Warwick, Alexei ENV:EX

From: Laine, Dan J CSNR:EX

Sent: Friday, March 22, 2013 9:04 AM **To:** Paradine, Dennis ENV:EX

Cc: CSNR Transfer Payments CSNR:EX; Mercer, Andrea ENV:EX; Ianniciello, Christina

EMNG:EX; Tsang, Diana CSNR:EX

Subject: RE: RGT TP13CAS-xxx: Extension of CEVforBC Point of Sale Incentive Program (New Car

Dealers Assoc.)

Hi Dennis,

I have reviewed the Request for Government Transfer (RGT) for \$2,500,000 to the New Car Dealers Association of BC to support the Point of Sale Incentive program providing incentives to British Columbians to purchase or lease eligible clean energy vehicles.

Based upon the RGT form, the Grant Agreement, the BC CEV Implementation Manual and subject to the comments below, this Government Transfer complies with government financial policy.

Comments:

- The exact amount of funding will be confirmed after consultation with Treasury Board;
- Please confirm with Client Services Branch the Transfer Payment number is correct, and update all documents if required.

Regards

Dan Laine

Contract Procurement Specialist

Financial Services Branch Corporate Services for the Natural Resource Sector Ministry of Forests, Lands and Natural Resource Operations

250 953-3813 ph

Please consider the environment before printing

----Original Message----

From: Paradine, Dennis ENV:EX

Sent: Thursday, March 21, 2013 3:11 PM

To: Laine, Dan J CSNR:EX

Cc: Burrage, Barbara CSNR:EX; CSNR Transfer Payments CSNR:EX; Mercer, Andrea ENV:EX;

Ianniciello, Christina EMNG:EX

Subject: RE: RGT TP13CAS-xxx: Extension of CEVforBC Point of Sale Incentive Program (New Car

Dealers Assoc.)

Hi Dan,

Thanks for the comments. Here you go with the revised forms - please note that I'm awaiting clarity on one of Andrea's comments from Christina - hopefully will have that to you shortly. Also, (i) is the TP# that Raymond Ho provided still valid, or is a new one needed?; and (ii) we'll need to update the TP number when complete.

Dennis

----Original Message----

From: Laine, Dan J CSNR:EX

Sent: Thursday, March 21, 2013 9:28 AM

To: Paradine, Dennis ENV:EX

Cc: Burrage, Barbara CSNR:EX; CSNR Transfer Payments CSNR:EX; Mercer, Andrea ENV:EX

Subject: RE: RGT TP13CAS-xxx: Extension of CEVforBC Point of Sale Incentive Program (New Car

Dealers Assoc.)

Hi Dennis,

I've reviewed the draft Grant agreement which looks fine. One suggestion would be to include more detail in 'Reporting Requirements' on Schedule A regarding the format of the required reports such as 'all reports will be in MSWord format, to be delivered via email', etc. If you want printed copies of the reports, want them on disc, or want the reports to look a certain way, you need to include those requirements.

On page 5, in Section 8 (Reports, Statements and Accounting), I was mistaken in thinking one of the three options must be picked. It is up to the Province to decide which option is most suitable, in the event there are unexpended funds.

Please resubmit the Request for Government Transfer form reflecting the new amount of \$2,500,000 along with the Treasury Board authorization, and I will issue an authorization to proceed.

Let me know if you have any questions or concerns.

Regards

Dan Laine
Contract Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph

Please consider the environment before printing

----Original Message----

From: Paradine, Dennis ENV:EX

Sent: Thursday, March 21, 2013 1:28 AM

To: Mercer, Andrea ENV:EX; CSNR Transfer Payments CSNR:EX; LaJeunesse, Annette M CSNR:EX Cc: Burrage, Barbara CSNR:EX; Laine, Dan J CSNR:EX; Lord, Michael CSNR:EX; Moreau, Denise ENV:EX; Ianniciello, Christina EMNG:EX

Subject: RE: RGT TP13CAS-xxx: Extension of CEVforBC Point of Sale Incentive Program (New Car Dealers Assoc.)

Hi All,

As directed by Michael/Dan, I have reworked the Contribution Agreement into the new Grant Agreement template (attached). I have not yet reviewed the other documents (attached to Andrea's original e-mail). Please note that the transcription of the program information from contribution to grant has created some items in Schedule A where it was preferable to keep detail that is normally within a contribution agreement within the grant agreement - clarity on what is allowable will be needed. For example, the NCDABC have been operating the program to date using a quite detailed implementation manual to ensure program transparency

and alignment with original TB/Cabinet direction - hopefully this can be retained as it is key to program success.

Dan - with your initial review of these items I'd like to get an early draft of the grant agreement to NCDABC as soon as we have the TB Minute. This will hopefully allow sufficient back and forth review time prior to annoucement by MTL at Vancouver Auto Show March 26 and signatures.

Thanks, Dennis

From: Mercer, Andrea ENV:EX Sent: March 19, 2013 2:23 PM

To: CSNR Transfer Payments CSNR:EX; LaJeunesse, Annette M CSNR:EX

Cc: Paradine, Dennis ENV:EX; Burrage, Barbara CSNR:EX; Laine, Dan J CSNR:EX; Lord, Michael

CSNR:EX; Moreau, Denise ENV:EX

Subject: RGT TP13CAS-xxx: Extension of CEVforBC Point of Sale Incentive Program (New Car Dealers Assoc.)

Hi folks -

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In the meantime, I have prepped a Transfer Payment Package (Request Government Transfer package), as I will not have time to draft, finalize, execute an agreement with New Car Dealers and go through internal Request for Govt Transfer Approvals, and flow funds by March 31st if we wait for TB approval to initiate.

Attached please find DRAFTs of:

- Draft Request Govt Transfer Form
- Draft Contribution Agreement
- Draft Implementation Manual

As I am out of the office Wed-Fri, please be sure to copy Dennis Paradine (copied) on responses.

Background:

- We are working with BOMA on the draft Agreement / Implementation Manual at a high level right now, have only asked for them to ID any show stoppers / major red flags
- \cdot The actual \$ amount still needs to be locked down, will be equal to the underspend on the CEVforBC incentive program.

Annette - We will need a TP # assigned, please and thanks,

Dennis - Shared drive file location: s.15 s.15

Andrea Mercer Clean Energy Vehicle Program Manager Climate Action Secretariat BC Ministry of Environment PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres.

Ph: 250.387.1729 Fax: 250.356.7286

[cid:image003.jpg@01CE24AD.48CA9060]<http://www.env.gov.bc.ca/cas/mitigation/cev.html>

IMPLEMENTATION MANUAL FOR THE BRITISH COLUMBIA CLEAN ENERGY VEHICLE INCENTIVE PROGRAM

Revision Date: November 14th, 2011

EXECUTIVE SUMMARY

The BC Clean Energy Vehicle (CEV) Point of Sale Incentive Program (herein after referred to as the 'CEV Incentive Program') is intended to encourage and accelerate clean energy vehicle deployment and technology innovation within British Columbia.

Clean Energy vehicles included in this program include light duty vehicles that use natural gas, hydrogen or electricity as their primary fuel source. This program benefits the citizens of British Columbia by providing immediate emission reductions and stimulating development and deployment of the next generation of clean energy vehicles. The program provides incentives of up to \$5,000 for British Columbia purchasers or lessees of clean energy vehicles, including dedicated compressed natural gas (CNG) vehicles, electric vehicles (EVs) (which include battery electric vehicles (BEVs), plug in hybrid electric vehicles (PHEVs) and extended range electric vehicles), and hydrogen fuel cell vehicles (FCVs). The CEV Incentive Program will be administered and implemented through a partnership between the BC Ministry of Environment (Climate Action Secretariat), LiveSmart BC and the New Car Dealers Association of British Columbia (NCDABC). Ninety-two percent (92%) of the overall CEV Incentive Program funds are for the purchase of new eligible clean energy vehicles. The NCDABC may use no more than eight percent (8%) of CEV Incentive Program funds for outreach and to administer/manage the program.

This manual identifies the minimum requirements for administration, implementation, and oversight of the CEV Incentive Program. The manual may be periodically updated as needed to clarify program requirements and improve program effectiveness.

1.0 INTRODUCTION

On November 5th, 2011, the BC government announced a provincial Clean Energy Vehicle Program. The overall program consists of 5 measures aimed at encouraging and accelerating clean energy vehicle deployment and technology innovation within the passenger vehicle segment:

- CEV Point of Sale Incentive Program
- Infrastructure Demonstration / Deployment Program
- Rebates for the installation of residential EV charging points
- Development of Building regulations to require new residential buildings are built 'plug-ready'; and
- Amending the BC government's vehicle procurement guidelines to require that clean energy vehicles are considered first when acquiring new fleet vehicles

This document constitutes the Ministry of Environment and the New Car Dealers Association of British Columbia Implementation Manual for the CEV Point of Sale Incentive Program (Implementation Manual). The purpose of this incentive program is to encourage and accelerate clean energy vehicle deployment and technology innovation. The program provides incentives of up to \$5,000 to qualified BC residents, businesses, public agencies and entities (excluding the federal and provincial government (and crown agencies), and nonprofit organizations for the purchase or lease of eligible vehicles. The Implementation Manual identifies the minimum requirements for administration, implementation, and oversight of the CEV Incentive Program. Definitions of key program parameters are located in Section 5 of this manual.

2.0 PROGRAM IMPLEMENTATION

2.1 Program Framework

The CEV Incentive Program enables the purchaser or lessee of an eligible vehicle to receive a point of sale incentive of up to \$5,000. The dealership would be required to mark down the MSRP by the amount of the incentive that has been approved for each clean energy vehicle (before tax). The dealership would then submit an application to the New

Car Dealers Association of BC for reimbursement for the amount of incentive provided to the eligible purchaser / lessee. Applications should be submitted to the NCDABC no later than the 15th of the following month to allow the NCDABC to accurately track program uptake / expenditures.

It is important that Clean Energy Vehicle Incentive Program information be centrally available to the public and other interested parties. In order to achieve this, the Clean Energy Vehicle Point of Sale Incentive Program website, CEVforBC.ca, will include an upto-date list of eligible vehicles as well as the incentive amount for each vehicle, all supporting documentation and forms, and a real-time running total of available funds remaining in the program. The website will enable the program to be streamlined and provide program transparency. The development and ongoing maintenance of a CEV Incentive Program website would be the responsibility of the NCDABC.

The website will provide information regarding the date at which a vehicle must be purchased or leased on or after in order to be eligible for a point of sale incentive through this program. For the purposes of this program, the date of purchase shall be the day of sale. Typically, a sale is deemed completed and consummated when the purchaser of the vehicle has paid the purchase price, or, in lieu thereof, has signed a purchase contract or security agreement and taken physical possession or delivery of the vehicle. For purposes of this program, a vehicle shall be deemed to be leased on the date upon which the lease of the vehicle commences, which is typically specified in a signed lease agreement.

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Key milestones for CEV Incentive Program development and implementation are identified in Table 1.

Table 1: CEV Incentive Program Development and Implementation Timeline 1

Action Item	Date or Time Period
Program Announcement	November 5, 2011
NCDABC develops program webpage,	November, 2011
conducts outreach. Implementation Manual	
and dealer reimbursement procedures/	
application forms finalized.	
Launch of official CEV Incentive Program	December 1, 2011
webpage at www.CEVforBC.ca	
CEV incentives available	December 1, 2011
Status Report to Ministry Program Liaison	April 1, 2012 and every 90 days thereafter

2.2 Eligible Vehicles

This section discusses the categories of vehicles eligible for point of sale incentives under the Clean Energy Vehicle Incentive Program and the specific criteria that a vehicle model must meet to be considered eligible. Vehicle models will be approved by the BC Ministry of Environment, on a model year basis and placed on a List of Eligible Vehicle Models for point of sale incentives. A continuously updated list of eligible vehicles and incentive amounts will be maintained on the designated CEV Incentive Program website: www.CEVforBC.ca. Vehicle manufacturers must submit a Vehicle Eligibility Application (will be available on the CEV website) to the BC Ministry of Environment to have a vehicle considered that that will be sold in BC market after December 1st, 2011 that are not on the original list of eligible vehicles. The vehicle manufacturer is responsible for providing all the required documentation described on the application. BC Ministry of Environment will coordinate with the vehicle manufacturers to request any additional documentation needed for eligibility determinations. BC Ministry of Environment is responsible for providing the

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¹ This timeline may be changed at BC Ministry of Environment's sole discretion.

New Car Dealers Association of BC with the current list of eligible vehicles and the corresponding incentive amounts.

There are six categories of vehicles eligible for incentives under the Clean Energy Vehicle Point of Sale Incentive Program as provided in Table 2 below.

Table 2 - Categories of eligible Clean Energy Vehicles under the CEV Incentive Program

Category	Vehicle Type	Vehicle Example
I	Battery Electric Vehicle (BEV)	Mitsubishi iMiev / Nissan Leaf / Tesla Roadster, Mercedes Smart Fortwo ED / Ford Azure Dynamics Transit Connect
II	Fuel Cell Vehicle (FCV)	Honda Clarity / Mercedes Benz B-class F-cell
III	Plug In Hybrid Electric Vehicle (PHEV) min. battery capacity of 4kWh	Toyota Plug In Prius
IV	Plug In Hybrid Electric Vehicle (PHEV) min. battery capacity of 10kWh	N/A
V	Plug In Hybrid Electric Vehicle (PHEV) min. battery capacity of 15kWh	Chevrolet Volt
VI	Compressed Natural Gas vehicle	Honda GX, Chevy Express (CNG), GMC Savana (CNG)

2.3 Vehicle Eligibility Criteria

Vehicles must meet the following criteria to be eligible for a point of sale incentive:

2.3.1 Be New

To be eligible, the vehicle must be a new vehicle constructed entirely from new parts that have never been the subject of a retail sale, or previously registered in British Columbia or other jurisdiction. The Original Equipment Manufacturer (OEM) or its authorized licensee must manufacture the vehicle. Registration of Out-of-Province Vehicles, are not eligible vehicles. If the vehicle is not new, has been re-leased, is the subject of a lease assumption or has been transferred into BC after previously having been registered out-of province, the vehicle is not eligible for an incentive through the CEV Incentive Program. Aftermarket plug-in hybrid electric vehicle conversions are not eligible for CEV Incentive funding

2.3.1 Be Certified

To be eligible, the vehicle must be either covered by an EPA certificate or be deemed to be covered by an EPA certificate in accordance with the *On-Road Vehicle and Engine Emission Regulation* under the *Canadian Environmental Protection Act, 1999 (CEPA, 1999)*, and must meet all requirements outlined in Transport Canada's Motor Vehicle Safety Act and its regulations.

2.3.3 Be Highway Capable

The Ministry of Environment may request that a vehicle manufacturer provide a written statement declaring whether or not the vehicle is capable of freeway operation. A vehicle will be presumed not capable of operation on the highway if any one of the following circumstances apply:

- The vehicle is a low-speed vehicle.
- The vehicle is prohibited by law from being operated on the highway or is only capable of limited operation on the highway
- The manufacturer has required, or will require, the purchaser or lessee to sign an agreement that limits, or prevents, the operation of the vehicle on the highway.
- There is a written manufacturer's statement or recommendation (which can include the owner's manual for the vehicle) that the vehicle should not be operated on the highway or should have limited operation on the highway.

2.4 Development of List of Eligible Vehicle Models

The List of Eligible Vehicle Models for the CEV Incentive Program will be periodically updated as manufacturers submit applications and vehicle models are approved. In order for a vehicle to be eligible for an incentive through this program, the vehicle manufacturer must submit to the Ministry of Environment the Vehicle Eligibility Application in (which will be provided at the CEV website (CEVforBC.ca) and all supporting documentation. The Ministry of Environment will work with the vehicle manufacturer to ensure that all the required documentation is received and request any additional information needed to make an eligibility determination. If the vehicle meets the eligibility requirements set forth in Section 2.3 of this Implementation Manual, then the Ministry of Environment will add the vehicle to the List of Eligible Vehicle Models, calculate the incentive amount, and provide the updated list to the NCDABC. Vehicles purchased prior to the vehicle being added to the List of Eligible Vehicle Models are not eligible for a point of sale incentive.

2.5 Vehicle Incentive Amounts

2.5.1 Table 3 summarizes the maximum per vehicle incentive amount.

Table 3: CEV Incentive Program Maximum Incentive Amounts per type of vehicle

Category	Vehicle Type	Vehicle Example	Maximum Point of Sale Incentive
I	Battery Electric Vehicle (BEV)	Mitsubishi iMiev / Nissan Leaf / Tesla Roadster, Mercedes Smart Fortwo ED / Ford Azure Dynamics Transit Connect	\$5,000
II	Fuel Cell Vehicle (FCV)	Honda Clarity / Mercedes Benz B-class F-cell	\$5,000
III	Plug In Hybrid Electric Vehicle (PHEV) min. battery capacity of 4kWh	Toyota Plug In Prius	\$2,500
IV	Plug In Hybrid Electric Vehicle (PHEV) min.	N/A	\$3,500

	battery capacity of		
	10kWh		
	Plug In Hybrid Electric		
V	Vehicle (PHEV) min.	Chevrolet Volt	\$5,000
	battery capacity of		, , , , , , , , , , , , , , , , , , ,
	15kWh		
	Compressed Natural Gas	Honda GX, Chevy Express	
VI	vehicle	(CNG), GMC Savana (CNG)	\$2,500

Ministry of Environment will establish a point of sale incentive amount for each eligible vehicle model equal to either 10 percent of the manufacturer's suggested retail price (MSRP) or 50 percent of the incremental difference in cost between the eligible vehicle and a comparable internal combustion engine (ICE) vehicle, whichever is greater, up to the maximum incentive amount for that vehicle type listed in Table 3. Specific incentive amounts for each eligible vehicle model will be included in the List of Eligible Vehicle Models and available on the program webpage (www.CEVforBC.ca). The Ministry of Environment reserves the right to reduce or eliminate the incentive if the actual sales price would make the established incentive amount greater than half of the subsequent incremental cost versus an ICE equivalent vehicle.

2.5.2 Incentive amounts for Leased Vehicles

Leased vehicles are eligible for an incentive depending on the term of the lease and whether the vehicle is used for personal or fleet purposes. To qualify for the full value of the incentive, a minimum 36-month lease term is required. For vehicles leased for shorter terms, the incentive will be applied according to the following schedule.

Term of Lease (months)	Applicable Incentive for Personal Vehicles (% of full incentive)	Applicable Incentive for Fleet Vehicles (% of full incentive)
12	33.3%	0%
24	66.7%	0%
36	100%	100%

2.5.3 Opportunities for Additional Vehicle Cost Buy-Down

Participation in the CEV Incentive Program does not preclude a vehicle purchaser or lessee from taking advantage of other incentive opportunities. Incentives could be combined with federal, other provincial or local agency incentives.

2.6 Reimbursement to BC Auto Dealers

NCDABC, in coordination with the Ministry of Environment, will develop and maintain a CEV Incentive Program website (www.CEVforBC.ca) to provide the public a central location for all information on the program. The CEV Incentive Program website will include a list of eligible vehicles, and the specific incentive amounts for each vehicle make and model. The website will also provide a real-time running total of available funds remaining in the program.

The point of sale incentives will be available for vehicles sold / leased as set forth in section 2.2 between December 1st, 2011 and March 31st, 2013 (or when program funding is depleted whichever comes first) on a first-come, first-served basis. Section 2.1 provides instructions for vehicles purchased prior to December 1, 2011. Dates for additional incentives will be posted as new eligible vehicle models are approved by the Ministry of Environment. Program management will require close collaboration between the NCDABC and the dealers that sell or lease eligible vehicles once 90% of overall program funding has been expended so as to not exceed the maximum program funding available. The s.13;s.17

Each dealership that requests reimbursement for point of sale incentives provided to purchasers / lessees of eligible vehicles under the CEV Incentive program will be required

submit an application to the NCDABC for the incentive, using an application that has been designed by the NCDABC and approved by the Ministry of Environment.

Required documentation to be submitted as part of the Dealers application for reimbursement to the NCDABC for incentives issued will include, at a minimum, the following:

- Proof that each sale / lease of an eligible CEV vehicle was made to a BC resident (or BC business operating in BC with a valid business license or to a public agency in BC).
- A copy of the sales or lease contract signed by all parties with an itemization of credits, discounts, and incentives received, if applicable.

Once the NCDABC Program Administrator has verified the documentation, the NCDABC will reimburse the dealership for incentives provided in the previous month.

3 DUTIES AND REQUIREMENTS

3.1 BC Ministry of Environment – Climate Action Secretariat

BC Ministry of Environment – Climate Action Secretariat is responsible for:

- Development of the Draft Implementation Manual (the Implementation Manual will be finalized in consultation with the NCDABC).
- Evaluating and approving vehicles for CEV Incentive Program eligibility, and providing NCDABC an up-to-date list of eligible vehicles. The Ministry of Environment is responsible for working closely with vehicle manufacturers in order to determine vehicle eligibility.
- Determining vehicle incentive amounts and providing this information to the NCDABC.
- Participating in regular meetings with NCDABC to discuss program refinements and guide program implementation
- Review and approval of program elements provided by NCDABC, such as the CEV Incentive Program webpage, dealer reimbursement verification, and progress

reports.

- Distribution of program funds to NCDABC.
- Program oversight and accountability (in conjunction with NCDABC).

The Ministry of Environment shall also designate a Ministry Program Liaison as the contact person for coordination with the NCDABC. The Ministry Program Liaison for the CEV Incentive Program is Ms. Andrea Mercer, Clean Transportation Emissions Specialist, Climate Action Secretariat, BC Ministry of Environment. Ms. Mercer can be reached by e-mail at andrea.mercer@gov.bc.ca or by telephone at (250) 387-9239

3.2 New Car Dealers Association of BC (NCDABC)

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The NCDABC responsibilities encompass three phases to ensure the efficient and proper distribution of incentives for eligible vehicles – program development, program implementation, and program reporting.

Conflict of Interest

BCNCA may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially complete the program tasks described above.

BCNDA, as part of their application, has disclosed any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties as the Administrator of the CEV Incentive Program.

3.4 Dealerships

Dealerships that sell or lease CEVs during the program duration play a critical role in educating consumers and making sure that they are aware of the point of sale incentive program. The NCDABC will work with and provide Dealerships with appropriate marketing material and information pertaining to the CEV Incentive Program. Dealers will also need to follow procedures and policies prescribed by the CEV Incentive Program in order to receive reimbursement. In order to receive a reimbursement for point of sale incentives provided for eligible vehicles the dealership must:

- Ensure the purchaser / leassee of the vehicles is an individual, business, nonprofit,
 or public entity (including municipal and regional governments and first nations), but
 excluding provincial, crown, and federal government agencies) that is a BC resident
 of the business, nonprofit or public entity is based in British or has a BC-based
 affiliate. All businesses must be licensed to operate in BC.
- Ensure the purchase/lease date is not prior to the vehicle being included on the list
 of Eligible vehicles (see Section 2.1 for information regarding vehicles purchased or
 leased prior to December 1, 2011.
- Submit the application form and attach all required supporting documentation no later than the 15th of each month (as specified in Section 2.6 of this Implementation Manual).
- Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system.
- Be available for follow-up inspection if requested by NCDABC, Ministry of Environment, or the Ministry of Environment's designee for the purposes of program oversight and accountability.
- Ensure the accuracy of the information on all incentive reimbursement applications and required documentation submitted to NCDABCat the end of each month.
- Be a member in good standing of the NCDABC.

