

## Warwick, Alexei ENV:EX

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**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 announcement by MTL at Vancouver Auto Show March 26 and signatures.

Thanks,  
Dennis

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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
- 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  
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[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 14<sup>th</sup>, 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 5<sup>th</sup>, 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 15<sup>th</sup> 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](http://CEVforBC.ca), will include an up-to-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<sup>1</sup>**

Action Item	Date or Time Period
Program Announcement	November 5, 2011
NCDABC develops program webpage, conducts outreach. Implementation Manual and dealer reimbursement procedures/ application forms finalized.	November, 2011
Launch of official CEV Incentive Program webpage at <a href="http://www.CEVforBC.ca">www.CEVforBC.ca</a>	December 1, 2011
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](http://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 1<sup>st</sup>, 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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<sup>1</sup> 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**

<b>Category</b>	<b>Vehicle Type</b>	<b>Vehicle Example</b>
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		
V	Plug In Hybrid Electric Vehicle (PHEV) 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](http://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.

<b>Term of Lease (months)</b>	<b>Applicable Incentive for Personal Vehicles (% of full incentive)</b>	<b>Applicable Incentive for Fleet Vehicles (% of full incentive)</b>
<b>12</b>	33.3%	0%
<b>24</b>	66.7%	0%
<b>36</b>	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](http://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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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

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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](mailto: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 / lessee 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 15<sup>th</sup> 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 NCDABC at 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 1<sup>st</sup>, 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 1<sup>st</sup>, 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-](https://employee.gov.bc.ca/src/fileuploads/Appendix_1-)

[Travel Allowances.pdf](#). 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 interest-generating 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 31<sup>st</sup>, 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 ASSOCIATION OF BC



President & CEO

ENCLOSURE

## Warwick, Alexei ENV:EX

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**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



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**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 3<sup>rd</sup> 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

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**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-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



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**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 31<sup>st</sup> 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

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**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

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**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 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 NCDABC 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 1<sup>st</sup>, 2012 (Program Management, Outreach, Marketing)

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**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 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 NCDABC 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 1<sup>st</sup>, 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



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**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 are not always on the lot, but wanted to allow a consumer who purchases an eligible vehicle by March 31<sup>st</sup> 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 31<sup>st</sup>

**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





Natural Resource Sector

## REQUEST FOR GOVERNMENT TRANSFER

### MINISTRY & TRANSFER PAYMENT IDENTIFICATION

MINISTRY:	MINISTRY OF ENVIRONMENT			BRANCH:	Climate Policy Branch	
BRANCH CONTACT NAME:	Andrea Mercer			DIVISION:	Climate Action Secretariat	
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program			PHONE:	250-387-1729	
START DATE:	March 6, 2013	END DATE:	March 31 <sup>st</sup> , 2013		TOTAL 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 <sup>th</sup> , 2013		
E-MAIL:	bqualey@newcardealers.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: <ul style="list-style-type: none"> <li>HOW THE TRANSFER SUPPORTS THE SERVICE PLAN</li> <li>TARGETED CLIENT GROUP</li> </ul>	<p>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).</p> <p>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<sup>st</sup>, 2013. This would allow for 300 vehicle incentives to be provided at the maximum of \$5,000 each.</p> <p>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"</p>
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. <b>s. 12</b>
WHAT MONITORING IS IN PLACE? EXAMPLE: <ul style="list-style-type: none"> <li>PERFORMANCE TARGETS</li> <li>MILESTONES</li> </ul>	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:	<input type="checkbox"/> WITHIN GOVERNMENT REPORTING ENTITY <input checked="" type="checkbox"/> OUTSIDE GOVERNMENT REPORTING ENTITY



**TRANSFER TYPE AND SELECTION PROCESS**☐ GRANT -STOB 77☒ SHARED COST ARRANGEMENT-STOB 80

FINANCING ARRANGEMENT

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 instructions:

FUNDING SOURCE:

☐ Base Budget ☒ Contingency ☐ Special Account ☐ Other☐ Funding is available within the division

☒ Funding is not available within the division but approved within the Ministry Treasury Board Approval s.12

☐ Funding is recoverable

Recovery Source:

Recovery Amount \$

BUDGET BREAKDOWN:

\$2.473M

FY11/12

\$4.986M

FY12/13

\$

FY

GST APPLICABLE?

