03 12:05  
 REGISTERED OWNER OF CHARGE:  
 B.C. GAS INC. (INCORPORATION NO. 74280)  
 AB205240

REMARKS: ASSIGNMENT OF 208906C REC'D 20/11/1956 @ 14:00  
 SOUTH 20 FEET ANCILLARY RIGHTS INTER ALIA  
 AS TO PART FORMERLY LOT 7 PLAN 15536

STATUTORY RIGHT OF WAY  
 BL170700 1997-05-15 10:36  
 REGISTERED OWNER OF CHARGE:  
 CITY OF RICHMOND  
 BL170700  
 REMARKS: PLAN LMP33111

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:51:30  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 002 of 002  
 Folio: TITLE - BG262097

October 12, 2012

- 28 -

Attachment 1 (Cont'd)

title-BG262097

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*

Page 2



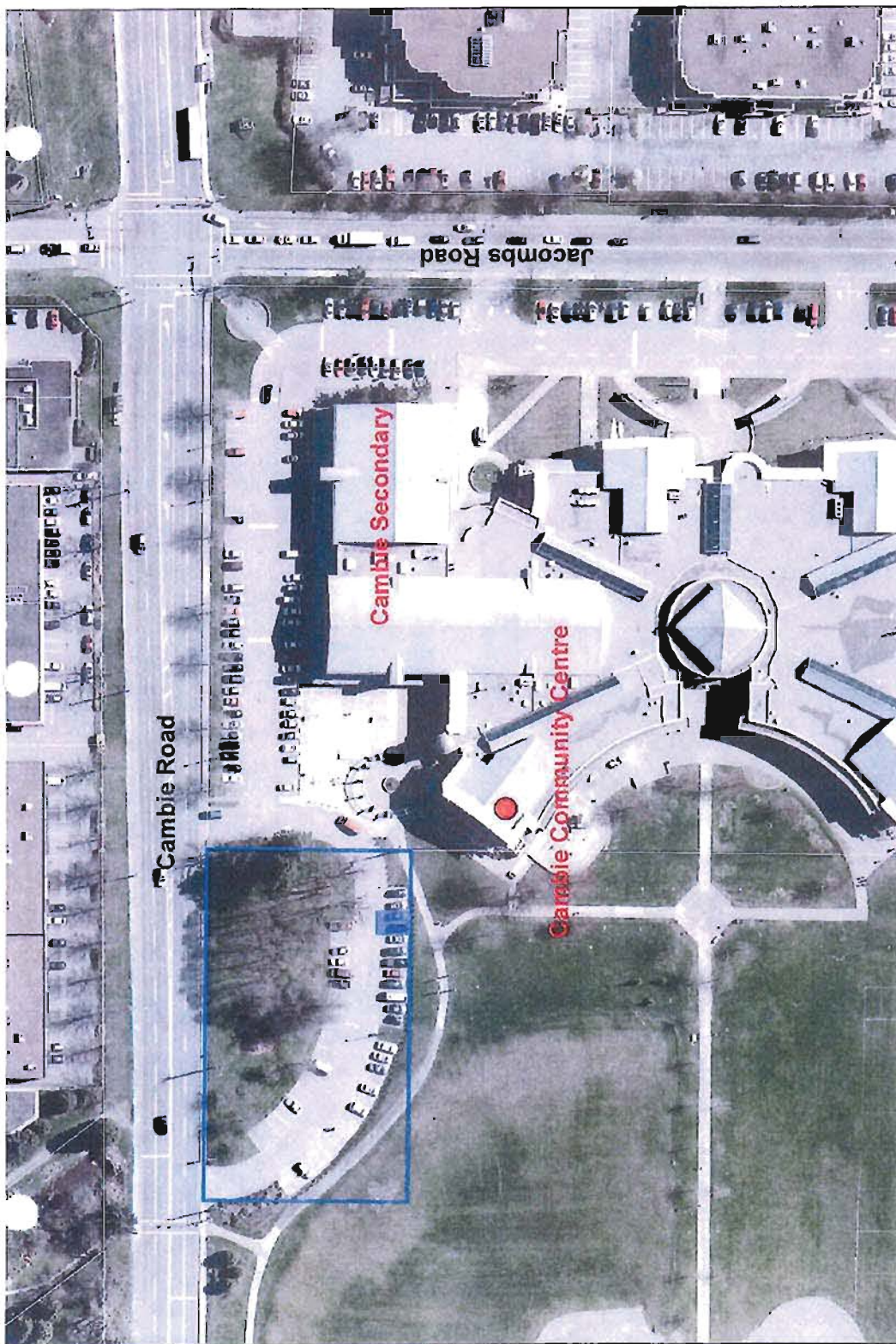
**Thompson Community Centre**  
(5151 Granville Avenue)