4 PROGRAM ADMINISTRATION

4.1 Background

This section defines the respective roles of the Ministry of Environment and the BCNDA in administering the Clean Energy Vehicle Incentive Program.

4.2 Disbursement of Program Funding

4.2.1 Vehicle Funding

The total funding available for the CEV Incentive Program is \$7,460,000, with up to \$2,473,333 being made available in 2011/2012, and the balance, up to \$4,986,667 being made available in 2012/13. The NCDABC will receive \$447,866.00 on or before December 1, 2011. This amount includes \$197,866.00 for program administration / outreach (see Section 4.2.2 below), and \$250,000.00 (enough for the first 50 vehicle incentives). Once the first allocation for CEV incentive funding is approaching depletion, another incremental transfer payment (amount to be determined depending on burn rate) can be made for vehicle incentives to reimburse the dealerships for point of sale incentives issued between December 1st, 2011 and March 31, 2013. Subsequent transfer payments will be made each time the transferred funds are approaching depletion and amounts may vary depending on burn rate until March 31, 2013.

4.2.2 Administrative Funding

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4.3 Accounting of Funds

The NCDABC must provide the Ministry of Environment with documentation accounting for the proper expenditure of program funding. The documentation must be provided in Status Reports submitted at least every three months to the Ministry of Environment and a Final Report submitted after all vehicle funding has been expended.

4.3.1 Status Report

NCDABC must provide a Status Report to the Ministry of Environment detailing the vehicles and associated incentives assigned and redeemed to date. The Status Report must include, at a minimum, the following information:

- Number of incentives requested.
- Number and dollar amount of incentives issued detailed by Dealership where vehicle was purchased/leased, vehicle, purchase price, fleet type (public or private), other financial incentives received.
- Administrative cost summaries.
- Remaining funding available.
- Identified problems or concerns.

The first Status Report must be submitted by April 1st, 2012, after which regular status reports will be submitted every 90 days.

4.3.2 Final Report

NCDABC must submit a Final Report to the Ministry of Environment after all vehicle funding has been expended. This report must document all vehicles paid for by the program (may be provided as summaries of previously submitted Status Reports) and fulfillment of all program commitments. The Final Report must include, at a minimum, total fund expenditures, vehicles funded, outreach efforts, and implementation challenges, and recommendations for potential program improvements.

4.4 Intellectual Property

Any webpage(s), software or other intellectual property developed or purchased by NCDABC for the purposes of administering or implementing the CEV Incentive Program are the property of the Ministry of Environment.

4.5 Documentation of Administrative Costs

Administrative funds shall only be used for costs associated with program implementation related tasks, the program solicitation, the Implementation Manual, or transfer agreement with NCDABC. Administrative funds shall be used for CEV Incentive Program administration and outreach including: NCDABC staff time; consultant fees (if pre-approved by the Ministry of Environment); printing, mailing, and travel costs; program monitoring and compliance expenses; and indirect costs such as general administrative services, office space, and telephone services.

NCDABC must maintain documentation of CEV Incentive Program funds used for administration and outreach, including:

- Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to CEV Incentive Program administration and outreach.
- Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by the Ministry of Environment
- Printing, mailing, and travel expenses must be documented with receipts and/or invoices.
- Any reimbursement for necessary travel (in excess of 50km) and per diem shall be
 at rates not to exceed those amounts paid to the Group 1 employees of the BC
 Public Service. No travel outside the Province of BC shall be reimbursed unless
 prior written authorization is obtained from the Ministry of Environment. The
 provincial government travel and per diem reimbursement amounts may be found
 online at https://employee.gov.bc.ca/src/fileuploads/Appendix 1-

- <u>Travel Allowances.pdf</u>. Reimbursement will be at the government travel and per diem amounts that are current as of the date costs are incurred by NCDABC
- If indirect costs are used to document program administrative costs funded by the CEV Incentive Program, NCDABC must have an official written policy regarding calculation of these costs. The Program Administrator must maintain documentation for all costs referenced in the indirect cost calculation formula

The above documentation, records, and referenced materials must be made available for review during the Ministry of Environment, or its designee, monitoring visits and audits. These records must be retained for a minimum of three years after submittal of the final CEV Incentive Program invoice to the Ministry of Environment.

If NCDABC charges unallowable costs for program administration or outreach, it shall be required to substitute eligible administration and outreach expenses equal to the dollar amount found ineligible, or return the funds for the unallowable cost to the Ministry of Environment.

4.7 In-Kind Services

NCDABC is encouraged to contribute in-kind services to improve the CEV Incentive Program's effectiveness. Funds expended on in-kind services must meet all the requirements of Section 4.5 of this Implementation Manual and must be documented in the CEV Incentive Program Final Report to the Ministry of Environment.

4.8 Earned Interest

Interest earned by NCDABC on CEV Incentive Program funds must be reported to the Ministry of Environment. All interest income on CEV Incentive Program funds, including both vehicle incentive funds and program administration/outreach funds, must be reinvested in the CEV Incentive Program to fund additional incentives for eligible vehicles. NCDABC is responsible for reporting to the Ministry of Environment on all vehicles funded with interest earned on CEV Incentive Program funds

NCDABC must maintain accounting records (e.g. general ledger) that tracks interest earned

and expended on CEV Incentive Program funds, as follows:

- The calculation of interest must be based on an average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interestgenerating account back into the program.
- The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-CEV Incentive Program funds.
- The methodology for calculating earned interest must be consistent with how it is calculated for NCDABC's other fiscal programs.
- Earned interest must be fully expended by March 31st, 2013

Documentation of interest earned on CEV Incentive Program funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on eligible vehicles must be retained for a minimum of three years after the interest-funded incentive has been redeemed

4.10 Records

Without limitation of the requirement to maintain program accounts in accordance with generally accepted accounting principles, NCDABC must:

- Establish an official file for the CEV Incentive Program which shall adequately document all significant actions relative to the program.
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on the CEV Incentive Program.
- Establish separate accounts which will adequately and accurately depict all income received which is attributable to the CEV Incentive Program.
- Establish an accounting system which will adequately depict final total costs of the CEV Incentive Program, including both direct and indirect costs.

4.11 Oversight and Accountability

Program evaluations and program reviews are essential to ensure that incentive program funds are run in accordance with statutory requirements and that provincial funds are spent transparently and efficiently.

The Ministry of Environment holds the overarching responsibility for CEV Incentive Program fund oversight and program accountability and has final authority regarding vehicle eligibility and other program parameters. As such, the Ministry of Environment is responsible for monitoring and reviewing NCDABC's implementation of the CEV Incentive Program.

Responsibilities for CEV Incentive Program oversight are as follows:

- The Ministry of Environment has primary oversight responsibility for the CEV Incentive Program to ensure transparent and efficient implementation, and that funds are spent consistent with the requirements of statute, the CEV Incentive Program transfer agreement with NCDABC, and this Implementation Manual. The Ministry of Environment, or its designee, reserves the right to conduct a site visit, evaluation, review, or audit the CEV Incentive Program for the life of the program..
- If NCDABC detects any potentially fraudulent activity by a vehicle dealer, purchaser, or lessee, it shall notify the Ministry of Environment as soon as possible and work with the Ministry of Environment to determine an appropriate course of action.
- The Ministry of Environment staff or its designees have primary responsibility for conducting program reviews and/or fiscal audits of CEV Incentive Program administration and implementation.
- Incentive recipients and NCDABC must allow the Ministry of Environment, the BC Ministry of Finance, or any authorized designee access, during normal business hours, to conduct CEV Incentive Program reviews and fiscal audits or other evaluations. Granting of access includes, but is not limited to, reviewing program records, site visits, and other evaluations as needed. The Ministry of Environment, or its designee, has the right to review and to copy any records and supporting documentation pertaining to development or implementation of the CEV Incentive Program. Program evaluations or site visits may occur unannounced as the Ministry of Environment staff or its designee deems necessary.

Program Non-Performance

The Ministry of Environment or its designee has the authority to recoup CEV Incentive Program funds which were received based upon misinformation or fraud, or for which NCDABC, dealership, manufacturer, or vehicle purchaser or lessee is in significant or continual non-compliance with this Implementation Manual. The Ministry of Environment also retains the authority to prohibit any entity from participating in the CEV Incentive Program due to non-compliance with program requirements

- "Battery Electric Vehicle (BEV)" means any vehicle that operates solely by use of a battery, or that is powered primarily through the use of an electric battery but uses a flywheel or capacitor that also stores energy to assist in vehicle operation.
- "Earned interest" means any interest generated from provincial funds provided to NCDABC and held in an interest-bearing account
- "**Expend**" for the purpose of this program means the payment of funds on an invoice for an eligible vehicle.
- "NCDABC" means the New Car Dealers Association of British Columbia, the entity selected by the Ministry of Environment to manage the BC CEV Incentive Program. The responsibilities of NCDABC are described in Section 3.2 and Section 4 of this Implementation Manual and in the transfer agreement between the Ministry of Environment and NCDABC.
- "Hybrid Electric Vehicle (HEV)" means any vehicle that can draw propulsion energy from both on-vehicle sources of stored energy: 1) consumable fuel, and 2) an energy storage device such as a battery, capacitor, or flywheel
- "Incremental cost" means the difference in cost between the new zero-emission or plug-in hybrid electric vehicle and the comparable new gasoline or diesel fueled vehicle that would be purchased to perform the same function.
- "In-kind services", for the purposes of the CEV Incentive Program, means payments or contributions made in the form of goods and services, rather than direct monetary contributions.
- "Match funding" means those funds contributed by NCDABC or other organization directly to the CEV Incentive Program for the sole purposes of funding additional vehicles or increasing the vehicle incentive amount.
- "Ministry of Environment Program Liaison" is the Ministry of Environment staff person, named in this Implementation Manual, who serves as the point of contact for coordination with the NCDABC

- "Passenger car" means any motor vehicle designed primarily for transportation of persons and having a design capacity of twelve persons or less.
- "Plug-in Hybrid Electric Vehicle (PHEV)" (sometimes referred to as an Extended Range Electric Vehicle or E-REV) means a hybrid electric vehicle which:
 - · has zero-emission vehicle range capability,
 - has an on-board electrical energy storage device with useful capacity greater than or equal to ten miles of Urban Dynamometer Driving Schedule (UDDS) range on electricity alone,
 - is equipped with an on-board charger, and
 - is rechargeable from an external connection to an off-board electrical source
- "UDDS" means urban dynamometer driving schedule as set forth in Appendix I of title 40, CFR, Part 86.
- "Zero-Emission Vehicle (ZEV)" means any vehicle certified to zero-emission standards.



November 2, 2011

Attention: Andrea Mercer Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

On behalf of The New Car Dealers Association of BC please accept this as our formal proposal to manage the BC Clean Energy Vehicle Point of Sale Incentive Program on behalf of the Province of British Columbia as per the attached manual.

As the association representing over 350 new car dealers in 54 communities around the province we look forward to assisting the Province in encouraging British Columbians to make greener choices when purchasing a new vehicle.

Thank you for considering our proposal. Should you have any questions in the interim, please feel free to contact me or Tina Coleman, our Business Manager, at (604) 214-9964.

Sincerely,

NEW CAR DEALERS ASSCIATION OF BC

President & CEO

ENCLOSURE

Warwick, Alexei ENV:EX

From: Laine, Dan J CSNR:EX

Sent: Tuesday, February 21, 2012 4:09 PM

To: Mercer, Andrea ENV:EX

Cc: Paradine, Dennis ENV:EX; Thiessen, Lee ENV:EX

Subject: RE: TP12CAS-005 TUA #3 - BC New Car Dealers CEV Program

Hi Andrea,

I have reviewed the TPR of the BC Clean Energy Vehicle Point of Sale Incentive Program for \$250,000 to the New Car Dealers Association of British Columbia (NCDABC) which will offer BC residents who purchase or lease a qualifying vehicle with an immediate Point of Sale incentive in the range of \$2,500 - \$5,000 per vehicle, and also support the development, operation, administration, marketing, outreach and management of the program.

Based upon the information provided on the Transfer Payment Request (TPR) form, the letter of request from NCDABC Business Manager Tina Coleman to the Climate Action Secretariat, and the draft Transfer Under Agreement (TUA) form, this request does comply with government financial policy.

Regards

Dan Laine

Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph



Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Tuesday, February 21, 2012 2:55 PM

To: Laine, Dan J CSNR:EX

Cc: Paradine, Dennis ENV:EX; Thiessen, Lee ENV:EX

Subject: Assessment of Compliance with government financial policy (TUA #3 - BC New Car Dealers CEV Program)

Hi Dan -

Should be fairly straightforward – this would be the 3rd Transfer Under Agreement for \$250K for the BC New Car Dealers Association for continued operation of the Clean Energy Vehicle Point of Sale Incentive program.

Please find attached a draft of the TPR and the TUA letter for your review.

Cheers,

Andrea

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres.
Ph: 250.387.1729 Fax: 250.356.7286
Please Note my new Phone #

Warwick, Alexei ENV:EX

From: Laine, Dan J CSNR:EX

Sent: Thursday, March 7, 2013 11:42 AM

To: Mercer, Andrea ENV:EX

Cc: CSNR Transfer Payments CSNR:EX

Subject: RE: TP13CAS-013 (New Car Dealers Association Point of Sale Incentives) **Attachments:** Transfer Agreement Letter NCDABC TP#6_V3.docx; CEV Point of Sale Incentive

Program trans payment request #6 (March 2013) new form (3).docx

Hi Andrea,

I have reviewed the Transfer Payment Request (TPR) to the New Car Dealers Association of BC (NCDABC) for \$1,500,000 to provide point of sale incentives for eligible vehicles under the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia.

Based upon the Request for Government Transfer (RGT) form, the Transfer Under Agreement (TUA), the attached email correspondence with Ministry of Finance Manager Ellen Slanina, the letter of request from the NCDABC, and subject to the comments below, this Transfer Payment complies with government financial policy.

Comments: Please see the attached revised documents

- a signature line for the EFO has been added to the attached RGT. The RGT form is new, and is still a work-inprogress. If you're not able to enter something, please write it by hand onto the form;
- attached TUA has been revised: word "conditions" replaced with "stipulations".

Regards

Dan Laine

Contract Procurement Specialist Financial Services Branch Corporate Services for the Natural Resource Sector Ministry of Forests, Lands and Natural Resource Operations 250 953-3813 ph



Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Wednesday, March 6, 2013 3:43 PM To: CSNR Transfer Payments CSNR:EX

Cc: Laine, Dan J CSNR:EX

Subject: RE: TP13CAS-013 (New Car Dealers Association Point of Sale Incentives)

Hi Dan -

Please find attached the NEW TPR form for TP13CAS-013 (New Car Dealers Association). Barbara indicated that the signature box for the EFO is missing on this template, so hopefully you are able to fix that on this version. Let me know if I have missed anything, I wasn't able to use the drop down s. 12

s.12 Let me know how you want me to capture that on this form.

I have also attached a revised Letter as per your direction below (to remove/edit Term #3).

I have not reattached the original request form the NCDABC or the email from OCG regarding the ability to have the NCDABC hold funds past March 31st for vehicles on order, but can resend it you need them.

Thanks, Andrea

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 9:54 AM

To: Mercer, Andrea ENV:EX Cc: Burrage, Barbara CSNR:EX

Subject: FW: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

I asked Barb to review Term 3 below, and she also has some concerns. Term 3 is confusing and should not appear under Terms because all the payments listed have been made and are past. If you want to keep the historical record, the information in Term 3 can be moved to the introductory paragraphs or to the Purpose section. Also, Term 3 has an unknown: \$TBD. There should be a figure here, not an unknown. Shouldn't this be \$1.5M?

I understand the \$1.5M is to cover "immediate incentive payments and the anticipated contingent liability of orders placed by the current deadline of March 31, 2013". However, there should be more detail about this payment under the Terms. Currently, it is quite confusing as there is no specific mention of this amount.

Dan Laine

Contract Procurement Specialist Financial Services Branch Corporate Services for the Natural Resource Sector Ministry of Forests, Lands and Natural Resource Operations 250 953-3813 ph



Please consider the environment before printing

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 9:11 AM

To: Mercer, Andrea ENV:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

As this Transfer Payment will require Michael Lord's signature, could you please use the new Request for Government Transfers form which is on the Policy and Forms site?

Thanks

Dan Laine

Contract Procurement Specialist Financial Services Branch Corporate Services for the Natural Resource Sector Ministry of Forests, Lands and Natural Resource Operations 250 953-3813 ph

Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Wednesday, March 6, 2013 8:48 AM

To: Laine, Dan J CSNR:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

I can....each of the previous 5 TPs retained this language from the original...I recall it was more just to help our folks here in CAS and Finance to understand how funding has flowed, and this the current transfer agreement is just one in a series of payments....

However, I think it could be updated and still capture the historic funding flow by replacing Term #3 with:

3. Funding for the CEVforBC Point of Sale Incentive Program has/and will be provided to the NCDABC as follows:

\$197,866.00 – December 1st, 2011 (Program Management, Outreach, Marketing)

\$250,000.00 – December 1st, 2011 (Point of Sale Incentives)

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 - April 1st, 2012 (Program Management, Outreach, Marketing)

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 8:35 AM

To: Mercer, Andrea ENV:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

I'm reviewing your Transfer Payment to the New Car Dealers Assoc. for \$1.5M

Term #3 of the TUA:

Funds will be provided as follows:

\$197,866.00 – December 1st, 2011 (Program Management, Outreach, Marketing)

\$250,000.00 – December 1st, 2011 (Point of Sale Incentives)

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

Shouldn't this be updated?

Dan Laine

Contract Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph



From: Mercer, Andrea ENV:EX

Sent: Tuesday, March 5, 2013 10:24 AM

To: CSNR Transfer Payments CSNR:EX; LaJeunesse, Annette M CSNR:EX

Cc: Laine, Dan J CSNR:EX; Moreau, Denise ENV:EX

Subject: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Annette – Can you please provide a TP # for this final transfer payment to the New Car Dealers Association in the amount of \$1,500,000 (STOB 80)

CSNR Procurement folks, can one of you please review for compliance with government financial policy?

I should point out that clauses 4-6 in the draft Agreement letter have been vetted by Ellen Slanina (OCG). We wanted to be able to recognize that these vehicles on not always on the lot, but wanted to allow a consumer who purchases an eligible vehicle by March 31st to be eligible for the incentive program, even if they will be waiting a few months to take delivery / pay in full for the vehicle.

Attached:

- Draft TPR form
- Draft Transfer Agreement Letter
- Letter from New Car Dealers Assoc
- Email from Ellen Slanina (OCG) on holding funds past March 31st

Andrea Mercer

Clean Energy Vehicle Program Manager Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286

Clean Energy Vehicle Program



Natural Resource Sector

REQUEST FOR GOVERNMENT TRANSFER

MINISTRY & TRANSFER PAYMENT IDENTIFICATION							
MINISTRY:	MINISTRY OF	MINISTRY OF ENVIRONMENT		BRANCH		Climate Policy Branch	
BRANCH CONTACT NAME:	Andrea M	Andrea Mercer		DIVISION:		Climate Action Secretariat	
PROJECT TITLE:	BC Clean Point of S Program	BC Clean Energy Vehicle Point of Sale Incentive Program		PHONE:		250-387-1729	
START DATE:	March 6, 2013	END DATE:	March 31 st , 2013		ТО	TAL AMOUNT:	\$1,500,000.00

RECIPIENT IDENTIFICATION					
LEGAL NAME OF RECIPIENT:	New Car Dealers Association of British Columbia				
ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9				
REPRESENTATIVE'S NAME:	Blair Qualey, President & CEO DATE OF REQUEST February 28 th , 2013			ry 28 th , 2013	
E-MAIL:	bqualey@newcardeal ers.ca PHONE: 604.214.9964 FAX: 604.214.9965				

PROJECT DETAILS				
PURPOSE OF PROJECT:	Recipient Program Support			
DESCRIPTION OF THE PROJECT, OBJECTIVES AND EXPECTED OUTCOMES: EXAMPLE: • HOW THE TRANSFER SUPPORTS THE SERVICE PLAN • TARGETED CLIENT GROUP	One of the programs under the larger Clean Energy Vehicle Program is a Point of Sale incentive program which provides incentives (up to \$5,000) to British Columbians that purchase or lease an eligible Clean Energy Vehicle between December 1, 2011 and March 31, 2013. This program has been managed, administered and promoted by the New Car Dealers Association of BC (NCDABC). This transfer payment of \$1,500,000 should cover the immediate incentive payments and the contingent liability of orders placed by the current deadline of March 31 st , 2013. This would allow for 300 vehicle incentives to be provided at the maximum of \$5,000 each. Light duty passenger vehicles in BC accounted for 36% or 9.0 million tonnes of greenhouse gas emissions from the transportation sector in 2007. Mass adoption of clean energy vehicles will play a critical role realizing deep reductions in greenhouse gas emissions from this segment of the transportation sector. This program directly supports a commitment from the 2010 Speech from the Throne, which stated that "New investment partnerships in infrastructure that encourage and enable clean modes of transportation, such as electric vehicles, hydrogen-powered vehicles and vehicles powered by compressed natural gas and liquid natural gas, will be pursued"			
PARTNERSHIPS INVOLVED:	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)			
MINISTRY'S ROLE:	The CEV program is new program. BC Government has provided incentives to accelerate the adoption of new vehicle technology in the past, such as the PST exemptions provided on hybrid, and other vehicles with high fuel efficiency. c 17 s.12			
WHAT MONITORING IS IN PLACE? EXAMPLE: PERFORMANCE TARGETS MILESTONES	The NCDABC operates this program on behalf of the provincial government under an "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program), Dated November 14th, 2011. Under this Agreement the BCNCDA provides quarterly reports to the Ministry detailing program and fiscal performance.			
WHAT ARE THE SUCCESS CRITERIA?	Success criteria include but are not limited to the number of CEVs sold or leased in BC (in comparison to other jurisdictions), feedback from residents / businesses, earned media, # of marketing and outreach activities conducted by the NCDABC, transparency of the program, customer service from NCDABC			
RECEIVING ENTITY IS:	WITHIN GOVERMENT REPORTING ENTITY X OUTSIDE GOVERMENT REPORTING ENTITY			

	TRANSFE	R TYPE AND SELE	CTION PROCESS	S	
GRANT -STOB 77					
X SHARED COST ARRANGEME	NT-STOB 80	FINANCING ARR	ANGEMENT		
DESCRIBE THE PROCEDURE TAKEN TO ENSURE THE SELECTION PROCESS WAS FAIR, OPEN AND TRANSPARENT.	The NCDABC is the provincial industry association that represents more than 360 new car and truck dealers in 53 communities in British Columbia. Members of the Association directly employ over 17,000 British Columbians and are responsible for more than \$10 billion of economic activity in the province. The association speaks on behalf of the retail new automotive industry to the public, media, and government, and deals primarily with the legal, environmental, and consumer issues relating to vehicle sales in British Columbia. The Finance and Administration Branch has reviewed NCDA audited financial statement and have indicated no concerns with the current financial status of the Association				
		BUDGET			
ACCOUNT CODING	CLIENT (MINISTRY)	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
	048	29908	30533	8001	2907194
PAYMENT METHOD	'D' CHEQUE		'D' cheque inst	ructions:	
FUNDING SOURCE:	□ Base Budget X Contingency □ Special Account □ Other □ Funding is available within the division X Funding is not available within the division but approved within the Ministry Treasurv Board Approvals.12 s.12 □ Funding is recoverable Recovery Source: Recovery Amount \$				
BUDGET BREAKDOWN:	\$2.473M \$4.986 <u>M</u> \$	FY11/12 FY12/13 FY			
GST APPLICABLE?	☐ YES X NO VOTE 33T				
		RECIPIENT CAPA	CITY		
DESCRIBE HOW YOU HAVE DETERMINED THERE IS NO MISLEADING INFORMATION IN THE APPLICATION? Using the new template which includes this as a condition.					
DESCRIBE THE RECIPIENT'S CAPACITY TO COMPLETE THE PROJECT OR REPAY THE FUNDS IF THE STIPULATIONS ARE NOT MET?	The NCDABC has been administering this program on behalf of government since December 1 st 2011. There have been no issues with regards to the capacity of this association to manage this program as per the CEV Program Implementation Manual.				
DOES THE MANDATE OF THE RECIPIENT ALIGN WITH THE INTENT OF THE TRANSFER?	Yes.				
RISKS					
IDENTIFY RISKS AND STEPS TAKEN TO MITIGATE THE RISKS: EXAMPLE: FINANCIAL, SAFETY, PUBLIC RELATIONS ETC.		ce and Administration and have indicated iation.			
RISK OF NOT PROCEEDING:	If this transfer of funds does not occur, the CEVforBC program would cease to operate and no further incentives could be issued. The program is being aggressively marketed as ending on March 31 st . British Columbians that are considering purchasing a CEV in this final month of the program would likely be outraged.				

OTHER CONSIDERATIONS:	TIONS: X THE TRANSFER WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY X THE TRANSFER WILL NOT CREATE A CONFLICT OF INTEREST BETWEEN PARTIES				
		APPROVAL			
POLICY REVIEW COMPLETED A	ND ATTACHED		T REVIEW COMPLETED		
NAME: CHIEF FINANCIAL OFFICER NAME:		SIGNATURE	DATE		
EXECUTIVE FINANCIAL OFFICER NAME:		SIGNATURE	DATE		
ASSISTANT DEPUTY MINISTER (P	ROGRAM)	SIGNATURE	DATE		
DEPUTY MINISTER (as required)		SIGNATURE	DATE		
NAME:		SIGNATURE	DATE		



Transfer under Agreement

March 6th, 2013

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide a transfer payment in the amount of \$1,500,000 for vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association of British Columbia (NCDABC) as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the NCDABC to provide point of sale incentives for eligible vehicles under the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia. This final request for \$1,500,000 should cover immediate incentive payments and the anticipated contingen liability of orders placed by the current deadline of March 31, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

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TERMS

The Ministry's support of the above program is subject to the following stipulations conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive
 payments and the anticipated contingen liability of orders placed by the current deadline of
 March 31, 2013.
- 4. The NCDABC is authorized to retain the requisite amount of funding represented by all application forms that have been received from eligible dealerships on or before March 31st, 2013 for vehicles that are on order, but will not be delivered and have the ownership transferred to the purchaser/lease and a sale/lease contract signed until after March 31st, 2013. Consumers must put down a down payment in the amount of the incentive to have their application considered for an incentive. These application forms are considered 'In progress'.
- 5. The NCDABC must return any of the funds that have been retained under Section 4 for In progress application forms to the Province by August 1st, 2013 in the amount represented by all 'In progress' application forms that have not been finalized (i.e. the vehicle has not been delivered and/or ownership has not been transferred to the purchaser / lease and/or a sales/lease contract has not been submitted by August 1st, 2013);
- 6. With the exception of funds indentified in section 4, any additional remaining funds at the end of the Term (March 31st, 2013) must be returned to the Province within ten business days of the end of the Term.
- 7. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 8. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 9. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

- 10. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 11. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of	of the Application are true and accurate.
*	eptable, please indicate by signing and returning the inal will be provided for your files upon signing by
IN WITNESS WHEREOF the parties here theday of	to have duly executed this agreement as of
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Representative)	(Authorized Representative)



Natural Resource Sector

REQUEST FOR GOVERNMENT TRANSFER

MINISTRY:	MINISTRY & TRANSFER PAYM MINISTRY OF ENVIRONMENT			BRANCH		limate F	Policy	Branch
	Andrea Mercer					Climate Policy Branch Climate Action Secretariat		
BRANCH CONTACT NAME:				DIVISION:		ilmate Ac	uon S	ecretariat
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program		е	PHONE:	250-387-1729			
START DATE:	March 31, 2013 END DATE: March		March :	31 st , 2014	тот	TOTAL AMOUNT:		\$2,500,000.00
AND LIST OF MALABORIES HOUSE, LISTENING, TO PROCESS AND CONTACT AND AN AUGUST OF MACHINERY CO. THE CONTROL OF THE	permitakan kenanatakan kenanan anaka	ECIPIENT I	Services and a construction	CONTRACTOR MODIFICATION CONTRACTOR CO	non-removement	Поветня принятичествення	week in provinces called	THE REPORT OF THE PROPERTY OF
LEGAL NAME OF RECIPIENT:	New Car Dea	lers Associa	ation of Br	itish Colum	bia		transporter and the	
ADDRESS:	70 - 10551 Sh Richmond, B		ay	1	*		4	•
REPRESENTATIVE'S NAME:	Blair Qualey,	President 8	& CEO	DATE OF F	REQUES	T March	25 th ,	2013
E-MAIL:	bqualey@ne ers.ca	wcardeal	PHONE:	604.214.99	964	FAX:	60	4.214.9965
er / Mil weith This steep Explose alread associates of each front for hard order to describe the ASE describe the steep reservoirs are not a form		PROJEC	CT DETA	ILS	THE SECURITY PRINCE STRATEGISTERS	napharer om må _{se} ger har _e om ås fijna och		
PURPOSE OF PROJECT:	Recipient Pro	gram Support	And Little A, SHI Should be an aborrugity	BARTO COCONO LA MERCANTO POR CANTO DE PAR	THE PROPERTY CONT.	funcionalis com destro al depote esti co	eto tarojo unionalija kilo	gestraform-west soon of gat on in a met say they were not over the statement as may elect to
DESCRIPTION OF THE PROJECT, OBJECTIVES AND EXPECTED OUTCOMES: EXAMPLE: • HOW THE TRANSFER SUPPORTS THE SERVICE PLAN • TARGETED CLIENT GROUP PARTNERSHIPS INVOLVED:	This program BC (NCDABO On March 21 c 12 Dealers Asso them to conti March 2013 Light duty pa emissions fro critical role re transportation Throne, whic clean modes powered by c BC New Car I	c). st, 2013 Treasure ociation of BC unue to administration of BC unue to administration that transportation sector. This histated that "It of transportation of transportati	ury Board a under a Cor ster / operate les in BC ac rtation sectre eductions in New investra on, such as atural gas an intion, Cana	pproved s. 12 attribution Agree the program counted for 36 or in 2007. May greenhouse greetly supports ment partnersh electric vehicled liquid natural dian Vehicle May	ement ir on beha 6% or 9.0 ass adop gas emis a comn ips in in es, hydr al gas, w	on the form of alf of the prior of clear sistems from nitment from frastructure rogen-power will be pursuituring Association of the pursuituring Association o	of a ST ovincia nnes o an ener this se m the 2 e that e ered ve ued"	to the New Car OB 77 Grant to allow all government beyond of greenhouse gas rgy vehicles will play a egment of the 2010 Speech from the encourage and enable chicles and vehicles of (CVMA), Association
MINISTRY'S ROLE:	Funder / Prog	ram Oversight			arrada, et al. de la audina		nin tulakkanya e	
WHAT MONITORING IS IN PLACE? EXAMPLE:	The NCDABC has operated this program on behalf of the provincial government for the past sixteen months under an "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program), Dated November 14th, 2011. A new contribution agreement has been drafted that would have the New Car Dealers Association continue to operate the program in accordance with a detailed Implementation Manual. This includes the submission of quarterly reports on program performance and financials. Success criteria include but are not limited to the number of CEVs sold or leased in BC (in comparisor to other jurisdictions), feedback from residents / businesses, earned media, # of marketing and							
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Natural Resource Sector

GOVERNMENT TRANSFER – GRANT AGREEMENT

Agreement #: TP-CAS-020
Project Title: CEVFORBC TM

THIS AGREEMENT dated for reference the 26th day of March, 2013.

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of ENVIRONMENT CLIMATE ACTION SECRETARIAT

(the "Province")

AND

The New Car Dealers Association of British Columbia

(the "Recipient")

The parties to this Agreement agree as follows:

SECTION 1 - DEFINITIONS

- Where used in this Agreement
 - (a) "Financial Contribution" means the total aggregate value stipulated in Schedule B;
 - (b) "Material"

means all findings, data, reports, documents, records and material, (both printed and electronic, including but not limited to, hard disk or diskettes), whether complete or otherwise, that have been produced, received, compiled or acquired by, or provided by or on behalf of the Province to, the Recipient as a direct result of this Agreement, but does not include

- personal Information which could reasonably be expected to reveal the identity of clients;
- property owned by the Recipient;
- (c) "Project" means the project described in Schedule A;
- (d) "Services" means the services described in Schedule A;
- (e) "Term" means the duration of the Agreement stipulated in Schedule A;
- (f) "Third Party" means any person or entity or its officers, employees or agents, other than a party to this Agreement that is involved in the delivery of the Services.
- (g) "Refund" means any refund or remission of federal or provincial tax or duty available with respect to any items that the Province has paid for or agreed to pay for under this Agreement.

SECTION 2 - APPOINTMENT

The Recipient must carry out and complete the Project described in Schedule A and may use the Province's funding only for the purpose specified in Schedule A.

SECTION 3 – PAYMENT OF FINANCIAL CONTRIBUTION

Subject to the provisions of this Agreement, the Province must pay the Recipient the amount, in the manner, and at the times set out in Schedule B.

The Province has no obligation to make the Financial Contribution unless the Recipient has complied with the criteria set out in Schedule A.

The Province's obligation to make the Financial Contribution is subject to

- (a) sufficient monies being available in an appropriation, as defined in the Financial Administration Act ("FAA"), to enable the Province, in any fiscal year when any payment of money by the Province to the Recipient falls due pursuant to this Agreement, to make that payment; and
- (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subparagraph (a) of this paragraph.

The previous paragraph continues in force indefinitely, even after this Agreement expires or is terminated.

The Recipient is responsible for any Provincial Sales Tax (PST) and Goods and Services Tax (GST) and any other charges for which the Province has not expressly agreed to accept responsibility under the terms of this Agreement.

The Recipient must declare any amounts owing to the government under legislation or an agreement. Amounts due to the Recipient under this Agreement may be set-off against amounts owing to the government.

SECTION 4 - REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants to the Province, with the intent that the Province rely on it in entering into this Agreement, that

- (a) all information, statements, documents and reports furnished or submitted by the Recipient to the Province in connection with this Agreement are true and correct;
- (b) the Recipient has no knowledge of any fact that materially adversely affects, or so far as it can foresee, might materially adversely affect, the Recipient's properties, assets, condition (financial or otherwise), business or operations or its ability to fulfill its obligations under this Agreement; and
- (c) the Recipient is not in breach of, or in default under, any law of Canada or of the Province of British Columbia applicable to or binding on it.

All statements contained in any certificate, application, proposal or other document delivered by or on behalf of the Recipient to the Province under this Agreement or in connection with any of the transactions contemplated by it are deemed to be representations and warranties by the Recipient under this Agreement.

All representations, warranties, covenants and agreements made in this Agreement and all certificates, applications or other documents delivered by or on behalf of the Recipient are material, have been relied on by the Province, and continue in effect during the continuation of this Agreement.

SECTION 5 - INDEPENDENT RELATIONSHIP

No partnership, joint venture, agency or other legal entity is created by this Agreement or by any actions of the parties pursuant to this Agreement.

The Recipient is independent and neither the Recipient nor its servants, agents or employees are the servants, employees, or agents of the Province.

The Recipient must not commit or purport to commit the Province to the payment of money to anyone.

SECTION 6 - RECIPIENT'S OBLIGATIONS

The Recipient must

- carry out the Services in accordance with the terms of this Agreement during the Term stated in Schedule A;
- (b) comply with the payment requirements set out in Schedule B, including all requirements concerning the use, application and expenditure of the payments provided under this Agreement;
- (c) comply with all applicable laws;
- (d) hire and retain only qualified staff;
- unless agreed otherwise, supply, at its own cost, all labour, materials and approvals necessary to carry out the Services;
- unless agreed otherwise, retain ownership to all assets acquired or intangible property created in the process of carrying out this Agreement;
- (g) unless agreed otherwise, retain ownership to all assets acquired or intangible property created in the process of carrying out this Agreement;
- co-operate with the Province in making the public announcements regarding the Services and the details of this Agreement that the Province requests; and
- (i) acknowledge the financial contribution made by the Province to the Recipient for the Services in any Materials, by printing on each of the Materials the following statement:

"We gratefully acknowledge the financial support of the Province of British Columbia"

SECTION 7 - RECORDS

The Recipient must

- establish and maintain accounting and administrative records in form and content satisfactory of the Province;
- (b) establish and maintain books of account, invoices, receipts and vouchers for all expenses incurred in form and content satisfactory to the Province; and
- (c) permit the Province, for contract monitoring and audit purposes, at all reasonable times, on reasonable notice, to enter any premises used by the Recipient to deliver the Services or keep any documents or records pertaining to the Services, in order for the Province to inspect, audit, examine, review and copy any findings, data, specifications, drawings, working papers, reports, surveys, spread sheets, evaluations, documents, databases and material, (both printed and electronic, including, but not limited to, hard disk or diskettes), whether complete or not, that are produced, received or otherwise acquired by the Recipient as a result of this Agreement.

The Province does not have control, for the purpose of the *Freedom of Information and Protection of Privacy Act*, of the records held by the Recipient.

SECTION 8 - REPORTS/STATEMENTS AND ACCOUNTING

At the sole option of the Province, any portion of the funds provided to the Recipient under this Agreement and not expended at the end of the Term

- (a) must be returned by the Recipient to the Minister of Finance;
- (b) may be retained by the Recipient as supplemental funding provided for under an amendment to this Agreement; or
- (c) may be deducted by the Province from any future funding requests submitted by the Recipient and approved by the Province.

SECTION 9 - CONFLICT OF INTEREST

The Recipient must not, during the Term, perform a service for or provide advice to any person if the performance of that service or the provision of the advice may, in the reasonable opinion of the Province, give rise to a conflict of interest between the obligations of the Recipient to the Province under this Agreement and the obligations of the Recipient to the other person.

SECTION 10 - CONFIDENTIALITY

The Recipient must treat as confidential all information and material supplied to or obtained by the Recipient, or any Third Party, as a result of this Agreement. The Recipient must not, without the prior written consent of the Province, permit its disclosure, except as required by applicable law or to the extent that the disclosure is necessary to enable the Recipient to fulfill its obligations under this Agreement.

SECTION 11 - DEFAULT

Any of the following events constitute an Event of Default:

- (a) the Recipient fails to comply with any provision of this Agreement;
- (b) any representation or warranty made by the Recipient in accepting this Agreement is untrue or incorrect;
- any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is untrue or incorrect;
- (d) the Recipient ceases, in the opinion of the Province, to operate;
- (e) a change occurs with respect to any one or more, of the properties, assets, condition (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfill its obligations under this Agreement;
- (f) an order is made or a resolution is passed or a petition is filed for the liquidation or winding up of the Recipient;
- (g) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency;
- (h) a bankruptcy petition is filed or presented against, or a proposal under the Bankruptcy and Insolvency Act (Canada) is made by, the Recipient;
- a receiver or receiver-manager of any property of the Recipient is appointed;
- (j) the Recipient permits any sum which is not disputed to be due by it to remain unpaid after legal proceedings have been commenced to enforce payment.

SECTION 12 - TERMINATION

Upon the occurrence of any Event of Default and at any time after that the Province may, despite any other provision of this Agreement, at its option, elect to do any one or more of the following:

(a) terminate this Agreement, in which case the payment of the amount required under the last paragraph of Section 12 of this Agreement

- discharges the Province of all liability to the Recipient under this Agreement;
- require the Event of Default be remedied within a time period specified by the Province;
- suspend any installment of the Financial Contribution or any amount that is due to the Recipient while the Event of Default continues;
- (d) waive the Event of Default;
- (e) pursue any other remedy available at law or in equity.

The Province may also terminate this Agreement on 30 days written notice, without cause.

The payment of the amount required under the last paragraph of Section 12 of this Agreement discharges the Province of all liability to the Recipient under this Agreement.

If this Agreement is terminated before 100% completion of the Project, the Province must pay to the Recipient that portion of the Financial Contribution which is equal to the portion of the Project completed to the satisfaction of the Province prior to termination.

SECTION 13 - DISPUTE RESOLUTION

The Parties agree to first refer any matter in dispute under this Agreement to senior officers of the Parties. If the matter cannot be resolved, they must submit it to a mediator as agreed upon by both Parties. The Parties must bear equally the expenditures directly related to the mediation process.

SECTION 14 - INSURANCE AND INDEMNITY

Insurance

Without limiting its obligations or liabilities under this Agreement, and at its own expense, the Recipient must obtain and maintain insurance which it is required to have by law and insurance which a prudent businessperson conducting similar operations would obtain and maintain to cover the risks it has assumed or may encounter as a result of entering into this Agreement or providing the Services during the Term.

If applicable, the Recipient must ensure the Province is added as an additional insured on insurance policies of the Recipient and Third Parties.

Within 10 business days of obtaining each relevant policy of insurance, and from time to time if requested by the Province, the Recipient must provide to the Province evidence of the insurance in the form of a completed Province of British Columbia Certificate of Insurance. If requested by the Province at any time, the Recipient must provide to the province certified true copies of the relevant insurance policies.

The Recipient must require and ensure that each Third Party maintains insurances comparable to those required above.

Indemnity

The Recipient must indemnify and save harmless the Province, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the Province may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or Third Party pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the Province.

SECTION 15 - ASSIGNMENT AND SUB-CONTRACTING

The Recipient must not, without the prior, written consent of the Province

- (a) assign, either directly or indirectly, this Agreement or any right of the Recipient under this Agreement; or
- (b) sub-contract any obligation of the Recipient under this Agreement.

No sub-contract entered into by the Recipient relieves the Recipient from any of its obligations under this Agreement or imposes on the Province any obligation or liability arising from it.

This Agreement binds the Province and its assigns and the Recipient and the Recipient's successors and permitted assigns.

SECTION 16 - REPAYMENT OR REDUCTIONS

An amount paid by the Province to the Recipient or which is treated as such pursuant to the terms of this Agreement, and to which the Recipient is not entitled according to the terms of this Agreement is repayable to the Province and until repaid constitutes a debt due to the Province.

If for any reason, the Project is not completed to the satisfaction of the Province, the Recipient must repay to the Province the Province's Financial Contribution (or any part which has been paid to the Recipient) under this Agreement, within 30 days of receipt by the Recipient of a written request for repayment from the Province.

SECTION 17 - OTHER FUNDING

If the Recipient receives funding for or in respect of the Services from any person, firm, corporation or other government or governmental body, then the Recipient must immediately provide the Province with full details.

SECTION 18 - NOTICES

If in this Agreement any notice or other communication is required to be given by any of the parties, it must be given in writing. It is effectively given

- by delivery to the address of the party set out below, on the date of delivery;
 or,
- (b) by pre-paid registered mail, to the address of the party set out below, on the fifth business day after mailing;
- (c) by facsimile, to the facsimile number of the party, mentioned in this Agreement, on the date the facsimile is sent; or
- (d) by e-mail, to the e-mail address of the party, mentioned in this Agreement, on the date the e-mail is sent.

The contact details of the parties are

Province: Andrea Mercer, Clean Energy Vehicle Program Manager (2nd Floor, 395 Waterfront Crescent), P.O. Box 9486 STN PROV GOVT Victoria, British Columbia, V8W 9W6 <u>Andrea.Mercer@gov.bc.ca</u>, (250) 387-1729 (O) (250) 356-7286 (Fax)

Recipient: Blair Qualey, President and CEO, New Car Dealers Association of BC, 70 10551 Shellbridge Way, Vancouver, British Columbia, V6X 2W9 bqualey@newcardealers.ca, (604) 214-9964 (O) (604) 214-9965 (Fax)

The address, phone number, facsimile number, or email set out above may be changed by notice in the manner set out in this provision.

SECTION 19 - NON-WAIVER

No term or condition of this Agreement and no breach by the Recipient of any term or condition is waived unless the waiver is in writing signed by the Province and the Recipient.

A written waiver by the Province of any breach by the Recipient of any provision of this Agreement is not a waiver of any other provision or of any subsequent breach of the same or any other provision of this Agreement.

SECTION 20 - ENTIRE AGREEMENT

This Agreement including the Schedules constitutes the entire Agreement between the parties with respect to the subject matter of this Agreement.

SECTION 21 - MISCELLANEOUS

Changes to this Agreement are only effective if made in writing and by both parties.

All of the provisions of this Agreement in favour of the Province and all of the rights and remedies of the Province, either at law or in equity, survive any expiration or sooner termination of this Agreement.

Nothing in this Agreement operates as a consent, permit, approval or authorization by the Province to or for anything related to the Project that by law, the Recipient is required to obtain unless it is expressly stated to be.

SECTION 22 - ACCEPTANCE

The Recipient indicates its agreement by dating and executing this Agreement in the space and manner indicated below and returning it to the contact shown above, free of any conditions. In signing or executing below, the Recipient is committing to a binding agreement.

SIGNED AND DELIVERED on behalf of the Recipient

SIGNED AND DELIVERED on benait of the Recipient	
Feleran ale	MARCH 27, 2012
Signature of Recipient's Signing Authority	Date
BLAIL QUALEY, PRESG CED	
Printed Name & Title of Recipient's Signing Authority	
SIGNED AND DELIVERED on behalf of the Province,	
	March 28,2013
Signature of Province's Signing Authority	Date
James Mach	
Printed Name & Title of Province's Signing Authority	, , , , , , , , , , , , , , , , , , ,

SCHEDULE A - SERVICES

The Project

TERM

Notwithstanding the date of execution of this Agreement, the term of this Agreement starts on March 26, 2013 and ends on March 31, 2014.