Legend

- Power Supply (Red dot)
- EV Charging Stations (Blue square)

N





**Cambie Community Centre**  
(12600 Cambie Road)

Steveston Community Centre

title-51700E  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:48:44  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 001 of 001  
 Folio: TITLE - 51700E

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: 51700E (4111 Moncton Street)  
 FROM TITLE NO: 51699E

APPLICATION FOR REGISTRATION RECEIVED ON: 29 JUNE, 1923  
 ENTERED: 04 JULY, 1923

REGISTERED OWNER IN FEE SIMPLE:  
 CORPORATION OF THE TOWNSHIP OF RICHMOND

TAXATION AUTHORITY:  
 CITY OF RICHMOND

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 011-934-603  
 PARCEL "A" (REFERENCE PLAN 5368) LOT 12 SECTION 11  
 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT  
 PLAN 943

LEGAL NOTATIONS:

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE BN179112  
 FILED 1999-07-08

NOTICE UNDER SALE OF GOODS ON CONDITION ACT,  
 SEE AB95650 (ALSO AB115428) MAY 31ST, 1988.

CHARGES, LIENS AND INTERESTS: NONE

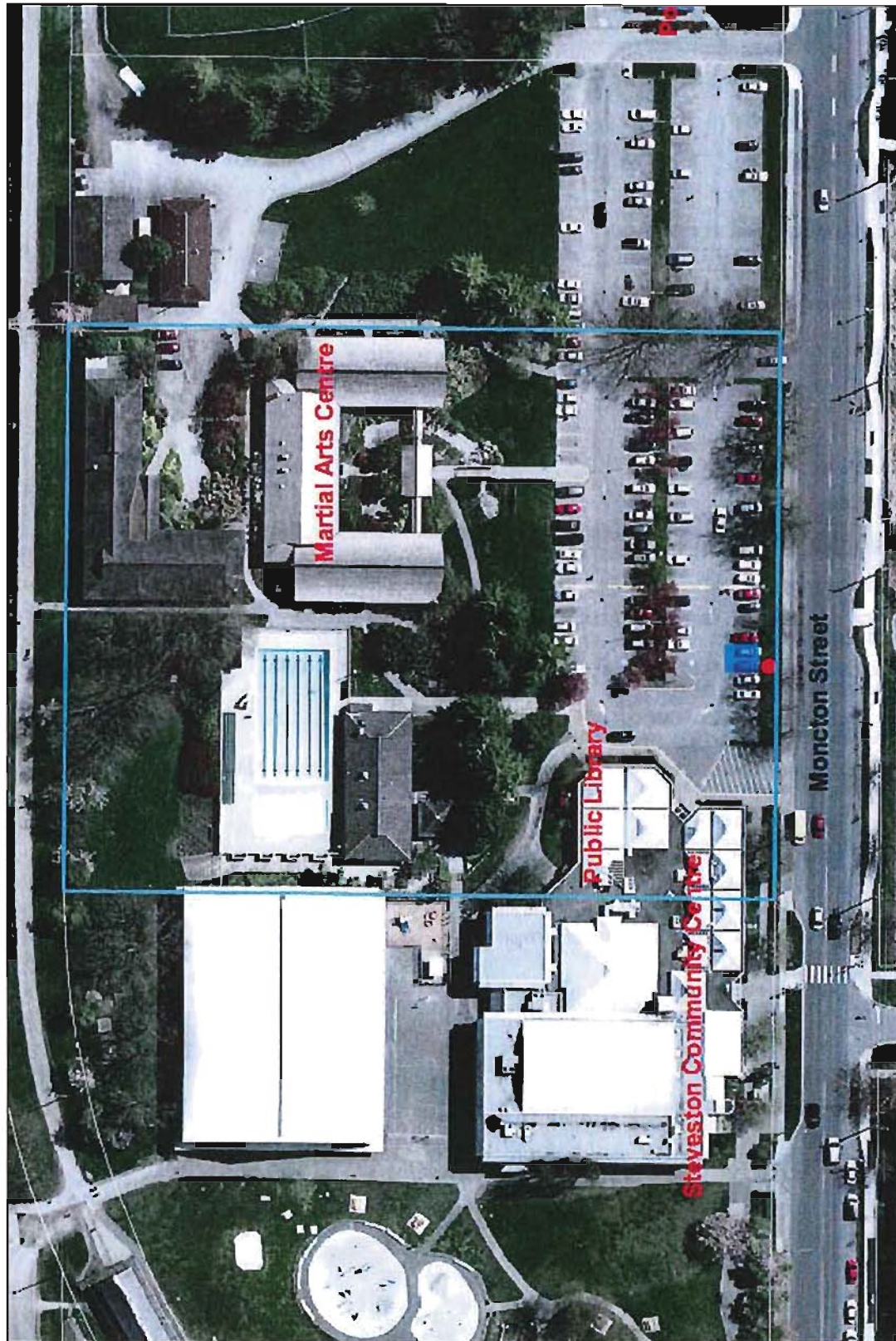
DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*