PROJECT

The CEVforBC™ project is designed to provide incentives to consumers to encourage the adoption of clean energy vehicles in British Columbia as described in the *Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program (Implementation Manual)*, Last Revised: 25 March, 2013

PURPOSE & EXPECTED RESULTS

Light duty passenger vehicles in BC accounted for 36% or 9.0 million tonnes of greenhouse gas emissions from the transportation sector in 2007. Mass adoption of clean energy vehicles will play a critical role realizing deep reductions in greenhouse gas emissions from this segment of the transportation sector. This program directly supports a commitment from the 2010 Speech from the Throne, which stated that "New investment partnerships in infrastructure that encourage and enable clean modes of transportation, such as electric vehicles, hydrogen-powered vehicles and vehicles powered by compressed natural gas and liquid natural gas, will be pursued"

The purpose of the project is to provide CEV Incentives to Eligible Applicants through Eligible Dealerships (all terms defined below) and as such provides incentives (up to \$5,000) to British Columbians that purchase or lease an eligible Clean Energy Vehicle.

Success criteria include but are not limited to the number of CEVs sold or leased in BC by the NCDABC (in comparison to other jurisdictions), feedback from residents / businesses, earned media, # of marketing and outreach activities conducted by the NCDABC, transparency of the program, customer service from NCDABC. Evaluation against success criteria will be based on the information provided by the NCDABC through reporting requirements and through information collected by the Province.

s.13:s.17

The NCDABC has operated this program on behalf of the provincial government for the past sixteen months under an "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program), Dated November 14th, 2011. The program would continue in accordance with the Implementation Manual.

Key Definitions

- "CEV" means light duty vehicles that use natural gas, hydrogen or electricity as their primary fuel source and as such, may be eligible for a point of sale incentive if added to a list of eligible vehicles under the CEVforBC Point of Sale Incentive Program by the Province;
- "CEV Incentive" means a point of sale incentive of up to \$5,000 (the amount determined by the Province in accordance with the Implementation Manual) for British Columbia purchasers or lessees of eligible clean energy vehicles, including dedicated compressed natural gas (CNG) vehicles, electric vehicles (EVs) (which include battery electric vehicles (BEVs), plug in hybrid electric vehicles (PHEVs) and extended range electric vehicles), and hydrogen fuel cell vehicles (FCVs). The amount of the incentive will be set by the Province as per the Implementation Manual, attached as Appendix 1;
- "Eligible Applicant" means British Columbia residents, businesses, public agencies and entities (including municipal and regional governments and first nations, but excluding the federal provincial and crown agencies), and nonprofit organizations);
- "Eligible Dealership" means a dealership that is a member in good standing with the New Car Dealer Association of British Columbia:

DELIVERABLES

The funds are to be spent on the continuation of delivery of incentives to consumers to encourage the adoption of clean energy vehicles in British Columbia as outlined in CEVforBC™ Implementation Manual attached as Appendix 1 and as generally conducted by the Recipient under the the CEVforBC™ Point of sale incentive Program on behalf of the Province over the past sixteen months.

s.13;s.17

s.13;s.17

REPORTING REQUIREMENTS:

Financial Reporting:

Interim Reporting

The Recipient must provide quarterly financial reporting of all Program expenses incurred, withdrawals from the CEV Fund to cover Program expenses, incentive disbursements to eligible dealerships, and income earned on undistributed funds, as well as the balance of funds remaining in the CEV Fund;

Final Reporting

Following completion of the Project the Recipient must, no later than 30 days after the end of the Term, provide a final financial report including

- a Project income and expenditure summary which identifies all sources and use of the total Project funds over the duration of the entire Agreement;
- a statement detailing the use of the Province's contributions provided over the duration of the entire Agreement, including an explanation of any financial variances.

Certification / Attestation

All financial reports submitted by the Recipient must be certified by a senior officer of the Recipient's organization (such as a CEO or CFO) attesting to the correctness and completeness of the financial information provided,

Project Reporting

Ongoing Communication

The Recipient must make all reasonable efforts to respond to ad-hoc requests by the Province for information on Project progress. The Recipient must also advise the Province immediately of any substantial events that could impact the Project timeline.

Quarterly Reports

The Recipient must provide quarterly statistical reporting to the Province containing the information outlined in the Implementation Manual;

Annual Reporting

The Recipient must, no later than 30 days after the end of each Term, provide an annual progress report on the Project, and progress made in achieving the results as set out in Schedule A.

Final Reporting

Following completion of the Project the Recipient must, no later than 30 days after the end of the Term, provide a Project performance report with Project highlights, description of outcomes with respect to results set out in Schedule A, quantitative and qualitative description of the accomplishments / success of the Project; challenges faced and solutions found, information on results (negative or positive) that were not anticipated, and lessons learned.

Reporting Format

All reporting from the Recipient must be in MSWord, MSExcel and/or pdf format, generally follow the look and feel of those delivered to the Province in 2012/2013 and delivered via email to the Province.

SCHEDULE B

FINANCIAL CONTRIBUTION

PAYMENTS

- 1. The Province agrees to provide to the Recipient a maximum amount of \$2.5 million during the Term of the Agreement.
- 2. Payment of \$2.5 million must be made upon signing of this Agreement by both Parties.



Transfer under Agreement

November 25th, 2011

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of November 2, 2011, as a formal proposal to manage the British Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$7,460,000 to deliver a Clean Energy Vehicle Point of Sale Program over the next two years. Of this funding, up to \$2,473,333 will be made available in 2011/12 and up to \$4,986,667 in 2012/13.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

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TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- 3. Funds will be provided as follows:

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$197,866.00 – December 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)
$250,000.00 – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)
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\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties he theday of	reto have duly executed this agreement as of, 20		
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,		
(Authorized Representative)	(Authorized Representative)		



Transfer under Agreement

January 3rd, 2011

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of December 16, 2011, requesting a second transfer payment for the continued operation of the Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide another transfer payment of \$250,000.00 for the next allotment of vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

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TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- 3. Funds will be provided as follows:

```
$197,866.00 – December 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)
$250,000.00 – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)
```

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

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IN WITNESS WHEREOF the parties he theday of	reto have duly executed this agreement as of, 20		
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,		
(Authorized Representative)	(Authorized Representative)		



Transfer under Agreement

March 6th, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of February 13th, 2012, requesting a third transfer payment for the continued operation of the Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide another transfer payment of \$250,000.00 for the next allotment of vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: <u>www.livesmartbc.ca</u>

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TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- 3. Funds will be provided as follows:

```
$197,866.00 – December 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)
$250,000.00 – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)
```

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties here theday of	reto have duly executed this agreement as of, 20		
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,		
(Authorized Representative)	(Authorized Representative)		



Transfer under Agreement

March 19, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide a final transfer payment in this fiscal year of \$1,125,000.00 for vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: <u>www.livesmartbc.ca</u>

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TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- 3. Funds will be provided as follows:

```
$197,866.00 – December 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)
$250,000.00 – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)
```

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties he theday of	reto have duly executed this agreement as of, 20		
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,		
(Authorized Representative)	(Authorized Representative)		



Transfer under Agreement

April 15th, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$398,933.00 to continue to deliver the Clean Energy Vehicle (CEV) Point of Sale Incentive Program.

This funding will be transferred to the New Car Dealers Association as outlined in this agreement and is to be used overall program management for the CEV Point of Sale Incentive Program, including program administration, reporting, outreach, and marketing. Funding for vehicle incentives will issued under separate transfer agreements on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount for vehicle incentive funding is to be determined in accordance with expected eligible vehicle sales over the following quarter.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: <u>www.livesmartbc.ca</u>

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TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- 3. Funds have/will be provided as follows:

```
$197,866.00 – December 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)
$250,000.00 – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)
```

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 – April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- In addition to the requirements contained in the Implementation Manual, all personal information collected, used and disclosed for the purposes of the CEVforBC™ Incentive Program must be administered by the NCDABC according the authorities set out in the Freedom of Information and Protection of Privacy Act. This includes reasonable security, storage, and the retention of information for at least one year after it has been used to make a decision about an individual
- 9. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.

10. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

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If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties he theday of	ereto have duly executed this agreement as of
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Representative)	(Authorized Representative)



Transfer under Agreement

March 11th, 2013

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention: Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide a transfer payment in the amount of \$1,500,000 for vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association of British Columbia (NCDABC) as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the NCDABC to provide point of sale incentives for eligible vehicles under the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia. This final request for \$1,500,000 should cover immediate incentive payments and the anticipated contingen liability of orders placed by the current deadline of March 31, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

Page 74 of 177 MOE-2017-73359

TERMS

The Ministry's support of the above program is subject to the following stipulations:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive
 payments and the anticipated contingen liability of orders placed by the current deadline of
 March 31, 2013.
- 4. The NCDABC is authorized to retain the requisite amount of funding represented by all application forms that have been received from eligible dealerships on or before March 31st, 2013 for vehicles that are on order, but will not be delivered and have the ownership transferred to the purchaser/lease and a sale/lease contract signed until after March 31st, 2013. Consumers must put down a down payment in the amount of the incentive to have their application considered for an incentive. These application forms are considered 'In progress'.
- 5. The NCDABC must return any of the funds that have been retained under Section 4 for In progress application forms to the Province by August 1st, 2013 in the amount represented by all 'In progress' application forms that have not been finalized (i.e. the vehicle has not been delivered and/or ownership has not been transferred to the purchaser / lease and/or a sales/lease contract has not been submitted by August 1st, 2013);
- 6. With the exception of funds indentified in section 4, any additional remaining funds at the end of the Term (March 31st, 2013) must be returned to the Province within ten business days of the end of the Term.
- 7. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 8. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 9. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.

Telephone: 250-387-1729 Facsimile: 250-356-7528 Website: www.livesmartbc.ca

- 10. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 11. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

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ACCEPTANCE

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N WITNESS WHEREOF the parties he heday of		reto have duly executed this agreement as of
SIGNED AND on behalf of the		SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Re	presentative)	(Authorized Representative)

Lee, Bonnie ENV:EX

From:

Mercer, Andrea ENV:EX

Sent:

Thursday, March 15, 2012 2:11 PM

To:

Lee, Bonnie ENV:EX

Subject:

RE: Transfer Payment Requests

Hi Bonnie -

As briefly discussed, I can provide the following additional clarification regarding: TP12CAS-010:

- As per the draft Transfer Under Agreement Letter, this \$1.125M transfer payment would be against Section 3 item \$TBD incremental transfer payment.
- However, unlike previous Transfer Payments, there is no written request from the New Car Dealers of BC for these additional funds. This particular transfer payment has been requested on recommendation from Michael Lord, Director, Financial Planning & Reporting to match built up demand for CEVs (as outlined in the TPR document). The demand for these vehicles has been identified through a Fleet procurement group (through Green Fleets BC) and one of the OEMs that provide CEVs to the BC Market.

Please let me know if further clarification or action is required on this,

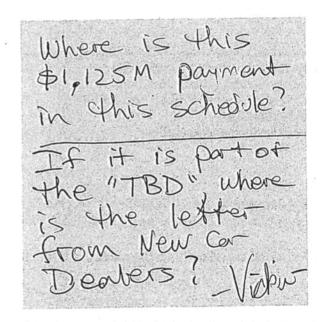
Regards, Andrea

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286 Please Note my new Phone #



From: Lee, Bonnie ENV:EX

Sent: Thursday, March 15, 2012 1:38 PM

To: Mercer, Andrea ENV:EX

Subject: RE: Transfer Payment Requests

Hi Andrea,

Can you give me a call about TPCAS-010?

Thanks, Bonnie

Bonnie Lee | Senior Executive Assistant | Deputy Minister's Office | Ministry of Environment | Phone 250.387.5429

From: Mercer, Andrea ENV:EX

Sent: Thursday, March 15, 2012 11:13 AM

To: Temp Correspondence Unit ENV:EX; Moreau, Denise ENV:EX

Cc: Lee, Bonnie ENV:EX

Subject: RE: Transfer Payment Requests

I am fine with house mail..for TP12CAS-009.

Please let me know if there is anything I can clarify/resolve the query on TPCAS-010

Also, not sure if anyone knows the status of TPCAS-006? I have not seen this one come back from EFO/DMO yet.

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286 Please Note my new Phone #

From: Temp Correspondence Unit ENV:EX Sent: Thursday, March 15, 2012 10:52 AM

To: Moreau, Denise ENV:EX; Mercer, Andrea ENV:EX

Cc: Lee, Bonnie ENV:EX

Subject: Transfer Payment Requests

Hi there,

Your Transfer Payment Request TP12CAS-009 has been approved however Transfer Payment Request TP12CAS-010 has not been approved as there is a query from Vickie. Did you wish me to send it by House Mail?

Susan Nadler | A/Admin Assistant | Deputy Minister's Office | Ministry of Environment | Phone 250.387.9870

Mercer, Andrea ENV:EX

From:

Laine, Dan J CSNR:EX

Sent:

Tuesday, February 21, 2012 4:09 PM

To:

Mercer, Andrea ENV:EX

Cc:

Paradine, Dennis ENV:EX; Thiessen, Lee ENV:EX

Subject:

RE: TP12CAS-005 TUA #3 - BC New Car Dealers CEV Program

Hi Andrea,

I have reviewed the TPR of the BC Clean Energy Vehicle Point of Sale Incentive Program for \$250,000 to the New Car Dealers Association of British Columbia (NCDABC) which will offer BC residents who purchase or lease a qualifying vehicle with an immediate Point of Sale incentive in the range of \$2,500 - \$5,000 per vehicle, and also support the development, operation, administration, marketing, outreach and management of the program.

Based upon the information provided on the Transfer Payment Request (TPR) form, the letter of request from NCDABC Business Manager Tina Coleman to the Climate Action Secretariat, and the draft Transfer Under Agreement (TUA) form, this request does comply with government financial policy.

Regards

Dan Laine

Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph



Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Tuesday, February 21, 2012 2:55 PM

To: Laine, Dan J CSNR:EX

Cc: Paradine, Dennis ENV:EX; Thiessen, Lee ENV:EX

Subject: Assessment of Compliance with government financial policy (TUA #3 - BC New Car Dealers CEV Program)

Hi Dan -

Should be fairly straightforward – this would be the 3rd Transfer Under Agreement for \$250K for the BC New Car Dealers Association for continued operation of the Clean Energy Vehicle Point of Sale Incentive program.

Please find attached a draft of the TPR and the TUA letter for your review.

Cheers,

Andrea

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286

Please Note my new Phone #

Mercer, Andrea ENV:EX

From:

Hucal, Nina CSNR:EX

Sent:

Thursday, May 3, 2012 2:32 PM

To:

Mercer, Andrea ENV:EX; LaJeunesse, Annette M CSNR:EX

Subject:

RE: Request Assessment of Compliance with Government financial policy

Hello Andrea and Annette,

I have reviewed the STOB 80 transfer payment request in the amount of \$398,933 to the New Car Dealers
Association for the purpose of funding the Clean Energy Vehicle Point of Sale Incentive Program. This program had received Cabinet approval \$.12
s.12

This transfer payment request complies with government financial policies.

Nina Hucal CMA CGA Mgr, Procurement Policy and Compliance, FSB FLNRO (Natural Resource Sector) (250) 387-7545

From: Mercer, Andrea ENV:EX

Sent: Wednesday, May 2, 2012 10:50 AM

To: Hucal, Nina CSNR:EX; LaJeunesse, Annette M CSNR:EX

Subject: Request Assessment of Compliance with Government financial policy

Hi Nina and Annette -

Another year, another series of Transfer Payments for the CEV Program will be headed your way. I will be updating the Funding Flow Implementation Plan, as was provided to Shauna Brouwer in December 2011 so you will be aware of what and when to expect these requests over the remainder of this fiscal.

For now, if you could please review and provide your assessment on the attached that would be appreciated.

Annette - I would like to request a TP # for this one.

Thanks both, Andrea

Andrea Mercer

Clean Energy Vehicle Program Manager Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286 Please Note my new Phone #



TRANSFER PAYMENT REQUEST

Transfer Payment # TP13CAS-00				
1	MINISTRY OF ENVIRONMENT	9		
	MINISTRY OF AGRICULTURE & LANDS			

☐ INTEGRATED LAND MANAGEMENT BUREAU

			1	Table and the second
TRANSFER PAYMENT #	TP13CAS-001		AMOUNT:	\$398,933.00
BRANCH:	Adaptation and Re Development		DIVISION:	Climate Action Secretariat
PROJECT TITLE:	BC Clean Energy \ Program	/ehicle Point of Sale	Incentive	
RECIPIENT INFORMATION	NAME:	New Car Dealers Ass Qualey, President &		ritish Columbia (NCDABC) c/o Blair
	ADDRESS:	70 - 10551 Shellbridg Richmond, BC V6X 2		Y
	PHONE:	604.214.9964		FAX: 604.214.9965
FUNDING RATIONALE	\$2,473,333 in 201 of Sale Incentive development, open program and reproduced who purchase or the range of \$2,50 vehicles (i.e. Niss Fuel Cell Vehicles (i.e. Honda GX). I regular market more challenge that musignificantly and advances, as more in the meantime, at the market. Juris government have offering \$5K to \$8 The NCDABC is the car and truck deal Association direct more than \$10 bill behalf of the retail	1/12 and up to \$4,986,6 Program. This transferration, administration resents 8% of the year lease a qualifying vehicle. The second of the year lease a qualifying vehicle. The second of the year lease a qualifying vehicle. The second of the year least be overcome if the second of the year least be overcome if the year least	in 2012/13 r payment (\$3 r payment (\$3 r marketing, o two total). The cle with an in Clean energy d electric veh er FCEV), and and deploym extremely high e vehicles an iche market. ed, and as eco nt incentives rio, Quebec, Consumer inc icle. association the in British Colum ity in the provistry to the pu	2,000 over the next two years (up to b) for a Clean Energy Vehicle Point 398,933.00) is intended for the outreach and management of the ne program will offer BC residents amediate point of sale incentive in y vehicles include battery electric sicles (i.e. Chevrolet Volt), Hydrogen Compressed Natural gas vehicles tent of CEVs would emerge through a upfront costs pose a significant to be to penetrate the market Costs will fall as technology conomies of scale are achieved, but will be instrumental in catalyzing California and the US Federal centive programs ranging from that represents more than 360 new olumbia. Members of the mbians and are responsible for vince. The association speaks on a sumer issues relating to vehicle
	sales in British Co	olumbia. The Finance statement and have inc	and Administ	tration Branch has reviewed NCDA neerns with the current financial
OBJECTIVES/OUTCOMES	greenhouse gas e clean energy vehi gas emissions fro supports a comm investment partne transportation, su	emissions from the trancles will play a critical on this segment of the itment from the 2010 Serships in infrastructurated as electric vehicles	role realizing transportation peech from the that encour hydrogen-pe	6% or 9.0 million tonnes of ector in 2007. Mass adoption of deep reductions in greenhouse on sector. This program directly the Throne, which stated that "New rage and enable clean modes of owered vehicles and vehicles al gas, will be pursued"
PARTNERS/PARTNERSHIPS INVOLVED		ers Association, Canad ernational Automobile		Manufacturing Association (CVMA), rs of Canada (AIAMC)
PREVIOUS MINISTRY PROJECT SUPPORT	adoption of new v		ne past, such	provided incentives to accelerate the as the PST exemptions provided on 3.12

Transfer Payment # TP13CAS-001

START DATE:	April 1 st , 2012	END	DATE:	March 31 st , 2013	3		
	PAYMENT REQUESTED AND OMPETITION FOR STOB 80 T	,	N/A			7 4 0 ×	
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<u>or</u>	74						
	DER AGREEMENT (STOB MPTIONS FROM COMPET		RED CO	ST)			
DIRECT	AWARD CONDITION APPL	IES			9		
= .	TION GROUP	*			8.9		
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☐ COST SH	ARED AGREEMENT IN PL	LACE					
✓ PUBLIC PR	VATE PARTNERSHIP AR	RANGEMENT					
CODING	RESPONSIBILITY	SERVICE LINE		STOB		PROJECT	
CODING: 2990	8 .	30533		8001	2907194		
DATE OF REQUES (ATTACH LETTER (T OF REQUEST IF APPLICA	November	2, 2011	(attached)	,		
BRANCH CONTACT	Γ: Andrea Mercer		7.	PHONE:	250-387-1729		

SIGNOFF

	LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION & REGULATORY DEVELOPMENT, CAS	20 Diesi	1	Wey ?	7/12
		SIGNATURE			DATE
	JAMES MACK, HEAD, CLIMATE ACTION SECRETARIAT	man	* × a *	Marit	3/12
*	OLIVATE ACTION SECRETARIAT	SIGNATURE	. 1	- leg	DATE
	SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT				
	SERVICE/ASSETS & INFRASTRUCTURE				
	EVERNOE ALITHODITY ADDROVAL	SIGNATURE			DATE
	EXPENSE AUTHORITY APPROVAL: CAIRINE MACDONALD				
	DEPUTY MINISTER, MINISTRY OF ENVIRONMENT				
		* a	3		
	(DEPUTY MINISTER APPROVAL REQUIRED FOR ALL GRANTS)	SIGNATURE			DATE
	COMPLETE THE FOLLOWING BY CHECKING APPROP				
	RECIPIENT IS:	PURPOSE OF PROJECT FOR	WHICH FUNDI	NG IS REQUE	ESTED:
	UNIVERSITY	RESEARCH			7
	LOCAL GOVERNMENT	CONFERENCE/PANEL			
	FOUNDATION, FEDERATION OR CENTRE	☐ PROJECT/EVENT			
	CLUB	✓ PROGRAM SUPPORT			*:
	√ ASSOCIATION OR SOCIETY			W	
	ABORIGINAL GROUP				ž.
	OTHER				
			196	100 - 768	11
	DESCRIPTION OF PROJECT - CHECK (*) ALL BOXES				
	✓ SUPPORTS MINISTRY CORE BUSINESS AND LINK	S TO SERVICE PLAN		O 10	
	✓ COSTS AND RESULTS ARE VERIFIABLE				
	√ HAS A SPECIFIC BEGINNING AND END POINT				
	√ HAS A PRODUCT OR RESULT THAT CAN BE DELI PERIOD	IVERED, MEASURED AND EVALUAT	TED WITHIN A	DEFINITE TI	ME
	√ HAS A FAVOURABLE COST/BENEFIT RATIO TO TO	HE MINISTRY			2
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	√ WILL NOT CREATE A CONFLICT OF INTEREST		8		
	✓ IS NOT DESIGNED PRIMARILY TO GENERATE PR	OFITS FOR PROPONENT			
	✓ INCLUDES SUPPORTING DOCUMENTATION				
	✓ NO MISLEADING OR FALSE INFORMATION IN AP	PI ICATION	ä.		
	✓ NO SIGNIFICANT BUSINESS RISK IDENTIFIED	LIGATION			
10	✓ FUNDING AVAILABLE WITHIN DIVISON S 12				
s.					
٥.	☐ FUNDING WILL BE RECOVERED AMOU	NT: \$		y =	

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING <u>ANY</u> COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.