**Steveston Community Centre**  
**(4111 Moncton Street)**



title-BM193729

REMARKS: EAST 5 FEET OF PART FORMERLY LOT 55  
PLAN 34913 AND ANCILLARY RIGHTS AS  
TO PART FORMERLY LOT 55 PLAN 34913

STATUTORY RIGHT OF WAY  
E20179 1969-04-08 11:48  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
E20179

REMARKS: INTER ALIA  
PLAN 35071  
ANCILLARY RIGHTS

STATUTORY RIGHT OF WAY  
E21165 1969-04-11 11:07  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA TELEPHONE COMPANY  
E21165

REMARKS: PLAN 35071  
ANCILLARY RIGHTS  
INTER ALIA

MORTGAGE  
G99272 1971-11-15 12:16  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
"IN TRUST" SEE 99804C  
AND G99272  
G99272

REMARKS: OF E16237 & E21165  
SUPPLEMENTAL TO 99804C  
INTER ALIA

MORTGAGE  
RD22744 1976-02-25 11:26  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
(REGISTRATION NO. 23T)  
"IN TRUST" SEE 99804C AND RD22744  
RD22744

REMARKS: OF E16237 & E21165  
SUPPLEMENTAL TO 99804C  
INTER ALIA

STATUTORY RIGHT OF WAY  
RD94574 1979-06-21 08:23  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA TELEPHONE COMPANY  
RD94574

REMARKS: PLAN 58213

MORTGAGE  
T26272 1981-03-02 09:32  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
"IN TRUST" SEE 99804C AND T26272

Date: 31-Jul-2012 TITLE SEARCH PRINT  
Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING  
Folio: TITLE - BM193729

Time: 14:46:00  
Page 003 of 003

T26272  
REMARKS: INTER ALIA

title-BM193729

OF RD94574  
SUPPLEMENTAL TO 99804C  
PLAN 58213

STATUTORY RIGHT OF WAY  
BG6833 1993-01-08 13:04  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BG6833  
REMARKS: PLAN IMP9400

STATUTORY RIGHT OF WAY  
BG77048 1993-03-08 11:44  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BG77048  
REMARKS: PLAN LMPI0078

STATUTORY RIGHT OF WAY  
BM309360 1998-11-06 14:24  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BM309360  
REMARKS: INTER ALIA

COVENANT  
BP100056 2000-05-03 09:37  
REGISTERED OWNER OF CHARGE:  
CITY OF RICHMOND  
BP100056  
REMARKS: SEC. 219 LAND TITLE ACT