Transfer under Agreement

April 15th, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$398,933.00 to continue to deliver the Clean Energy Vehicle (CEV) Point of Sale Incentive Program.

This funding will be transferred to the New Car Dealers Association as outlined in this agreement and is to be used overall program management for the CEV Point of Sale Incentive Program, including program administration, reporting, outreach, and marketing. Funding for vehicle incentives will issued under separate transfer agreements on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount for vehicle incentive funding is to be determined in accordance with expected eligible vehicle sales over the following quarter.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.

TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- Funds have/will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties he the day of	reto have duly executed this agreement as of, 20		
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,		
	ev *		
(Authorized Representative)	(Authorized Representative)		

RE: TP13CAS-013 (New Car Dealers Association Point of Sale Incentives)

Thursday, March 7, 2013 11:43 AM

Subject	RE: TP13CAS-013 (New Car Dealers	Association Poir	nt of Sale	Incentives)
From	Laine, Dan J CSNR:EX		Tuburtiral Parameters	
То	Mercer, Andrea ENV:EX			
Сс	CSNR Transfer Payments CSNR:EX			
Sent	Thursday, March 7, 2013 11:42 AM			(15)
Attachments	Transfer Agreemen CEV Point of Sale Incen		a	

Hi Andrea,

I have reviewed the Transfer Payment Request (TPR) to the New Car Dealers Association of BC (NCDABC) for \$1,500,000 to provide point of sale incentives for eligible vehicles under the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia.

Based upon the Request for Government Transfer (RGT) form, the Transfer Under Agreement (TUA), the attached email correspondence with Ministry of Finance Manager Ellen Slanina, the letter of request from the NCDABC, and subject to the comments below, this Transfer Payment complies with government financial policy.

Comments: Please see the attached revised documents

- a signature line for the EFO has been added to the attached RGT. The RGT form is new, and is still
 a work-in-progress. If you're not able to enter something, please write it by hand onto the form;
- attached TUA has been revised: word "conditions" replaced with "stipulations".

Regards

Dan Laine

Contract Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph

Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Wednesday, March 6, 2013 3:43 PM **To:** CSNR Transfer Payments CSNR:EX

Cc: Laine, Dan J CSNR:EX

Subject: RE: TP13CAS-013 (New Car Dealers Association Point of Sale Incentives)

Hi Dan -

Please find attached the **NEW** TPR form for TP13CAS-013 (New Car Dealers Association). Barbara indicated that the signature box for the EFO is missing on this template, so hopefully you are able to fix that on this version. Let me know if I have missed anything, I wasn't able to use the drop downs.12 s.12

me to capture that on this form.

I have also attached a revised Letter as per your direction below (to remove/edit Term #3).

I have not reattached the original request form the NCDABC or the email from OCG regarding the ability to have the NCDABC hold funds past March 31st for vehicles on order, but can resend it you need them.

Thanks, Andrea

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 9:54 AM

To: Mercer, Andrea ENV:EX **Cc:** Burrage, Barbara CSNR:EX

Subject: FW: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

I asked Barb to review Term 3 below, and she also has some concerns. Term 3 is confusing and should not appear under Terms because all the payments listed have been made and are past. If you want to keep the historical record, the information in Term 3 can be moved to the introductory paragraphs or to the Purpose section. Also, Term 3 has an unknown: **\$TBD.** There should be a figure here, not an unknown. Shouldn't this be \$1.5M?

I understand the \$1.5M is to cover "immediate incentive payments and the anticipated contingent liability of orders placed by the current deadline of March 31, 2013". However, there should be more detail about this payment under the Terms. Currently, it is quite confusing as there is no specific mention of this amount.

Dan Laine

Contract Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph

Please consider the environment before printing

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 9:11 AM

To: Mercer, Andrea ENV:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

As this Transfer Payment will require Michael Lord's signature, could you please use the new Request for Government Transfers form which is on the Policy and Forms site?

Thanks

Dan Laine

Contract Procurement Specialist

Financial Services Branch Corporate Services for the Natural Resource Sector Ministry of Forests, Lands and Natural Resource Operations 250 953-3813 ph

Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Wednesday, March 6, 2013 8:48 AM

To: Laine, Dan J CSNR:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

I can....each of the previous 5 TPs retained this language from the original...I recall it was more just to help our folks here in CAS and Finance to understand how funding has flowed, and this the current transfer agreement is just one in a series of payments....

However, I think it could be updated and still capture the historic funding flow by replacing Term #3 with:

3. Funding for the CEVforBC Point of Sale Incentive Program has/and will be provided to the NCDABC as follows:

\$197,866.00 - December 1st, 2011 (Program Management, Outreach, Marketing)

\$250,000.00 - December 1st, 2011 (Point of Sale Incentives)

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 - April 1st, 2012 (Program Management, Outreach, Marketing)

From: Laine, Dan J CSNR:EX

Sent: Wednesday, March 6, 2013 8:35 AM

To: Mercer, Andrea ENV:EX

Subject: RE: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Hi Andrea,

I'm reviewing your Transfer Payment to the New Car Dealers Assoc. for \$1.5M

Term #3 of the TUA:

Funds will be provided as follows:

\$197,866.00 - December 1st, 2011 (Program Management, Outreach, Marketing)

\$250,000.00 - December 1st, 2011 (Point of Sale Incentives)

\$TBD – incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 - April 1st, 2012 (Program Management, Outreach, Marketing)

Shouldn't this be updated?

Dan Laine

Contract Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph

Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Tuesday, March 5, 2013 10:24 AM

To: CSNR Transfer Payments CSNR:EX; LaJeunesse, Annette M CSNR:EX

Cc: Laine, Dan J CSNR:EX; Moreau, Denise ENV:EX

Subject: TP13CAS-XXX (New Car Dealers Association Point of Sale Incentives)

Annette – Can you please provide a TP # for this final transfer payment to the New Car Dealers Association in the amount of \$1,500,000 (STOB 80)

CSNR Procurement folks, can one of you please review for compliance with government financial policy?

I should point out that clauses 4-6 in the draft Agreement letter have been vetted by Ellen Slanina (OCG). We wanted to be able to recognize that these vehicles on not always on the lot, but wanted to allow a consumer who purchases an eligible vehicle by March 31st to be eligible for the incentive program, even if they will be waiting a few months to take delivery / pay in full for the vehicle.

Attached:

- Draft TPR form
- Draft Transfer Agreement Letter
- Letter from New Car Dealers Assoc
- Email from Ellen Slanina (OCG) on holding funds past March 31st

Andrea Mercer

Clean Energy Vehicle Program Manager Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres.

Ph: 250.387.1729 Fax: 250.356.7286



Mercer, Andrea ENV:EX

From:

Hucal, Nina CSNR:EX

Sent: To: Friday, March 9, 2012 1:51 PM

Subject:

Laine, Dan J CSNR:EX; Mercer, Andrea ENV:EX RE: Transfer Payment - New Car Dealers Association

FILE COP

Hello,

I have reviewed this STOB 80 Transfer Payment Request in the amount of \$1.125 million to the BC New Car Dealers' Association for the purpose of providing point of sale incentives purchasing clean energy vehicles. This grant was approved by Treasury Board and complies with government financial policy.

Nina Hucal CMA CGA Mgr, Procurement Policy and Compliance, FSB FLNRO (Natural Resource Sector) (250) 387-7545

From: Laine, Dan J CSNR:EX

Sent: Friday, March 9, 2012 11:59 AM

To: Hucal, Nina CSNR:EX

Subject: FW: Transfer Payment - New Car Dealers Association

Nina,

Value is \$1.125M. Could you take this one please?

Thx

Dan Laine

Procurement Specialist
Financial Services Branch Corporate Services for the Natural Resource Sector
Ministry of Forests, Lands and Natural Resource Operations
250 953-3813 ph



Please consider the environment before printing

From: Mercer, Andrea ENV:EX

Sent: Friday, March 9, 2012 11:43 AM

To: Laine, Dan J CSNR:EX

Subject: Transfer Payment - New Car Dealers Association

Hi Dan -

I have attached the following for your assessment against government financial policy. This one may need a discussion with Michael Lord (Re: paragraph 5 of the funding rationale in the TPR).

Thanks in advance (and this 'should' represent the final TPR coming from me this fiscal (9)

Andrea

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt

Mercer, Andrea ENV:EX

From:

Hucal, Nina CSNR:EX

Sent:

Monday, December 19, 2011 2:14 PM

To:

Mercer, Andrea ENV:EX

Subject:

RE: Transfer Under Agreement - Transfer Payment #2 - New Car Dealers Association

Hello Andrea,

I have reviewed The STOB 80 transfer payment request in the amount of \$250,000 to the BC New Car Dealers' Association for program expenses and Point of sale clean energy vehicle incentives to consumers. Based on the information provided and the \$.12;s.13 , this grant complies with government financial policies.

Nina Hucal CMA CGA Mgr, Procurement Policy and Compliance, FSB FLNRO (Natural Resource Sector) (250) 387-7545

From: Mercer, Andrea ENV:EX

Sent: Monday, December 19, 2011 9:57 AM **To:** Laine, Dan J CSNR:EX; Hucal, Nina CSNR:EX

Subject: Transfer Under Agreement - Transfer Payment #2 - New Car Dealers Association

As discussed last week, please find attached a draft of the TPR and the Transfer Under Agreement letter for the second Transfer Payment to the New Car Dealers Association of BC (NCDABC) in the amount of \$250,000.00. Also please note the confidential nature of the attachment in the NCDABC request for additional funds.

Please advise these documents comply with Government financial policies.

Andrea Mercer

Transportation Emissions Policy Specialist Climate Action Secretariat

BC Ministry of Environment

PO Box 9486 Stn Govt Victoria BC CANADA V8W 9W6 2nd Floor 395 Waterfront Cres. Ph: 250.387.1729 Fax: 250.356.7286 Please Note my new Phone # Page 094 of 177 to/à Page 108 of 177

Withheld pursuant to/removed as

DUPLICATE

IMPLEMENTATION MANUAL FOR THE BRITISH COLUMBIA CLEAN ENERGY VEHICLE INCENTIVE PROGRAM

Revision Date: March 25th, 2013

EXECUTIVE SUMMARY

The BC Clean Energy Vehicle (CEV) Point of Sale Incentive Program (herein after referred to as the 'CEV Incentive Program') is intended to encourage and accelerate clean energy vehicle deployment and technology innovation within British Columbia.

Clean Energy vehicles included in this program include light duty vehicles that use natural gas, hydrogen or electricity as their primary fuel source. This program benefits the citizens of British Columbia by providing immediate emission reductions and stimulating development and deployment of the next generation of clean energy vehicles. The program provides incentives of up to \$5,000 for British Columbia purchasers or lessees of clean energy vehicles, including dedicated compressed natural gas (CNG) vehicles, electric vehicles (EVs) (which include battery electric vehicles (BEVs), plug in hybrid electric vehicles (PHEVs) and extended range electric vehicles), and hydrogen fuel cell vehicles (FCVs). The CEV Incentive Program will be administered and implemented through a partnership between the BC Ministry of Environment (Climate Action Secretariat), LiveSmart BC and the New Car Dealers Association of British Columbia (NCDABC). Ninety-two percent (92%) of the overall CEV Incentive Program funds are for the purchase of new eligible clean energy vehicles. The NCDABC may use no more than eight percent (8%) of CEV Incentive Program funds for outreach and to administer/manage the program.

This manual identifies the minimum requirements for administration, implementation, and oversight of the CEV Incentive Program. The manual may be periodically updated as needed to clarify program requirements and improve program effectiveness.

1.0 INTRODUCTION

On November 5th, 2011, the BC government announced a provincial Clean Energy Vehicle Program. The overall program consists of 5 measures aimed at encouraging and accelerating clean energy vehicle deployment and technology innovation within the passenger vehicle segment:

- CEV Point of Sale Incentive Program
- Infrastructure Demonstration / Deployment Program
- Rebates for the installation of residential EV charging points
- Development of Building regulations to require new residential buildings are built 'plug-ready'; and
- Amending the BC government's vehicle procurement guidelines to require that clean energy vehicles are considered first when acquiring new fleet vehicles

This document constitutes the Ministry of Environment and the New Car Dealers Association of British Columbia Implementation Manual for the CEV Point of Sale Incentive Program (Implementation Manual). The purpose of this incentive program is to encourage and accelerate clean energy vehicle deployment and technology innovation. The program provides incentives of up to \$5,000 to qualified BC residents, businesses, public agencies and entities (including municipal and regional governments and first nations, but excluding the federal provincial and crown agencies), and nonprofit organizations for the purchase or lease of eligible vehicles. The Implementation Manual identifies the minimum requirements for administration, implementation, and oversight of the CEV Incentive Program. Definitions of key program parameters are located in Section 5 of this manual.

2.0 PROGRAM IMPLEMENTATION

2.1 Program Framework

The CEV Incentive Program enables the purchaser or lessee of an eligible vehicle to receive a point of sale incentive of up to \$5,000. The dealership would be required to mark down the MSRP by the amount of the incentive that has been approved for each clean energy vehicle (before tax). The dealership would then submit an application to the New

Car Dealers Association of BC for reimbursement for the amount of incentive provided to the eligible purchaser / lessee. Applications should be submitted to the NCDABC no later than the 15th of the following month to allow the NCDABC to accurately track program uptake / expenditures.

As the CEV Program entails the Recipient providing Point of Sale Incentives for eligible vehicles under the CEVforBC Program, the Recipient will apply the Point of Sale Incentive to the Manufacturers Suggested Retail Price (MSRP) before PST and GST are applied.

It is important that Clean Energy Vehicle Incentive Program information be centrally available to the public and other interested parties. In order to achieve this, the Clean Energy Vehicle Point of Sale Incentive Program website, CEVforBC.ca, will include an upto-date list of eligible vehicles as well as the incentive amount for each vehicle, all supporting documentation and forms, and a real-time running total of available funds remaining in the program. The website will enable the program to be streamlined and provide program transparency. The development and ongoing maintenance of a CEV Incentive Program website would be the responsibility of the NCDABC.

The website will provide information regarding the date at which a vehicle must be purchased or leased on or after in order to be eligible for a point of sale incentive through this program. For the purposes of this program, the date of purchase shall be the day of sale. Typically, a sale is deemed completed and consummated when the purchaser of the vehicle has paid the purchase price, or, in lieu thereof, has signed a purchase contract or security agreement and taken physical possession or delivery of the vehicle. For purposes of this program, a vehicle shall be deemed to be leased on the date upon which the lease of the vehicle commences, which is typically specified in a signed lease agreement.

2.2 Eligible Vehicles

This section discusses the categories of vehicles eligible for point of sale incentives under the Clean Energy Vehicle Incentive Program and the specific criteria that a vehicle model must meet to be considered eligible. Vehicle models will be approved by the BC Ministry of Environment, on a model year basis and placed on a List of Eligible Vehicle Models for point of sale incentives. A continuously updated list of eligible vehicles and incentive

amounts will be maintained on the designated CEV Incentive Program website: www.cevforBc.ca. Vehicle manufacturers must submit a Vehicle Eligibility Application (will be available on the CEV website) to the BC Ministry of Environment to have a vehicle considered for addition to the list of eligible vehicles.

The vehicle manufacturer is responsible for providing all the required documentation described on the application. BC Ministry of Environment will coordinate with the vehicle manufacturers to request any additional documentation needed for eligibility determinations. BC Ministry of Environment is responsible for providing the New Car Dealers Association of BC with the current list of eligible vehicles and the corresponding incentive amounts.

There are six categories of vehicles eligible for incentives under the Clean Energy Vehicle Point of Sale Incentive Program as provided in Table 2 below.

Table 2 - Categories of eligible Clean Energy Vehicles under the CEV Incentive Program

Category	Vehicle Type	Vehicle Example
		Mitsubishi iMiev / Nissan Leaf / Tesla
1	Battery Electric Vehicle (BEV)	Roadster, Mercedes Smart Fortwo ED / Ford
,		Azure Dynamics Transit Connect, Ford Focus Electric
II	Fuel Cell Vehicle (FCV)	Honda Clarity / Mercedes Benz B-class F-cell
III	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicles (E-REV) min. battery capacity of 4kWh	Toyota Plug-In Prius
IV	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicles (E-REV) min. battery capacity of 10kWh	N/A

V	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicles (E-REV) min. battery capacity of 15kWh	Chevrolet Volt
VI	Compressed Natural Gas vehicle	Honda GX, Chevy Express (CNG), GMC Savana (CNG)

2.3 Vehicle Eligibility Criteria

Vehicles must meet the following criteria to be eligible for a point of sale incentive:

2.3.1 Be New

To be eligible, the vehicle must be a new vehicle constructed entirely from new parts that have never been the subject of a retail sale, or previously registered in British Columbia or other jurisdiction. The Original Equipment Manufacturer (OEM) or its authorized licensee must manufacture the vehicle. Registration of Out-of-Province Vehicles, are not eligible vehicles. If the vehicle is not new, has been re-leased, is the subject of a lease assumption or has been transferred into BC after previously having been registered out-of province, the vehicle is not eligible for an incentive through the CEV Incentive Program. Aftermarket plug-in hybrid electric vehicle conversions are not eligible for CEV Incentive funding

2.3.1 Be Certified

To be eligible, the vehicle must be either covered by an EPA certificate or be deemed to be covered by an EPA certificate in accordance with the *On-Road Vehicle and Engine Emission Regulation* under the *Canadian Environmental Protection Act, 1999 (CEPA, 1999)*, and must meet all requirements outlined in Transport Canada's Motor Vehicle Safety Act and its regulations.

2.3.3 Be Highway Capable

The Ministry of Environment may request that a vehicle manufacturer provide a written statement declaring whether or not the vehicle is capable of freeway operation. A vehicle will be presumed not capable of operation on the highway if any one of the following circumstances apply:

- The vehicle is a low-speed vehicle.
- The vehicle is prohibited by law from being operated on the highway or is only capable of limited operation on the highway
- The manufacturer has required, or will require, the purchaser or lessee to sign an agreement that limits, or prevents, the operation of the vehicle on the highway.
- There is a written manufacturer's statement or recommendation (which can include the owner's manual for the vehicle) that the vehicle should not be operated on the highway or should have limited operation on the highway.

2.4 Development of List of Eligible Vehicle Model

The List of Eligible Vehicle Models for the CEV Incentive Program will be periodically updated as manufacturers submit applications and vehicle models are approved. In order for a vehicle to be eligible for an incentive through this program, the vehicle manufacturer must submit to the Ministry of Environment the Vehicle Eligibility Application in (which will be provided at the CEV website (CEVforBC.ca) and all supporting documentation. The Ministry of Environment will work with the vehicle manufacturer to ensure that all the required documentation is received and request any additional information needed to make an eligibility determination. If the vehicle meets the eligibility requirements set forth in Section 2.3 of this Implementation Manual, then the Ministry of Environment will add the vehicle to the List of Eligible Vehicle Models, calculate the incentive amount, and provide the updated list to the NCDABC. Vehicles purchased prior to the vehicle being added to the List of Eligible Vehicle Models are not eligible for a point of sale incentive. The Ministry of Environment will be responsible for getting the information to the NCDABC in a timely manner to assign a start date.

2.5 Vehicle Incentive Amounts

2.5.1 Table 3 summarizes the maximum per vehicle incentive amount.

Table 3: CEV Incentive Program Maximum Incentive Amounts per type of vehicle

		Maximum
Category Vehicle Type	Vehicle <u>Example</u>	Point of Sale
		Incentive

1	Battery Electric Vehicle (BEV)	Mitsubishi iMiev / Nissan Leaf / Tesla Roadster, Mercedes Smart Fortwo ED / Ford Azure	\$5,000
	į.	Dynamics Transit Connect, Ford Focus Electric.	
II	Fuel Cell Vehicle (FCV)	Honda Clarity / Mercedes Benz B-class F-cell	\$5,000
	Plug In Hybrid Electric Vehicle		
i III	(PHEV) / Extended Range Electric Vehicle (E-REV) min. battery capacity of 4kWh	Toyota Plug In Prius	\$2,500
IV	Plug In Hybrid Electric Vehicle	N/A	\$3,500
-	(PHEV) / Extended Range Electric Vehicle (E-REV) min. battery capacity of 10kWh		
V	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicle (E-REV) min. battery capacity of 15kWh	Chevrolet Volt	\$5,000
VI	Compressed Natural Gas vehicle	Honda GX, Chevy Express (CNG), GMC Savana (CNG)	\$2,500

Ministry of Environment will establish a point of sale incentive amount for each eligible vehicle model equal to either 10 percent of the manufacturer's suggested retail price (MSRP) or 50 percent of the incremental difference in cost between the eligible vehicle and a comparable internal combustion engine (ICE) vehicle, whichever is greater, up to the maximum incentive amount for that vehicle type listed in Table 3. Specific incentive amounts for each eligible vehicle model will be included in the List of Eligible Vehicle Models and available on the program webpage (www.CEVforBC.ca). The Ministry of Environment reserves the right to reduce or eliminate the incentive if the actual sales price would make the established incentive amount greater than half of the subsequent incremental cost versus an ICE equivalent vehicle.

2.5.2 Incentive amounts for Leased Vehicles

Leased vehicles are eligible for an incentive depending on the term of the lease and whether the vehicle is used for personal or fleet purposes. To qualify for the full value of the incentive, a minimum 36-month lease term is required. For vehicles leased for shorter terms, the incentive will be applied according to the following schedule.

Term of Lease (months)	Applicable Incentive for Personal Vehicles (% of full incentive)	Applicable Incentive for Fleet Vehicles (% of full incentive)
12	33.3%	0%
24	66.7%	0%
36	100%	100%

2.5.3 Opportunities for Additional Vehicle Cost Buy-Down

Participation in the CEV Incentive Program does not preclude a vehicle purchaser or lessee from taking advantage of other incentive opportunities. Incentives could be combined with federal, other provincial or local agency incentives.

2.6 Reimbursement to BC Auto Dealers

NCDABC, in coordination with the Ministry of Environment, will develop and maintain a CEV Incentive Program website (www.CEVforBC.ca) to provide the public a central location for all information on the program. The CEV Incentive Program website will include a list of eligible vehicles, and the specific incentive amounts for each vehicle make and model. The website will also provide a real-time running total of available funds remaining in the program.

The point of sale incentives will be available for vehicles sold / leased as set forth in section 2.2 between December 1st, 2011 and March 31st, 2014 (or when program funding is depleted whichever comes first) on a first-come, first-served basis. Dates for additional incentives will be posted as new eligible vehicle models are approved by the Ministry of Environment.

The Ministry of Environment will not provide additional funding to the NCDABC or individual dealers to cover any point of sale incentives exceeding overall program funding agreement.

Each dealership that requests reimbursement for point of sale incentives provided to purchasers / lessees of eligible vehicles under the CEV Incentive program will be required to submit an application to the NCDABC for the incentive, using an application that has been designed by the NCDABC and approved by the Ministry of Environment.

Required documentation to be submitted as part of the Dealers application for reimbursement to the NCDABC for incentives issued will include, at a minimum, the following:

- Proof that each sale / lease of an eligible CEV vehicle was made to a BC resident (or BC business operating in BC with a valid business license or to a public agency in BC).
- A copy of the sales or lease contract signed by all parties with an itemization of credits, discounts, and incentives received, if applicable.

Once the NCDABC Program Administrator has verified the documentation, the NCDABC will reimburse the dealership for incentives submitted no later than the 15th of the preceding month.

3 DUTIES AND REQUIREMENTS

3.1 BC Ministry of Environment – Climate Action Secretariat

BC Ministry of Environment – Climate Action Secretariat is responsible for:

- Development of the Draft Implementation Manual (the Implementation Manual will be finalized in consultation with the NCDABC).
- Evaluating and approving vehicles for CEV Incentive Program eligibility, and providing NCDABC an up-to-date list of eligible vehicles, complete with dates of eligibility. The Ministry of Environment is responsible for working closely with vehicle manufacturers in order to determine vehicle eligibility.
- Determining vehicle incentive amounts and providing this information to the NCDABC.
- Participating in regular meetings with NCDABC to discuss program refinements and guide program implementation
- Review and approval of program elements provided by NCDABC, such as the CEV Incentive Program webpage, dealer reimbursement verification, and progress

reports.

- Distribution of program funds to NCDABC.
- Program oversight and accountability (in conjunction with NCDABC).

The Ministry of Environment shall also designate a Ministry Program Liaison as the contact person for coordination with the NCDABC. The Ministry Program Liaison for the CEV Incentive Program is Ms. Andrea Mercer, Clean Energy Vehicle Program Manager, Climate Action Secretariat, BC Ministry of Environment. Ms. Mercer can be reached by e-mail at andrea.mercer@gov.bc.ca or by telephone at (250) 387-1729

3.2 New Car Dealers Association of BC (NCDABC) s.13;s.17

The NCDABC responsibilities encompass three phases to ensure the efficient and proper distribution of incentives for eligible vehicles – program development, program implementation, and program reporting.

Conflict of Interest

NCDABC may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially complete the program tasks described above.

NCDABC, as part of their application, has disclosed any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties as the Administrator of the CEV Incentive Program.

3.4 Dealerships

Dealerships that sell or lease CEVs during the program duration play a critical role in educating consumers and making sure that they are aware of the point of sale incentive program. The NCDABC will work with and provide Dealerships with appropriate marketing material and information pertaining to the CEV Incentive Program. Dealers will also need to follow procedures and policies prescribed by the CEV Incentive Program in order to receive reimbursement. In order to receive a reimbursement for point of sale incentives provided for eligible vehicles the dealership must:

- Ensure the purchaser / leassee of the vehicles is an individual, business, nonprofit,
 or public entity (including municipal and regional governments and first nations, but
 excluding provincial, crown, and federal government agencies) that is a BC resident
 of the business, nonprofit or public entity is based in British Columbia or has a BCbased affiliate. All businesses must be licensed to operate in BC.
- Ensure the purchase/lease date is not prior to the vehicle being included on the list
 of Eligible vehicles (see Section 2:1 for information regarding vehicles purchased or
 leased prior to December 1, 2011.
- Submit the application form and attach all required supporting documentation no later than the 15th of the preceding month (as specified in Section 2.6 of this Implementation Manual).
- Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system.
- Be available for follow-up inspection if requested by NCDABC, Ministry of Environment, or the Ministry of Environment's designee for the purposes of program oversight and accountability.
- Ensure the accuracy of the information on all incentive reimbursement applications and required documentation submitted to NCDABC..
- Be a member in good standing of the NCDABC.

4 PROGRAM ADMINISTRATION

4.1 Background

This section defines the respective roles of the Ministry of Environment and the NCDABC in administering the Clean Energy Vehicle Incentive Program.

4.2 Disbursement of Program Funding

4.2.1 Vehicle Funding

The total funding available for the CEV Incentive Program is \$2,500.000, with up to The NCDABC may use no more than 8% of the total funding for eligible program management expenses including communications / outreach (see Section 4.2.2 below)

4.2.2 Administrative Funding s.13;s.17

4.3 Accounting of Funds

The NCDABC must provide the Ministry of Environment with documentation accounting for the proper expenditure of program funding. The documentation must be provided in Status Reports submitted at least every three months to the Ministry of Environment and a Final Report submitted after all vehicle funding has been expended.

4.3.1 Status Report

NCDABC must provide a Status Report to the Ministry of Environment detailing the vehicles and associated incentives assigned and redeemed to date. The Status Report must include, at a minimum, the following information:

- · Number of incentives requested.
- Number and dollar amount of incentives issued detailed by Dealership where vehicle was purchased/leased, vehicle, purchase price, fleet type (public or private), other financial incentives received.
- Administrative cost summaries.
- · Remaining funding available.
- Identified problems or concerns.

The first Status Report must be submitted by July 15th, 2013 for the period covering April 1st, 2013 to June 30th, 2013 after which regular status reports will be submitted every 90 days.

4.3.2 Final Report

NCDABC must submit a Final Report to the Ministry of Environment after all vehicle funding has been expended. This report must document all vehicles paid for by the program (may be provided as summaries of previously submitted Status Reports) and fulfillment of all program commitments. The Final Report must include, at a minimum, total fund expenditures, vehicles funded, outreach efforts, and implementation challenges, and recommendations for potential program improvements.

4.4 Intellectual Property

Any webpage(s), software or other intellectual property developed or purchased by NCDABC for the purposes of administering or implementing the CEV Incentive Program are the property of the Ministry of Environment.

4.5 Documentation of Administrative Costs

Administrative funds shall only be used for costs associated with program implementation related tasks, the program solicitation, the Implementation Manual, or transfer agreement with NCDABC. Administrative funds shall be used for CEV Incentive Program administration and outreach including: NCDABC staff time; consultant fees (if pre-approved by the Ministry of Environment); printing, mailing, and travel costs; program monitoring and compliance expenses; and indirect costs such as general administrative services, office space, and telephone services.

NCDABC must maintain documentation of CEV Incentive Program funds used for administration and outreach, including:

- Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to CEV Incentive Program administration and outreach.
- Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by the Ministry of Environment
- Printing, mailing, and travel expenses must be documented with receipts and/or invoices.
- Any reimbursement for necessary travel (in excess of 50km) and per diem shall be
 at rates not to exceed those amounts paid to the Group 1 employees of the BC
 Public Service. No travel outside the Province of BC shall be reimbursed unless
 prior written authorization is obtained from the Ministry of Environment. The
 provincial government travel and per diem reimbursement amounts may be found
 online at https://employee.gov.bc.ca/src/fileuploads/Appendix_1-

- <u>Travel Allowances.pdf</u>. Reimbursement will be at the government travel and per diem amounts that are current as of the date costs are incurred by NCDABC
- If indirect costs are used to document program administrative costs funded by the CEV Incentive Program, NCDABC must have an official written policy regarding calculation of these costs. The Program Administrator must maintain documentation for all costs referenced in the indirect cost calculation formula

The above documentation, records, and referenced materials must be made available for review during the Ministry of Environment, or its designee, monitoring visits and audits. These records must be retained for a minimum of three years after submittal of the final CEV Incentive Program invoice to the Ministry of Environment.

If NCDABC charges unallowable costs for program administration or outreach, it shall be required to substitute eligible administration and outreach expenses equal to the dollar amount found ineligible, or return the funds for the unallowable cost to the Ministry of Environment.

4.7 In-Kind Services

NCDABC is encouraged to contribute in-kind services to improve the CEV Incentive Program's effectiveness. Funds expended on in-kind services must meet all the requirements of Section 4.5 of this Implementation Manual and must be documented in the CEV Incentive Program Final Report to the Ministry of Environment.

4.8 Earned Interest

Interest earned by NCDABC on CEV Incentive Program funds must be reported to the Ministry of Environment. All interest income on CEV Incentive Program funds, including both vehicle incentive funds and program administration/outreach funds, must be reinvested in the CEV Incentive Program to fund additional incentives for eligible vehicles. NCDABC is responsible for reporting to the Ministry of Environment on all vehicles funded with interest earned on CEV Incentive Program funds

NCDABC must maintain accounting records (e.g. general ledger) that tracks interest earned

and expended on CEV Incentive Program funds, as follows:

- The calculation of interest must be based on an average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interestgenerating account back into the program.
- The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-CEV Incentive Program funds.
- The methodology for calculating earned interest must be consistent with how it is calculated for NCDABC's other fiscal programs.
- Earned interest must be fully expended by March 31st, 2014

Documentation of interest earned on CEV Incentive Program funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on eligible vehicles must be retained for a minimum of three years after the interest-funded incentive has been redeemed

4.10 Records

Without limitation of the requirement to maintain program accounts in accordance with generally accepted accounting principles, NCDABC must:

- Establish an official file for the CEV Incentive Program which shall adequately document all significant actions relative to the program.
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on the CEV Incentive Program.
- Establish separate accounts which will adequately and accurately depict all income received which is attributable to the CEV Incentive Program.
- Establish an accounting system which will adequately depict final total costs of the CEV Incentive Program, including both direct and indirect costs.

4.11 Oversight and Accountability

Program evaluations and program reviews are essential to ensure that incentive program funds are run in accordance with statutory requirements and that provincial funds are spent transparently and efficiently.

The Ministry of Environment holds the overarching responsibility for CEV Incentive Program fund oversight and program accountability and has final authority regarding vehicle eligibility and other program parameters. As such, the Ministry of Environment is responsible for monitoring and reviewing NCDABC's implementation of the CEV Incentive Program.

Responsibilities for CEV Incentive Program oversight are as follows:

- The Ministry of Environment has primary oversight responsibility for the CEV Incentive Program to ensure transparent and efficient implementation, and that funds are spent consistent with the requirements of statute, the CEV Incentive Program transfer agreement with NCDABC, and this Implementation Manual. The Ministry of Environment, or its designee, reserves the right to conduct a site visit, evaluation, review, or audit the CEV Incentive Program for the life of the program.
- If NCDABC detects any potentially fraudulent activity by a vehicle dealer, purchaser, or lessee, it shall notify the Ministry of Environment as soon as possible and work with the Ministry of Environment to determine an appropriate course of action.
- The Ministry of Environment staff or its designees have primary responsibility for conducting program reviews and/or fiscal audits of CEV Incentive Program administration and implementation.
- Incentive recipients and NCDABC must allow the Ministry of Environment, the BC Ministry of Finance, or any authorized designee access, during normal business hours, to conduct CEV Incentive Program reviews and fiscal audits or other evaluations. Granting of access includes, but is not limited to, reviewing program records, site visits, and other evaluations as needed. The Ministry of Environment, or its designee, has the right to review and to copy any records and supporting documentation pertaining to development or implementation of the CEV Incentive Program. Program evaluations or site visits may occur unannounced as the Ministry of Environment staff or its designee deems necessary.

Program Non-Performance

The Ministry of Environment or its designee has the authority to recoup CEV Incentive Program funds which were received based upon misinformation or fraud, or for which NCDABC, dealership, manufacturer, or vehicle purchaser or lessee is in significant or continual non-compliance with this Implementation Manual. The Ministry of Environment also retains the authority to prohibit any entity from participating in the CEV Incentive Program due to non-compliance with program requirements

- "Battery Electric Vehicle (BEV)" means any vehicle that operates solely by use of a battery, or that is powered primarily through the use of an electric battery but uses a flywheel or capacitor that also stores energy to assist in vehicle operation.
- "Earned interest" means any interest generated from provincial funds provided to NCDABC and held in an interest-bearing account
- "Expend" for the purpose of this program means the payment of funds on an invoice for an eligible vehicle.
- "NCDABC" means the New Car Dealers Association of British Columbia, the entity selected by the Ministry of Environment to manage the BC CEV Incentive Program. The responsibilities of NCDABC are described in Section 3.2 and Section 4 of this Implementation Manual and in the transfer agreement between the Ministry of Environment and NCDABC.
- "Hybrid Electric Vehicle (HEV)" means any vehicle that can draw propulsion energy from both on-vehicle sources of stored energy: 1) consumable fuel, and 2) an energy storage device such as a battery, capacitor, or flywheel
- "Incremental cost" means the difference in cost between the new zero-emission or plug-in hybrid electric vehicle and the comparable new gasoline or diesel fueled vehicle that would be purchased to perform the same function.
- "In-kind services", for the purposes of the CEV Incentive Program, means payments or contributions made in the form of goods and services, rather than direct monetary contributions.
- "Match funding" means those funds contributed by NCDABC or other organization directly to the CEV Incentive Program for the sole purposes of funding additional vehicles or increasing the vehicle incentive amount.
- "Ministry of Environment Program Liaison" is the Ministry of Environment staff person, named in this Implementation Manual, who serves as the point of contact for coordination with the NCDABC

- "Passenger car" means any motor vehicle designed primarily for transportation of persons and having a design capacity of twelve persons or less.
- "Plug-in Hybrid Electric Vehicle (PHEV)" (sometimes referred to as an Extended Range Electric Vehicle or E-REV) means a hybrid electric vehicle which:
 - · has zero-emission vehicle range capability,
 - has an on-board electrical energy storage device with useful capacity greater than or equal to ten miles of Urban Dynamometer Driving Schedule (UDDS) range on electricity alone,
 - · is equipped with an on-board charger, and
 - is rechargeable from an external connection to an off-board electrical source
- "UDDS" means urban dynamometer driving schedule as set forth in Appendix I of title 40, CFR, Part 86.
- "Zero-Emission Vehicle (ZEV)" means any vehicle certified to zero-emission standards.



Natural Resource Sector

REQUEST FOR GOVERNMENT TRANSFER

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MINISTRY:				BRANCH		Climate Policy Branch		
BRANCH CONTACT NAME:	Andrea M			DIVISION:	(Climate Ac	tion S	Secretariat
PROJECT TITLE:		Energy Veh ale Incentiv	е	PHONE:	2	250-387-1729		
START DATE:	March 31, 2013	END DATE:	March :	31 st , 2014	тот	TAL AMOUN	NT:	\$2,500,000.00
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ADDRESS:	70 - 10551 S Richmond, E	hellbridge W BC V6X 2W9	ay		*			•
REPRESENTATIVE'S NAME:	Blair Qualey	, President 8	& CEO	DATE OF R	REQUES	ST March	25 th ,	2013
E-MAIL:	bqualey@ners.ca	ewcardeal	PHONE:	604.214.99	964	FAX:	60	4.214.9965
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Natural Resource Sector

REQUEST FOR GOVERNMENT TRANSFER

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BRANCH CONTACT NAME:	Andrea I	Viercer		DIVISION:	Climate	Climate Action Secretariat			
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program			PHONE:	250-387	250-387-1729			
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E-MAIL:	bqualey@i ers.ca	newcardeal	PHONE:	604.214.99	64 FAX:	6	04.214.9965		
	-;	PROJEC	CT DETA	LS)	· · · · · · · · · · · · · · · · · · ·				
PURPOSE OF PROJECT:	Recipient F	Program Support			·				
DESCRIPTION OF THE PROJECT, OBJECTIVES AND EXPECTED OUTCOMES: EXAMPLE: • HOW THE TRANSFER SUPPORTS THE SERVICE PLAN • TARGETED CLIENT GROUP	This transf contingent 300 vehicle Light duty emissions critical role transportat Throne, who clean mode powered by	er payment of \$1 liability of orders a incentives to be passenger vehicle from the transport realizing deep retion sector. This sich stated that "I es of transportation y compressed na	,500,000 sh placed by the provided at es in BC accretation sector eductions in program din New investmon, such as attural gas an	oted by the Ne ould cover the he current dead the maximum counted for 36' r in 2007. Mas greenhouse ga ectly supports tent partnership electric vehicle d liquid natura	w Car Dealers immediate inco dline of March: of \$5,000 each of or 9.0 million as adoption of of a commitment os in infrastruct s, hydrogen-pol gas, will be pu	Associa entive pa 31st, 201 h. n tonnes clean enc om this s from the ture that bowered v ursued"	3. This would allow for of greenhouse gas ergy vehicles will play a segment of the 2010 Speech from the encourage and enable rehicles and vehicles		
PARTNERSHIPS INVOLVED:	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)								
MINISTRY'S ROLE: WHAT MONITORING IS IN PLACE?	adoption of other vehicl s.12 The NCDA	les with high fuel BC operates this	efficiency.	e past, such as 12 behalf of the p	s the PST exer	nptions p	provided on hybrid, and under an "Implementation		
EXAMPLE: PERFORMANCE TARGETS MILESTONES	Manual for the British Columbia Clean Energy Vehicle Incentive Program), Dated November 14th, 2011. Under this Agreement the BCNCDA provides quarterly reports to the Ministry detailing program and fiscal performance. Success criteria include but are not limited to the number of CEVs sold or leased in BC (in comparison								
WHAT ARE THE SUCCESS CRITERIA?	to other jur	isdictions), feedb	ack from re	sidents / busine	esses, earned arency of the p Ministr	media, # rogram, ry of For	of marketing and customer service from rest, Lands and		
RECEIVING ENTITY IS:	outreach activities conducted by the NCDABC, transparency of the program, customer service from Ministry of Forest, Lands and Natural Resource Operations X OUTSIDE GOVERMENT REPORTING ENTITY VICTUAL Resource Operations Financial Operations								

	TRANSFE	R TYPE	AND SELE	CTION P	ROCESS		204
GRANT -STOB 77							
X SHARED COST ARRANGEME	NT-STOB 80	, FIN	NANCING ARE	RANGEMEN	IT .		(
DESCRIBE THE PROCEDURE TAKEN TO ENSURE THE SELECTION PROCESS WAS FAIR, OPEN AND TRANSPARENT.	dealers in 53 17,000 British province. The and governm vehicle sales	communitien Columbian association ent, and de in British C	es in British Cons and are resin speaks on boals primarily woolumbia. The	olumbia. Me ponsible for ehalf of the ith the legal Finance an	mbers of the more than \$ retail new au l, environme d Administra	ents more than 360 a Association directly 510 billion of economic atomotive industry to tall, and consumer ition Branch has revirrent financial status	y employ over nic activity in the the public, media, issues relating to iewed NCDA audited
1273	na ses i	网络	BUDGET	自由時間達	enc to In	9 **	1. 为M3.4.440
ACCOUNT CODING	CLIENT (MINISTRY)	RESPO	ONSIBILITY	SERVIO	CELINE	STOB	PROJECT
	048	29	9908	30	533	8001	2907194
PAYMENT METHOD	'D' CHEQUE			'D' che	que instru	ictions:	
FUNDING SOURCE:	☐ Base Budget X Contingency ☐ Special Account ☐ Other ☐ Funding is available within the division X Funding is not available within the division but approved within the Ministry Treasury Board Approvals 12						
	s.12	., 200.0	, ibbioico.	12			
a stratometicke former on exprisioner was able consumers because on the former consumers can be unresident to the	Funding is recoverable Recovery Source: Recovery Amount \$						
BUDGET BREAKDOWN:	\$2.473M \$4.986M \$		FY11/12 FY12/13 FY				
GST APPLICABLE?	☐ YES	Х	NO		VOTE	Choose an i	item.
THE PROPERTY OF THE PROPERTY O	THE STATE OF	RECIP	IENT CAPA	CITY		CHROMADON STORY STREET, SALES	10 20
DESCRIBE HOW YOU HAVE DETERMINED THERE IS NO MISLEADING INFORMATION IN THE APPLICATION?	Using the n	THE PERSON NAMED IN COLUMN	-	market and arrive	this as a	condition.	
DESCRIBE THE RECIPIENT'S CAPACITY TO COMPLETE THE PROJECT OR REPAY THE FUNDS IF THE STIPULATIONS ARE NOT MET?	CAPACITY TO COMPLETE THE PROJECT OR REPAY THE FUNDS IF THE STIPULATIONS ARE NOT since December 1 st 2011. There have been no issues with regards to the capacity of this association to manage this program as per the CEV Program						
DOES THE MANDATE OF THE RECIPIENT ALIGN WITH THE INTENT OF THE TRANSFER?	Yes.	2					, , , ,
out to mark approve the territory	Linuigh-s	1.00	RISKS	-1,140°1	s restrons	ilen .	
IDENTIFY RISKS AND STEPS TAKEN TO MITIGATE THE RISKS: EXAMPLE: FINANCIAL, SAFETY, PUBLIC RELATIONS ETC.		and have					udited financial ancial status of
RISK OF NOT PROCEEDING:	If this transfer of funds does not occur, the CEVforBC program would cease to operate and no further incentives could be issued. The program is being aggressively marketed as ending on March 31 st . British Columbians that are considering purchasing a CEV in this final month of the program would likely be outraged.						