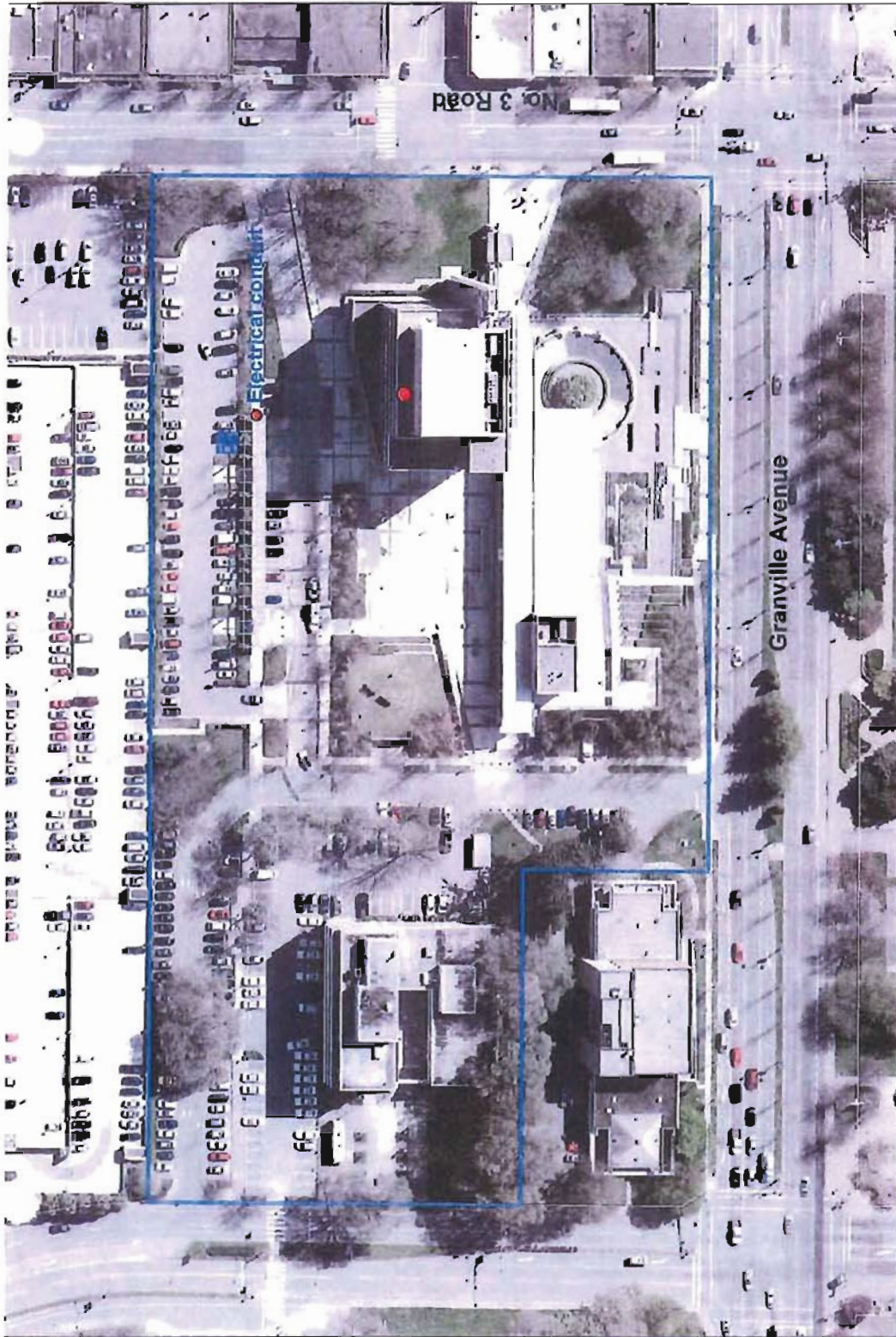
"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*



**Richmond City Hall**  
 (6911 No. 3 Road)

**Legend**  
 ● Power Supply  
 ■ EV Charging Stations



**SCHEDULE "E"**

**CCI Fund Station Signage and Design Standards**

**COMMUNITY CHARGING INFRASTRUCTURE FUND SIGNAGE REQUIREMENTS**

Successful applicants to the Community Charging Infrastructure Fund (CCI Fund) are required to use standard signage at their charging stations sites, based on signage standards and templates to be provided by the Province.

The Province will be providing standards and templates for both "Required Signage" and "Optional Signage / Station Design". The purpose of this is to ensure recognizable features of charging stations across the Province, allow customers to more easily locate charging stations, and raise general awareness around electric vehicles and charging. Unless otherwise noted, the cost for manufacturing and installing the signage is the responsibility of the station proponent.