		. *		*		
	OTHER CONSIDERATIONS:			ERSELY AFFECT EXISTING I		
100000		T-341 P-7441144 T-44-44-44-44-44-44-44-44-44-44-44-44-44	APPROVAL	THE RECTIONAL PROPERTY OF THE PROPERTY PROPERTY OF THE PROPERT		
	POLICY REVIEW COMPLETED A EXPENSE AUTHORITY NAME: James Mack, Head Climate A		X	BUDGET REVIEW	Nor 7, 2013]
	CHIEF FINANCIAL OFFICER	*	SIG	NATURE	DATE	
	NAME: Michael Lord, A/Executive Di Financial Officer	rector and Chief	Mosl	h hel	March 12/13	
	EXECUTIVE FINANCIAL OFFICER		SIG	NATURE	DATE	
	NAME: Shauna Brouwer, ADM, COR SERVICES / Executive Finance Office		& Mrs	e	March 12/	13
	ASSISTANT DEPUTY MINISTER (P.	ROGRAM)	SIG	NATURE	DATE	
1	NAME: James Mack, Head Climate Secretariat	Action		· ver	Hw7/2013	
7	DEPUTY MINISTER (as required)		W. Shoen	NATURE A A A	March 18 (13	
,	NAME: Wes Shoemaker, Deputy Min	nister	SIGI	NATURE	DATE	



TRANSFER PAYMENT REQUEST

Transfer Pa	yment #	TP12C	AS-005
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✓ MINISTRY OF ENVIRONMENT

MINISTRY OF AGRICULTURE & LANDS

INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	TP12CAS-005	AMOUNT:	\$25	0,000.00	
BRANCH:	Adaptation and Re Development	DIVISION:	DIVISION: Climate Action Secretariat		
PROJECT TITLE:	BC Clean Energy \ Program	Vehicle Point of S	ale Incentive		
RECIPIENT INFORMATION	NAME:	New Car Dealers A Qualey, President		ritish (Columbia (NCDABC) c/o Blair
	ADDRESS:	70 - 10551 Shellbr Richmond, BC V6			
*	PHONE:	604.214.9964		FAX:	604.214.9965
FUNDING RATIONAL	\$2,473,333 in 201 Point of Sale Incepayment to the Noncentive program vehicle incentives November, 2011 (and administration) The program has the first allotment already been receapproaching deplete NCDABC. The vehicle with an imvehicle. Clean enhybrid electric vehighlander FCEV technology and dhowever extremel overcome if these to a niche market produced, and as government incer as Ontario, Quebe	1/12 and up to \$4,98 entive Program. This ew Car Dealers Asson and is intended to so. A transfer payme (\$250,000.00 for incestion, including market been extremely poper for incentives is necessary vehicles including the program will offer incentive point of sate program will offer incentive including the program will offer incentive including the program will offer incentive are to per costs will fall as the economies of scale intives will be instrument, California and the program will be instrument.	s \$250,000,000 woociation of Britis provide the function of \$477,866.00 entives, and \$197 ing and outreach oular in the first to training depletion of graph of the battery electrical gas vehicle between the best of the battery electrical gas vehicle between the best of the battery electrical gas vehicle between the market electrology advartate the market electrology advartate in catalyzie US Federal governance and the best of the battery electrical the market electrology advartate the elec) for a rould be colour for the colo	over the next two years (up to Clean Energy Vehicle (CEV) be the second transfer ambia (NCDABC) for the CEV or the next allotment of provided to the NCDABC in 00 for program management be seeks of implementation, and plications for \$5K each have be the incentives is a rincrement would be made to rchase or lease a qualifying ge of \$2,500 - \$5,000 per cles (i.e. Nissan Leaf), plug-in Cell Vehicles (i.e. Toyota i.e. Honda GX). Ideally, the in regular market mechanisms, allenge that must be ifficantly and not be relegated as more vehicles are the meantime, appropriate the market. Jurisdictions such ent have all recently ing \$5K to \$8.5K per
OBJECTIVES/OUTCOMES	The NCDABC is the car and truck deal Association direct more than \$10 bill behalf of the retail deals primarily with sales in British Color audited financial status of the Association	ne provincial indust lers in 53 communit tly employ over 17,0 lion of economic ac I new automotive in th the legal, enviror clumbia. The Financistatement and have ociation. In the legal, enviror clumbia. The Financistatement and have ociation. In the legal of the	ies in British Co 100 British Coluntivity in the providustry to the pul- imental, and con- ce and Administration cor- accounted for 36 ransportation second ransportation second realizing the transportation of the t	lumbians ince. T blic, m sumer ration ncerns % or 9 ector in deep in n secto ne Thro age an	s and are responsible for The association speaks on ledia, and government, and rissues relating to vehicle Branch has reviewed NCDA with the current financial 0.0 million tonnes of 12007. Mass adoption of reductions in greenhouse or. This program directly one, which stated that "New led enable clean modes of divehicles and vehicles

PARTNERS/	PARTNERSHIPS INVOLVED:
707070	/IOUS MINISTRY JECT SUPPORT:

BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)

This would be a new program. BC Government has provided incentives to accelerate the adoption of new vehicle technology in the past, such as the PST exemptions provided on hybrid, and other vehicles with high fuel efficiency. S 12

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START DATE:	December 15 th , 2011	1 2	END DATE:	March 31st	, 2013		
	PAYMENT REQUESTED AND OMPETITION FOR STOB 80 1		N/A				
<u>or</u> ✓ TRANSFER UNI	OF AGREEMENT (STOR	80) (INCLUDIN		OST)			
	AWARD CONDITION APP						
FIRST NA	TION GROUP				1.		
☐ COST SH	ARED AGREEMENT IN P	LACE					
√ PUBLIC PR	IVATE PARTNERSHIP AR	RANGEMENT					
CODING: 2004	RESPONSIBILITY	SERVIC	E LINE	STOB		PROJECT	
2991		30533		8001	2907	194	
DATE OF REQUES	T OF REQUEST IF APPLICA	BLE): Nov	rember 2, 201	1 (attached)			
BRANCH CONTACT	T: Andrea Mercer			. PHO	ONE: 250-387	-1729	
NONOFF	***************************************	,					
SIGNOFF	STREET,		STEP STATE				
							,
	CUTIVE DIRECTOR, ADAPT	ATION AN	1	7		21 Dec	. 11
REGULATORY DEVE	LOPMENT, CAS		YC	GIGNATURE			TE .
JAMES MACK, HEAD),			>		De	10.000 m
CLIMATE ACTION SE	ECRETARIAT			GIGNATURE	An _		TE /
			1	A		0	
SHAUNA BROUWER SERVICE/ASSETS &	, ADM/EFO, FINANCE/CLI INFRASTRUCTURE	ENT	X1	non	-	Nec:	22/28
EXPENSE AUTHO	ORITY APPROVAL:			IGNATURE		DA	TE
CAIRINE MACDONAL	LD		1				
DEPUTY MINISTER,	MINISTRY OF ENVIRONMEN	NT C	1/.	,		- 4	1
(DEPUTY MINISTER	APPROVAL REQUIRED		Lelevel	4/DA	1	1) led	8/2011
OR ALL GRANTS)		01	JU s	IGNATURE		DA	TE
						14	
and the following the second second	OLLOWING BY CHECKING						
RECIPIENT IS:					R WHICH FUND	ING IS REQUES	ED:
UNIVERSITY	NIMENT		RESEARC		21 (4)		-
LOCAL GOVER	NMENT FEDERATION OR CENTR	=	=	NCE/PANEL			
CLUB	FEDERATION OR CENTR						
ASSOCIATION	OR SOCIETY		Y PROGRAM	SUPPURI			
				10			
_ ABORIGINAL G			*		3	24	
OTHER							20 0

DESCRIPTION OF PROJECT - CHECK (✓) ALL BOXES THAT ARE APPLICABLE:

- ✓ SUPPORTS MINISTRY CORE BUSINESS AND LINKS TO SERVICE PLAN
- √ COSTS AND RESULTS ARE VERIFIABLE
- √ HAS A SPECIFIC BEGINNING AND END POINT
- √ HAS A PRODUCT OR RESULT THAT CAN BE DELIVERED, MEASURED AND EVALUATED WITHIN A DEFINITE TIME PERIOD
- √ HAS A FAVOURABLE COST/BENEFIT RATIO TO THE MINISTRY
- ✓ WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY IN THE PROVINCE
- √ WILL NOT CREATE A CONFLICT OF INTEREST
- √ IS NOT DESIGNED PRIMARILY TO GENERATE PROFITS FOR PROPONENT.
- √ INCLUDES SUPPORTING DOCUMENTATION
- √ NO MISLEADING OR FALSE INFORMATION IN APPLICATION
- √ NO SIGNIFICANT BUSINESS RISK IDENTIFIED
- √ FUNDING AVAILABLE WITHIN DIVISONS. 12

12		
П	FUNDING WILL BE RECOVERED	AMOUNT: \$

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING <u>ANY</u> COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.



TRANSFER PAYMENT REQUEST

Transfer	Payment #	TP12CAS-006
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1	MINISTRY OF ENVIRONMENT
	MINISTRY OF AGRICULTURE & LANDS
	INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT#	TP12CAS-006		AMOUNT:	\$25	0,000.00	
BRANCH:	Adaptation and Re Development	Adaptation and Regulatory Development			nate Action Secretariat	
PROJECT TITLE:	BC Clean Energy V Program	C Clean Energy Vehicle Point of Sale			Claretomore, et an carrier	
RECIPIENT INFORMATION	NAME:		New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9				
	PHONE:	604.214.9964		FAX:	604.214.9965	
FUNDING RATIONAL	\$2,473,333 in 201 Point of Sale Ince to the New Car De program and is in incentives. A trar November, 2011 (administration, in	1/12 and up to \$4,98 intive Program. This ealers Association of tended to provide the traffer payment of \$47,\$250,000 for incentifications.	6,667 in 2012/13 s \$250,000,000 w f British Columb ne funding for th 77,866.00 was pr ves, and \$197,86	oia (NC) ne next rovided for p	ver the next two years (up to Clean Energy Vehicle (CEV) be the third transfer payment CDABC) for the CEV Incentive allotment of vehicle d to the NCDABC in program management and ubsequent \$250,000 in	

The program remains popular, and the second allotment for incentives is nearing depletion (since launching the program, 87 point of sale incentives for \$5K each have already been disbursed, and the NCDABC anticipates disbursing another 80 - 100 incentives between now and end March). Once the allotment of funding for vehicle incentives is approaching depletion another transfer payment in a similar increment would be made to the NCDABC. The program will offer BC residents who purchase or lease a qualifying vehicle with an immediate point of sale incentive in the range of \$2,500 - \$5,000 per vehicle. Clean energy vehicles include battery electric vehicles (i.e. Nissan Leaf), plug-in hybrid electric vehicles (i.e. Chevrolet Volt), Hydrogen Fuel Cell Vehicles (i.e. Toyota Highlander FCEV), and Compressed Natural gas vehicles (i.e. Honda GX). Ideally, the technology and deployment of CEVs would emerge through regular market mechanisms, however extremely high upfront costs pose a significant challenge that must be overcome if these vehicles are to penetrate the market significantly and not be relegated to a niche market. Costs will fall as technology advances, as more vehicles are produced, and as economies of scale are achieved, but in the meantime, appropriate government incentives will be instrumental in catalyzing the market. Jurisdictions such as Ontario, Quebec, California and the US Federal government have all recently launched consumer incentive programs ranging from offering \$5K to \$8.5K per qualifying vehicle.

The NCDABC is the provincial industry association that represents more than 360 new car and truck dealers in 53 communities in British Columbia. Members of the Association directly employ over 17,000 British Columbians and are responsible for more than \$10 billion of economic activity in the province. The association speaks on behalf of the retail new automotive industry to the public, media, and government, and deals primarily with the legal, environmental, and consumer issues relating to vehicle sales in British Columbia. The Finance and Administration Branch has reviewed NCDA audited financial statement and have indicated no concerns with the current financial status of the Association.

Transfer Payment # TP12CAS-006

OBJECTIVES/OUTCOMES:

Light duty passenger vehicles in BC accounted for 36% or 9.0 million tonnes of greenhouse gas emissions from the transportation sector in 2007. Mass adoption of clean energy vehicles will play a critical role realizing deep reductions in greenhouse gas emissions from this segment of the transportation sector. This program directly supports a commitment from the 2010 Speech from the Throne, which stated that "New investment partnerships in infrastructure that encourage and enable clean modes of transportation, such as electric vehicles, hydrogen-powered vehicles and vehicles powered by compressed natural gas and liquid natural gas, will be pursued"

PARTNERS/PARTNERSHIPS

INVOLVED:

BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)

PREVIOUS MINISTRY PROJECT SUPPORT:

The CEV program is new program. BC Government has provided incentives to accelerate the adoption of new vehicle technology in the past, such as the PST exemptions provided on hybrid, and other vehicles with high fuel efficiencys.12

s.12

START DATE:	December 15 th , 201	1	END DATE:	March 31st, 2013	3		
	R PAYMENT REQUESTED A		N/A				
GRANT (STO	B 77) (USE EITHER THE	LONG OR SHORT	FORM)				
	NDER AGREEMENT (STO		SHARED COS	ST)			
DIRECT	AWARD CONDITION AF	PPLIES			D 4		
FIRST	IATION GROUP						
☐ cost s	HARED AGREEMENT IN	PLACE					
✓ PUBLIC P	RIVATE PARTNERSHIP						
CODING: 299	RESPONSIBILITY 08	30533	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN	8001	2907194	ROJECT	
DATE OF REQUE	ST R OF REQUEST IF APPLI	CABLE): Febru	uary 13, 2012	(attached)			
BRANCH CONTAC	CT: Andrea Mercer			PHONE:	250-387-1729		

SIGNOFF

	and the second second	4 1
LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION & REGULATORY DEVELOPMENT, CAS	See Theson	7ch 24/12
JAMES MACK, HEAD,	SIGNATURE	DATE
CLIMATE ACTION SECRETARIAT	- Marie	Fch 28/12
	SIGNATURE	DATE
SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT SERVICE/ASSETS & INFRASTRUCTURE		
SERVICE/ASSETS & INFRASTRUCTURE	SIGNATURE	DATE
EXPENSE AUTHORITY APPROVAL:	9 1	
CAIRINE MACDONALD		
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT		
(DEPUTY MINISTER APPROVAL REQUIRED		
FOR ALL GRANTS)	SIGNATURE	DATE
	11	e postoval i
COMPLETE THE FOLLOWING BY CHECKING APPRO	PRIATE BOXES:	
RECIPIENT IS:	PURPOSE OF PROJECT FOR WI	HICH FUNDING IS REQUESTED:
UNIVERSITY	RESEARCH	north official to the gold (12).
LOCAL GOVERNMENT	CONFERENCE/PANEL	
A TO STORY AND STORY TO COME AND STORY OF THE STORY STORY STORY		
FOUNDATION, FEDERATION OR CENTRE	☐ PROJECT/EVENT	
CLUB	✓ PROGRAM SUPPORT	
✓ ASSOCIATION OR SOCIETY		
ABORIGINAL GROUP		
OTHER		
Α		
DESCRIPTION OF PROJECT CHECK (*) ALL BOXE	S THAT ARE APPLICABLE:	N/
✓ SUPPORTS MINISTRY CORE BUSINESS AND LINE	(S TO SERVICE PLAN	
√ COSTS AND RESULTS ARE VERIFIABLE		
√ HAS A SPECIFIC BEGINNING AND END POINT		
√ HAS A PRODUCT OR RESULT THAT CAN BE DEI PERIOD	LIVERED, MEASURED AND EVALUATE	D WITHIN A DEFINITE TIME
✓ HAS A FAVOURABLE COST/BENEFIT RATIO TO	THE MINISTRY	
✓ WILL NOT ADVERSELY AFFECT EXISTING INDU		
	STRT IN THE PROVINCE	
✓ WILL NOT CREATE A CONFLICT OF INTEREST		2
✓ IS NOT DESIGNED PRIMARILY TO GENERATE P	ROFITS FOR PROPONENT	
✓ INCLUDES SUPPORTING DOCUMENTATION		
√ NO MISLEADING OR FALSE INFORMATION IN ARREST	PPLICATION	
√ NO SIGNIFICANT BUSINESS RISK IDENTIFIED		17 (9)
√ FUNDING AVAILABLE WITHIN DIVISON (IS. 12)		
: 12		
☐ FUNDING WILL BE RECOVERED AMOU	UNT: \$	
	125	

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING <u>ANY</u> COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.



TRANSFER PAYMENT REQUEST

Т	ransfer Payment # TP12CAS-010
1	MINISTRY OF ENVIRONMENT
	MINISTRY OF AGRICULTURE & LANDS
	INTEGRATED LAND MANAGEMENT BUREAU

					1
TRANSFER PAYMENT #	TP12CAS-010		AMOUNT:	\$1,1	25,000.00
BRANCH:	Adaptation and Re Development	gulatory	DIVISION:	Clim	ate Action Secretariat
PROJECT TITLE:	BC Clean Energy V Program	ehicle Point of Sale	Incentive		00 NO 0
RECIPIENT INFORMATION	NAME:	New Car Dealers Association of British Columbia (NCDARC) c/o			columbia (NCDABC) c/o Blair
	ADDRESS:	70 - 10551 Shellbridg Richmond, BC V6X 2	je Way		
	PHONE:	604.214.9964		FAX:	604.214.9965
FUNDING RATIONAL	\$2,473,333 in 2017 Point of Sale Ince	1/12 and up to \$4,986,6	667 in 2012/13 transfer Paym) for a ent wo	ver the next two years (up to Clean Energy Vehicle (CEV) uld be the final payment this for \$1,125,000.
	being sold or leas		a in the first ye netration analy	ear of t	an anticipated 455 CEVs the CEV Program. The 455 r BC (conducted by
	in a delay in getting in Japan, which haddition, there	ng the CEVs to the BC alted vehicle manufac	market, the m turing product interruptions	nost sig tion fo s in pro	is program that has resulted gnificant being the Tsunami r an extended period of time. oduction in at least one of ure CEVs.
	Fleets BC Program through a fleet pro manufacturers, th	m (Fraser Basin Counc ocurement group. In a	cil) has identife addition, in red Canadian cus	ied der cent di	than existing supply. Green mand for up to 193 fleet CEVs scussion with one of the auto is waiting to take delivery of
	new Car Dealers to the NCDABC in	transfer adequate fund Association from this	ds to match the fiscal year fund that is match	e built ding a ned to	g & Reporting it has been up demand for CEVs to the llocation. Transferring funds anticipated demand is how ously.
	car and truck deal Association direct more than \$10 bill behalf of the retail deals primarily with sales in British Co	lers in 53 communities thy employ over 17,000 lion of economic activition of economic activition automotive indute the legal, environmolumbia. The Finance statement and have income.	in British Co British Colur ity in the prov stry to the pul ental, and con and Administ	lumbians ince. To blic, mosumer ration	resents more than 360 new i. Members of the and are responsible for the association speaks on edia, and government, and issues relating to vehicle Branch has reviewed NCDA with the current financial
OBJECTIVES/OUTCOMES	greenhouse gas e clean energy vehi gas emissions fro supports a commi investment partne transportation, su	cles will play a critical om this segment of the itment from the 2010 S erships in infrastructur	nsportation se role realizing transportation speech from the that encourts, hydrogen-po	deep in sector i	n 2007. Mass adoption of reductions in greenhouse or. This program directly one, which stated that "New d enable clean modes of I vehicles and vehicles

Transfer Payment # TP12CAS-010

PARTNERS/PARTNERSHIPS INVOLVED:	BC New Car Deale Association of Inte	ernational Autom	obile Manufactu	urers of Canad	a (AIAMC)	i (Ovina),
PREVIOUS MINISTRY PROJECT SUPPORT:	The CEV program accelerate the ado exemptions provide S.12	ption of new vehi	icle technology	in the past, su	ich as the PST	•
	842		2.1		23.0	
START DATE: March 25	5 th , 2012	END DATE:	March 31st, 2	2013		
TYPE OF TRANSFER PAYMENT RI EXEMPTION FROM COMPETITION	EQUESTED AND RATIONA	ALE FOR N/A	1			*
GRANT (STOB 77) (USE E	THER THE LONG OR	SHORT FORM)		1		
✓ TRANSFER UNDER AGREE STOB 80 EXEMPTIONS FI		LUDING SHARED O	COST)		200	
DIRECT AWARD CO	NDITION APPLIES				12	
FIRST NATION GROU			×0.0			
COST SHARED AGR						
✓ PUBLIC PRIVATE PAR			2722	100 T 100 A	EDDO FOT	POSICIONAL PROPERTY.
CODING: RESPONSIE	30533	ERVICE LINE	8001	290719	PROJECT	1000
DATE OF REQUEST	00000	100	1,0001	200710		
DATE OF REQUEST		N/A				
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(ATTACH LETTER OF REQUES	ST IF APPLICABLE): ,		PHON	IE: 250-387-1	729	William William
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(ATTACH LETTER OF REQUES	the second second second second second		PHON	IE: 250-387-1	729	
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(ATTACH LETTER OF REQUES BRANCH CONTACT: Andre SIGNOFF LEE THIESSEN, EXECUTIVE DIR REGULATORY DEVELOPMENT, C	ea Mercer	See 2	PHON	E: 250-387-1	March R	1/2
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(ATTACH LETTER OF REQUES BRANCH CONTACT: Andre SIGNOFF LEE THIESSEN, EXECUTIVE DIR REGULATORY DEVELOPMENT, O JAMES MACK, HEAD, CLIMATE ACTION SECRETARIAT	ea Mercer ECTOR, ADAPTATION & CAS	See 2	Dussin	IE: 250-387-1	Mench 17 /	1/2
CLIMATE ACTION SECRETARIAT	ea Mercer ECTOR, ADAPTATION & CAS	See 2	SIGNATURE	IE: 250-387-1	Mench 17 /	1/2
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DESCRIPTION OF PROJECT - CHECK (✓) ALL BOXES THAT ARE APPLICABLE:

- ✓ SUPPORTS MINISTRY CORE BUSINESS AND LINKS TO SERVICE PLAN
- √ COSTS AND RESULTS ARE VERIFIABLE
- √ HAS A SPECIFIC BEGINNING AND END POINT
- √ HAS A PRODUCT OR RESULT THAT CAN BE DELIVERED, MEASURED AND EVALUATED WITHIN A DEFINITE TIME
 PERIOD
- √ HAS A FAVOURABLE COST/BENEFIT RATIO TO THE MINISTRY
- ✓ WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY IN THE PROVINCE.
- √ WILL NOT CREATE A CONFLICT OF INTEREST
- √ IS NOT DESIGNED PRIMARILY TO GENERATE PROFITS FOR PROPONENT.
- √ INCLUDES SUPPORTING DOCUMENTATION
- √ NO MISLEADING OR FALSE INFORMATION IN APPLICATION
- √ NO SIGNIFICANT BUSINESS RISK IDENTIFIED
- √ FUNDING AVAILABLE WITHIN DIVISON (S.12)

s.12

FUNDING WILL BE RECOVERED

AMOUNT: \$

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING <u>ANY</u> COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.