**Required Signage**

Item	Description	Schedule	Estimated Cost to Purchase / Manufacture & Install
<p>In-town way-finding signs:</p> <p>For community / local government applicants, at appropriate points within their jurisdiction</p> <p>For business and academic applicants, at appropriate points within their jurisdiction (e.g. on their land / in their parking facility), or at appropriate points within the municipality if the entity can arrive at an agreement with the municipality for locating signage</p>	<p>Green EV charging station image on white way-finding signs with arrow indicating direction of station</p> <p>Number dependant on station location and visibility / ease of access (for example, in a large city where the station is in an underground parking lot, have signs at major intersections and at the entrance to the parking lot)</p>	<p>Template files provided for download on the EV Toolkit website by: September 30, 2012</p>	<p>Up to \$100, on existing post or wall</p>

Information / education boards On wall beside or behind charging station, or on stand-alone display beside or behind charging station	1 information board (total area estimated to be ~ 4ft X 2ft) including information on EVs, EV charging, related programs, community or business host information, relevant logos  Must be within 2 – 20 feet of station in area that received repeat traffic, station must be visible from boards	Mountable signs to be provided by Fraser Basin Council: December 1, 2012	Pricing & Shipping of boards (Aluminum / PVC boards & backing): Covered by CCI Fund  Installation & stand: Site-dependent, to be covered by site host, est: \$25 - \$800, depending on how it's mounted.
Station marking sign	Green EV charging station image on white background with wording indicating "EV Charging and Parking"	Template files provided for download on the EV Toolkit website by: September 30, 2012	Up to \$100

**Optional Signage / Station Design**

Item	Description	Schedule	Estimated Cost to Purchase / Manufacture & Install
Parking spot pavement markings	White EV charging image (DCFC for DCFC sites) with green square background, on parking spots with access to charging	Template files provided for download on the EV Toolkit website by: September 30, 2012	~\$700 - \$2,500 depending on materials
Banners on pole above or beside station, to "mark the spot" of the charging station from a distance	1 set of 2 banners (double-sided), with common design graphics for EV stations, and space for community or	Template files provided for download on the EV Toolkit website by: December 1, 2012	Banners with mounting hardware: ~\$700  Banners with new pole and installed:

	business image & logo		~\$3,500
Other station design elements with common "look and feel"	Pole with lighting and other services  Station canopy with lighting and other services	Template files and estimated costs provided for download on the EV Toolkit website by: December 1, 2012	TBD

**Provincial Signage – Costs Incurred by the Province of B.C.**

Item	Description	Schedule	Estimated Cost
EV Charging Service Signs on highways and provincial right-of-ways	Similar to gas station / accommodation / food signs along highways  White EV charging station image on blue service signs (DCFC sign for DCFC sites)	Design templates and standards completed by September 30, 2012.  Installed as stations deployed, but March 31, 2013	Provincial internal budgets



**Schedule "F" (Optional)**

**Real-Time Use Pilot Program**

I, the Recipient would like to participate in a pilot program to study the real-time electricity use of charging stations, and I understand the following:

If BC Hydro and BC select the Recipient as a participant in such a program, the Recipient must:

- participate in meetings with BC Hydro and / or BC to determine the Recipient's participation level in the pilot program,
- allow its stations to be part of this pilot program,
- allow BC Hydro and / or BC to attach supplementary electricity metering or demand management equipment to the charging stations at the cost of BC Hydro and / or BC,
- allow BC Hydro and / or BC to access information on the energy demand at the charging stations, including but not limited to minute-by-minute demand, peak demand, average demand, and total demand, either via supplementary equipment attached to the stations, or through the station technology provider's network, to help inform future policy or program development and academic research related to electric vehicle charging in the public space;
- allow BC Hydro and / or BC to test demand management measures via the stations, at the cost of BC Hydro and / or BC, including but not limited to, remotely turning the stations on / off, providing information at the station on the cost and source of electricity provided at the stations, and
- provide information, either through written reports or interviews, to BC Hydro and / or BC on the installation process and decisions to help inform future policy or program development, academic research related to electric vehicle charging in the public space, and the validation of charging infrastructure guidelines.

Signature: \_\_\_\_\_  
(Authorized Signatory)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Executed  
on behalf  
of: \_\_\_\_\_  
(Recipient Name)