TRANSFER PAYMENT REQUEST

Т	ransfer Payment # TP13CAS-001
1	MINISTRY OF ENVIRONMENT
	MINISTRY OF AGRICULTURE & LANDS
	INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT#	TP13CAS-001		AMOUNT:	\$398,933.00
BRANCH:	Adaptation and Regulatory Development		DIVISION:	Climate Action Secretariat
PROJECT TITLE:	BC Clean Energy \ Program	ehicle Point of Sa	le Incentive	Setheria and American
RECIPIENT INFORMATION	NAME:	New Car Dealers A Qualey, President		ritish Columbia (NCDABC) c/o Blair
	ADDRESS:	70 - 10551 Shellbri Richmond, BC V62		W/HC .
	PHONE:	604.214.9964	9 8	FAX: 604.214.9965
FUNDING RATIONALE	\$2,473,333 in 2010 of Sale Incentive development, open program and reprogram and reprogram and reprogram and reprogram and reprogram and purchase or the range of \$2,500	1/12 and up to \$4,98 Program. This trans tration, administration esents 8% of the year lease a qualifying version of the period	6,667 in 2012/13 ifer payment (\$3 on, marketing, o ar two total). The chicle with an im le. Clean energy	,000 over the next two years (up to) for a Clean Energy Vehicle Point 98,933.00) is intended for the utreach and management of the e program will offer BC residents mediate point of sale incentive in y vehicles include battery electric icles (i.e. Chevrolet Volt), Hydrogen
	Fuel Cell Vehicles (i.e. Honda GX). It regular market me challenge that mu significantly and it advances, as more in the meantime, at the market. Jurist government have	(i.e. Toyota Highlar deally, the technology chanisms, however st be overcome if the not be relegated to a e vehicles are productions such as On	nder FCEV), and gy and deploymer extremely high lese vehicles are iniche market. leed, and as eco ment incentives values, C d consumer ince	Compressed Natural gas vehicles ent of CEVs would emerge through upfront costs pose a significant eto penetrate the market Costs will fall as technology enomies of scale are achieved, but will be instrumental in catalyzing fallifornia and the US Federal entive programs ranging from
	car and truck deal Association direct more than \$10 bill behalf of the retail deals primarily with sales in British Co	ers in 53 communitity employ over 17,0 ion of economic act new automotive inch the legal, environolumbia. The Financiatement and have	es in British Co 00 British Colun- ivity in the provi dustry to the pul mental, and con se and Administ	lat represents more than 360 new lumbia. Members of the inbians and are responsible for ince. The association speaks on blic, media, and government, and sumer issues relating to vehicle ration Branch has reviewed NCDA incerns with the current financial
OBJECTIVES/OUTCOMES	greenhouse gas e clean energy vehi- gas emissions fro supports a commi investment partne transportation, su	missions from the to cles will play a critic m this segment of the transfer of the 2010 riships in infrastruct ch as electric vehicle	ransportation se al role realizing he transportation Speech from the ture that encours es, hydrogen-po	of or 9.0 million tonnes of actor in 2007. Mass adoption of deep reductions in greenhouse in sector. This program directly the Throne, which stated that "New age and enable clean modes of owered vehicles and vehicles all gas, will be pursued"
PARTNERS/PARTNERSHIPS INVOLVED				anufacturing Association (CVMA), rs of Canada (AIAMC)
PREVIOUS MINISTRY PROJECT SUPPORT	adoption of new v		the past, such	rovided incentives to accelerate the as the PST exemptions provided on 12

START DATE:	April 1 st , 2012	END	DATE: March	n 31 st , 2013	11 Dk	
	PAYMENT REQUESTED AND COMPETITION FOR STOB 80		N/A			
GRANT (STO	B 77) (USE EITHER THE	LONG OR SHORT FOR	M)			
	IDER AGREEMENT (STO		RED COST)			
	AWARD CONDITION APP	PLIES				
☐ cost si	HARED AGREEMENT IN					+ 5
✓ PUBLIC PF	RIVATE PARTNERSHIP A	RRANGEMENT		- Anna		1.00
CODING: 0000	RESPONSIBILITY	SERVICE LINE		STOB	PROJECT	
2990	18	30533	8001	29	907194	
DATE OF REQUES (ATTACH LETTER	OF REQUEST IF APPLIC	ABLE): November	2, 2011 (attach	hed)	6 *	
BRANCH CONTAC	T: Andrea Mercer			PHONE: 250-	-387-1729	

	Transfer	Payment # TP13CAS-00
SIGNOFF		BEEL PRINCE IN
	*	?
LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION & REGULATORY DEVELOPMENT, CAS	See Dissin	Noy 7/12
JAMES MACK, HEAD, CLIMATE ACTION SECRETARIAT	SIGNATURE	My 8/12
SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT SERVICE/ASSETS & INFRASTRUCTURE	& Brone.	May 14/12
EXPENSE AUTHORITY APPROVAL: CAIRINE MACDONALD	SIGNATURE	DATE
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT (DEPUTY MINISTER APPROVAL REQUIRED FOR ALL GRANTS)	Loui Halls	May 14/1
COMPLETE THE FOLLOWING BY CHECKING APPROPR	RIATE BOXES:	
RECIPIENT IS:	PURPOSE OF PROJECT FOR WHICH FU	NDING IS REQUESTED:
UNIVERSITY	RESEARCH	
LOCAL GOVERNMENT	CONFERENCE/PANEL	1 18 1
FOUNDATION, FEDERATION OR CENTRE	PROJECT/EVENT	
CLUB	✓ PROGRAM SUPPORT	
✓ ASSOCIATION OR SOCIETY		
ABORIGINAL GROUP		
OTHER		
DESCRIPTION OF PROJECT – CHECK (✔) ALL BOXES T	THAT ARE APPLICABLE:	* * *
✓ SUPPORTS MINISTRY CORE BUSINESS AND LINKS	TO SERVICE PLAN	
✓ COSTS AND RESULTS ARE VERIFIABLE		
✓ HAS A SPECIFIC BEGINNING AND END POINT		
✓ HAS A PRODUCT OR RESULT THAT CAN BE DELIVE	ERED. MEASURED AND EVALUATED WITH	IN A DEFINITE TIME
PERIOD	, dienocites file etheonies Willi	
✓ HAS A FAVOURABLE COST/BENEFIT RATIO TO THE	E MINISTRY	
✓ WILL NOT ADVERSELY AFFECT EXISTING INDUSTR		
✓ WILL NOT CREATE A CONFLICT OF INTEREST		
✓ IS NOT DESIGNED PRIMARILY TO GENERATE PROJ	EITS FOR PROPONENT	
✓ IS NOT DESIGNED PRIMARILY TO GENERATE PROF ✓ INCLUDES SUPPORTING DOCUMENTATION	FILS FOR PROPONENT	
	ICATION	
√ NO MISLEADING OR FALSE INFORMATION IN APPL	LICATION	

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING ANY COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.

AMOUNT: \$

√ NO SIGNIFICANT BUSINESS RISK IDENTIFIED √ FUNDING AVAILABLE WITHIN DIVISON S.12

☐ FUNDING WILL BE RECOVERED

s.12



TRANSFER PAYMENT REQUEST

Transfer Pa	yment # TP	12CAS-004
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\checkmark	MINISTRY OF ENVIRONMENT
	MINISTRY OF AGRICULTURE & LANDS
	INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	SFER PAYMENT # TP12CAS-004		AMOUNT:	\$447	7,866.00	
BRANCH.	Adaptation and Re Development		DIVISION: Climate Action Secretaria			
	BC Clean Energy Vehicle Point of Sale Incentive Program					
RECIPIENT INFORMATION	NAME:	New Car Dealers Ass Qualey, President &		ritish Co	olumbia (NCDABC) c/o Blair	
	ADDRESS:	70 - 10551 Shellbridg Richmond, BC V6X 2				
	PHONE:	604.214.9964		FAX:	604.214.9965	
FUNDING RATIONALES	\$2,473,333 in 201 of Sale Incentive development, ope program (\$197,86 of vehicle incentive approaching depl the NCDABC. The vehicle with an invehicle. Clean enhybrid electric vehighlander FCEV technology and dhowever extreme overcome if these to a niche market produced, and as government incer as Ontario, Quebe launched consum qualifying vehicle	1/12 and up to \$4,986,6 Program. This first transeration, administration, 6.00 or 8% of the year of th	67 in 2012/13 nsfer paymen marketing, or one total), and to f funding f payment in a cresidents wincentive in the pattery electrical gas vehiculd emerge the sea significate the market nology advare achieved, but all in catalyz is Federal governing from) for a C at (\$447, utreach d \$250,0 for vehic e range ic vehicl in Fuel C cles (i.e. ant chal et signifi inces, as ut in the ing the vernmen	increment would be made to hase or lease a qualifying of \$2,500 - \$5,000 per les (i.e. Nissan Leaf), plug-in tell Vehicles (i.e. Toyota . Honda GX). Ideally, the regular market mechanisms, llenge that must be icantly and not be relegated more vehicles are a meantime, appropriate market. Jurisdictions such in thave all recently g \$5K to \$8.5K per	
	car and truck dea Association direction more than \$10 bill behalf of the retaindeals primarily with sales in British Co	lers in 53 communities itly employ over 17,000 lion of economic activition activition automotive industith the legal, environmental automotic activities. The Finance astatement and have industrial activities.	in British Co British Colunty by in the provistry to the pul ental, and con and Administr	lumbia. mbians a ince. Th blic, me sumer i ration B	Members of the and are responsible for the association speaks on dia, and government, and ssues relating to vehicle tranch has reviewed NCDA with the current financial	
OBJECTIVES/OUTCOMES:	greenhouse gas e clean energy vehi gas emissions fro supports a comm investment partne transportation, su	cles will play a critical om this segment of the itment from the 2010 S	sportation se role realizing transportation peech from the that encours hydrogen-po	deep re deep re n sector ne Thror age and owered	2007. Mass adoption of eductions in greenhouse r. This program directly ne, which stated that "New lenable clean modes of vehicles and vehicles	
PARTNERS/PARTNERSHIPS INVOLVED:		ers Association, Canad ernational Automobile			turing Association (CVMA), nada (AIAMC)	

Transfer Payment # TP12CAS-004

PREVIOUS MINISTRY PROJECT SUPPORT:

This would be a new program. BC Government has provided incentives to accelerate the adoption of new vehicle technology in the past, such as the PST exemptions provided on hybrid, and other vehicles with high fuel efficiency. S.12 S.12

START DATE:	October 15 th , 2011	END DATE:	March 31 st , 2013	3		
	PAYMENT REQUESTED AND COMPETITION FOR STOB 80 TR	N/A				
GRANT (STOR	3 77) (USE EITHER THE LO	NG OR SHORT FORM)				
	DER AGREEMENT (STOB 8 MPTIONS FROM COMPETI	80) (INCLUDING SHARED CO FION	OST)			
DIRECT	AWARD CONDITION APPLI	ES.				
=	ATION GROUP					
	HARED AGREEMENT IN PL SIVATE PARTNERSHIP ARE					
CODING: 2991	RESPONSIBILITY 2	30533	8001	2907194	ROJECT	A STATE OF THE PARTY OF THE PAR
DATE OF REQUES (ATTACH LETTER	T OF REQUEST IF APPLICAB	November 2, 201	1 (attached)			
BRANCH CONTAC	T: Andrea Mercer		PHONE:	250-387-1729		

SIGNOFF

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION AN REGULATORY DEVELOPMENT, CAS	See Zhusan Signature	1 AND No. 16/11
JAMES MACK, A/HEAD,	SIGNATURE	DATE
CLIMATE ACTION SECRETARIAT	and a	Nov 17/1
Λ	SIGNATURE	DATE
DENISE BRAGG, ADM/EFO, FINANCE/CLIENT SERVICE/ASSETS & INFRASTRUCTURE	SIGNATURE	NO Ú 23/11
EXPENSE AUTHORITY APPROVAL: CAIRINE MACDONALD DEPUTY MINISTER, MINISTRY OF ENVIRONMENT	O 1	DAYE
(DEPUTY MINISTER APPROVAL REQUIRED FOR ALL GRANTS)	Ceurine MacDonald	Nou 25/1.
COMPLETE THE FOLLOWING BY CHECKING APPROP	PRIATE BOXES: PURPOSE OF PROJECT FOR WHICH FUND	NING IS DECUESTED.
RECIPIENT IS:	RESEARCH	ING IS REQUESTED:
	CONFERENCE/PANEL	
LOCAL GOVERNMENT		*
FOUNDATION, FEDERATION OR CENTRE	PROJECT/EVENT	
CLUB	✓ PROGRAM SUPPORT	
✓ ASSOCIATION OR SOCIETY		
ABORIGINAL GROUP		
OTHER		
DESCRIPTION OF PROJECT – CHECK (✓) ALL BOXES ✓ SUPPORTS MINISTRY CORE BUSINESS AND LINKS		2
√ COSTS AND RESULTS ARE VERIFIABLE		
√ HAS A SPECIFIC BEGINNING AND END POINT.		
√ HAS A PRODUCT OR RESULT THAT CAN BE DELI' PERIOD	VERED, MEASURED AND EVALUATED WITHIN A	A DEFINITE TIME
√ HAS A FAVOURABLE COST/BENEFIT RATIO TO THE	HE MINISTRY	
√ WILL NOT ADVERSELY AFFECT EXISTING INDUST	TRY IN THE PROVINCE	
√ WILL NOT CREATE A CONFLICT OF INTEREST		
✓ IS NOT DESIGNED PRIMARILY TO GENERATE PRO	OFITS FOR PROPONENT	
√ INCLUDES SUPPORTING DOCUMENTATION		
✓ NO MISLEADING OR FALSE INFORMATION IN APP	PLICATION	
✓ NO SIGNIFICANT BUSINESS RISK IDENTIFIED		
√ FUNDING AVAILABLE WITHIN DIVISON S.12 S.12		
FUNDING WILL BE RECOVERED AMOUNT	NT: \$	

NOTE: ADDITIONAL INFORMATION RELEVANT TO THIS REQUEST INCLUDING <u>ANY</u> COMMUNICATION REQUIREMENTS CONCERNING PAYMENT AS WELL AS ANY ADDITIONAL DETAILS PERTAINING TO STOB 80 EXEMPTIONS FROM COMPETITION.



Transfer under Agreement

November 25th, 2011

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of November 2, 2011, as a formal proposal to manage the British Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$7,460,000 to deliver a Clean Energy Vehicle Point of Sale Program over the next two years. Of this funding, up to \$2,473,333 will be made available in 2011/12 and up to \$4,986,667 in 2012/13.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.



TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- Funds will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

the 2874 day of 1	JOVEMBER	, 20 <u></u> (
SIGNED AND DELIVERED on behalf of the Ministry,		SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Representative)	8 A	(Authorized Representative)

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of



Transfer under Agreement

March 6th , 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of February 13th, 2012, requesting a third transfer payment for the continued operation of the Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide another transfer payment of \$250,000.00 for the next allotment of vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

TERMS

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- The monies are to be spent only on program areas as specified in the Implementation Manual.
- Funds will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

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SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,
Soe Thyson	Fales Guller
(Authorized Representative)	(Authorized Representative) /



Transfer under Agreement

April 15th, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$398,933.00 to continue to deliver the Clean Energy Vehicle (CEV) Point of Sale Incentive Program.

This funding will be transferred to the New Car Dealers Association as outlined in this agreement and is to be used overall program management for the CEV Point of Sale Incentive Program, including program administration, reporting, outreach, and marketing. Funding for vehicle incentives will issued under separate transfer agreements on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount for vehicle incentive funding is to be determined in accordance with expected eligible vehicle sales over the following quarter.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- Funds have/will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
 - 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
 - 8. In addition to the requirements contained in the Implementation Manual, all personal information collected, used and disclosed for the purposes of the CEVforBCTM Incentive Program must be administered by the NCDABC according the authorities set out in the Freedom of Information and Protection of Privacy Act. This includes reasonable security, storage, and the retention of information for at least one year after it has been used to make a decision about an individual
 - The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.

 The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

PROJECT DATES

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist
Climate Action Secretariat, BC Ministry of Environment
2nd Floor, 395 Waterfront Cres.
PO Box 9486 Stn Prov Govt
Victoria BC V8W 9W6
250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

(Authorized Representative)

The Recipient represents that the contents of the Application are true and accurate.

If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

the 172	day ofMa	, 20 12	
			*
SIGNED AND on behalf of the		SIGNED AND DELT on behalf of the Recip	
		FAM.	Olm

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of



CENTRAL 1 CREDIT UNION 1441 CREEKSIDE DRIVE VANCOUVER BC V6J 4S7

20120604 DATE YYYYMMDD

13380426

PAY THREE HUNDRED NINETY-EIGHT THOUSAND NINE HUNDRED THIRTY-THREE DOLLARS OOCENTS

\$*****398,933.00

TONEW CAR DEALERS ASSOCIATION OF B.C. 70-10551 SHELLBRIDGE WAY RICHMOND BC V6X 2W9

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BRITISH COLUMBIA GENERAL ACCOUNT REMITTANCE STATEMENT - Detach before presenting cheque for cashing

Province of British Columbia	10.00		13.00		CHEQUE NU	MBER	
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Internal Use:

Effective July 1, 2010, all BC government entities will pay GST/HST

Code: D

Page 161 of Plage MOE-2017-73359

For Payment Inquiries please contact ENQUIRY BC Victoria: 250 387-6121 Vancouver: 604 660-2421 Elsewhere in BC: 1-800-663-7867



March 11th, 2013

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide a transfer payment in the amount of \$1,500,000 for vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association of British Columbia (NCDABC) as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the NCDABC to provide point of sale incentives for eligible vehicles under the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia. This final request for \$1,500,000 should cover immediate incentive payments and the anticipated contingen liability of orders placed by the current deadline of March 31, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

The Ministry's support of the above program is subject to the following stipulations:

- 1. The program is delivered in accordance with the Implementation Manual.
- The monies are to be spent only on program areas as specified in the Implementation Manual.
- This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive
 payments and the anticipated contingen liability of orders placed by the current deadline of
 March 31, 2013.
- 4. The NCDABC is authorized to retain the requisite amount of funding represented by all application forms that have been received from eligible dealerships on or before March 31st, 2013 for vehicles that are on order, but will not be delivered and have the ownership transferred to the purchaser/lease and a sale/lease contract signed until after March 31st, 2013. Consumers must put down a down payment in the amount of the incentive to have their application considered for an incentive. These application forms are considered 'In progress'.
- 5. The NCDABC must return any of the funds that have been retained under Section 4 for In progress application forms to the Province by August 1st, 2013 in the amount represented by all 'In progress' application forms that have not been finalized (i.e. the vehicle has not been delivered and/or ownership has not been transferred to the purchaser / lease and/or a sales/lease contract has not been submitted by August 1st, 2013);
- With the exception of funds indentified in section 4, any additional remaining funds at the end of the Term (March 31st, 2013) must be returned to the Province within ten business days of the end of the Term.
- The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 8. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 9. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.

- The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 11. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

If the above stipulations are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN	WITNESS WHE	EREOF the	parties hereto have duly	executed this agreement as of	
the	22nd	day of _	march	, 20 <i>13</i>	

SIGNED AND DELIVERED on behalf of the Ministry,

(Authorized Representative)

SIGNED AND DELIVERED on behalf of the Recipient,

(Authorized Representative)



January 3rd, 2011

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of December 16, 2011, requesting a second transfer payment for the continued operation of the Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide another transfer payment of \$250,000.00 for the next allotment of vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- The monies are to be spent only on program areas as specified in the Implementation Manual.
- Funds will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

IN WITNESS WHEREOF the pa	arties hereto have	duly executed this agreement as of	
the day of	January	, 20_12	
	. J		
SIGNED AND DELIVERED	- 1	SIGNED AND DELIVERED	
on behalf of the Ministry,		on behalf of the Recipient,	
	* : 9	4 (s) 1.	
his form		Mendandes	
(Authorized Representative)		(Authorized Representative) /	
THE LOSING FOR TA	ace MACH		



March 19, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide a final transfer payment in this fiscal year of \$1,125,000.00 for vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- Funds will be provided as follows:
 \$197,866.00 December 1st, 2011 (Program Management, Outreach, Marketing)
 \$250,000.00 December 1st, 2011 (Point of Sale Incentives)
 \$TBD incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.
 \$398,933.00 April 1st, 2012 (Program Management, Outreach, Marketing)
- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

IN WITNESS WHEREOF the patheday of	Marties hereto have duly executed this agreement as of
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Representative)	(Authorized Representative)



November 15th, 2011

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of November 2, 2011, as a formal proposal to manage the British Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide funding of \$7,460,000 to deliver a Clean Energy Vehicle Point of Sale Program over the next two years. Of this funding, up to \$2,473,333 will be made available in 2011/12 and up to \$4,986,667 in 2012/13.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 and attached as Appendix 1 to this Agreement.

Victoria BC V8W 9W6

Telephone: 250-387-1729

Facsimile: 250-356-7528 Website: <u>www.livesmartbc.ca</u>

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the attached Implementation Manual.
- 3. Funds will be provided as follows:

\$197,866.00 – December 1st, 2011 (Program Management, Outreach, Marketing) \$250,000.00 – December 1st, 2011 (Point of Sale Incentives)

\$TBD - incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 - April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

Unless advised to the contrary, our Ministry contact with whom we ask you to deal on the foregoing matters is:

Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

theday of	reto have duly executed this agreement as of, 20
SIGNED AND DELIVERED on behalf of the Ministry,	SIGNED AND DELIVERED on behalf of the Recipient,
(Authorized Representative)	(Authorized Representative)



January 3rd, 2012

Blair Qualey, President & CEO New Car Dealers Association of British Columbia 70-10551 Shellbridge Way Richmond, BC V6X 2W9

Attention:

Blair Qualey

RE: BC Clean Energy Vehicle Point of Sale Incentive Program

Thank you for your letter of December 16, 2011, requesting a second transfer payment for the continued operation of the Columbia Clean Energy Vehicle Program on behalf of the Province of British Columbia as outlined in this Agreement.

I am pleased to advise that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment (the "Province"), is able to provide another transfer payment of \$250,000.00 for the next allotment of vehicle incentives under the Clean Energy Vehicle Program.

Funding will be transferred to the New Car Dealers Association as outlined in this agreement and has been structured to match actual consumer demand for clean energy vehicles.

PURPOSE

The Ministry's payment is to provide funds to the New Car Dealers Association of British Columbia to administer the BC Clean Energy Vehicle Program on behalf of the Province of British Columbia including all aspects of program development, implementation, and reporting between October 15th, 2011 and March 31st, 2013.

This reflects the description of the program as laid out in the "Implementation Manual for the British Columbia Clean Energy Vehicle Incentive Program" (the "Implementation Manual") dated November 14th, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25th, 2011.

Telephone: 250-387-1729

Facsimile: 250-356-7528 Website: <u>www.livesmartbc.ca</u>

The Ministry's support of the above program is subject to the following conditions:

- 1. The program is delivered in accordance with the Implementation Manual.
- 2. The monies are to be spent only on program areas as specified in the Implementation Manual.
- 3. Funds will be provided as follows:

\$197,866.00 – December 1st, 2011 (Program Management, Outreach, Marketing) \$250,000.00 – December 1st, 2011 (Point of Sale Incentives)

\$TBD - incremental transfer payments on written request from NCDBCA that point of sale incentive funding is nearing depletion. The amount to be determined in accordance with expected eligible vehicle sales over the following next quarter.

\$398,933.00 - April 1st, 2012 (Program Management, Outreach, Marketing)

- 4. The Recipient must return all unspent funds, or funds not spent according to conditions as laid out, to the Ministry within 60 days of project completion.
- 5. The total funding obtained for the project from all sources must not exceed 100% of the project costs.
- 6. The Ministry's payment shall be reduced by an amount equivalent to the amount by which funding from all sources exceeds 100% of the project costs.
- 7. In addition to reporting requirements contained in the Implementation Manual, a statement of revenue and expenditures on the project is to be submitted to the Ministry within 60 days of project completion. The authorized signing officers of the Recipient must sign the statement. Upon request of the Ministry, the recipient will provide audited financial statements for the project.
- 8. The Recipient will acknowledge that the Clean Energy Vehicle Program is a LiveSmart BC Program of the BC Government in all aspects of program delivery.
- 9. The Ministry assumes no liability for loss, injury or damage suffered or caused as a result of this project.

Website: www.livesmartbc.ca

The Recipient will ensure that incentives are available for eligible clean energy vehicles between December 1st, 2011 and March 31st, 2013 (or until funding runs out, which ever occurs first). Nothing in this agreement will commit the Ministry to provide funding for any project works not completed prior to the completion date.

LIAISON

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Andrea Mercer, Transportation Emissions Policy Specialist Climate Action Secretariat, BC Ministry of Environment 2nd Floor, 395 Waterfront Cres. PO Box 9486 Stn Prov Govt Victoria BC V8W 9W6 250-387-1729 (office) // 250-213-2213 (cell) // 250-356-7286 (fax)

ACCEPTANCE

The Recipient represents that the contents of the Application are true and accurate.

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SIGNED AND DELIVERED on behalf of the Ministry,		IGNED AND DELIVERED in behalf of the Recipient,
(Authorized Representative)		Authorized Representative)