☐ YES☒ NO

VOTE

33T

**RECIPIENT CAPACITY**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<sup>st</sup> 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.

**The Finance and Administration Branch has reviewed NCDA audited financial statement and have indicated no concerns with the current financial status of the Association.**

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<sup>st</sup>. British Columbians that are considering purchasing a CEV in this final month of the program would likely be outraged.**

OTHER CONSIDERATIONS:	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 AND ATTACHED**

☐

**BUDGET REVIEW COMPLETED**

☐

EXPENSE AUTHORITY

NAME:

SIGNATURE

DATE

CHIEF FINANCIAL OFFICER

NAME:

SIGNATURE

DATE

EXECUTIVE FINANCIAL OFFICER

NAME:

SIGNATURE

DATE

ASSISTANT DEPUTY MINISTER (PROGRAM)

NAME:

SIGNATURE

DATE

DEPUTY MINISTER

(as required)

NAME:

SIGNATURE

DATE



## Transfer under Agreement

March 6<sup>th</sup>, 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 contingency 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 14<sup>th</sup>, 2011 which forms Appendix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 2011.

## 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.
3. This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive payments and the anticipated contingency 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2013);
6. With the exception of funds identified 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.

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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 ~~stipulation~~~~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 hereto have duly executed this agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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 & TRANSFER PAYMENT IDENTIFICATION

MINISTRY:	MINISTRY OF ENVIRONMENT		BRANCH:	Climate Policy Branch	
BRANCH CONTACT NAME:	Andrea Mercer		DIVISION:	Climate Action Secretariat	
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program		PHONE:	250-387-1729	
START DATE:	March 31, 2013	END DATE:	March 31 <sup>st</sup> , 2014	TOTAL AMOUNT:	\$2,500,000.00

## 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 March 25 <sup>th</sup> , 2013	
E-MAIL:	bqualey@newcardealers.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: <ul style="list-style-type: none"> <li>HOW THE TRANSFER SUPPORTS THE SERVICE PLAN</li> <li>TARGETED CLIENT GROUP</li> </ul>	<p>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.</p> <p>This program has been managed, administered and promoted by the New Car Dealers Association of BC (NCDABC).</p> <p>On March 21<sup>st</sup>, 2013 Treasury Board approved s. 12 to the New Car Dealers Association of BC under a Contribution Agreement in the form of a STOB 77 Grant to allow them to continue to administer / operate the program on behalf of the provincial government beyond March 2013</p> <p>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"</p>
PARTNERSHIPS INVOLVED:	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)
MINISTRY'S ROLE:	Funder / Program Oversight
WHAT MONITORING IS IN PLACE? EXAMPLE: <ul style="list-style-type: none"> <li>PERFORMANCE TARGETS</li> <li>MILESTONES</li> </ul>	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.
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:	<input type="checkbox"/> WITHIN GOVERNMENT REPORTING ENTITY <input checked="" type="checkbox"/> OUTSIDE GOVERNMENT REPORTING ENTITY				
<b>TRANSFER TYPE AND SELECTION PROCESS</b>					
<input checked="" type="checkbox"/> <u>GRANT</u> -STOB 77 <input type="checkbox"/> <u>SHARED COST ARRANGEMENT</u> -STOB 80      Choose an item.					
DESCRIBE THE PROCEDURE TAKEN TO ENSURE THE SELECTION PROCESS WAS FAIR, OPEN AND TRANSPARENT.	This is a continuation of an existing program. There are no other suitable entities that could manage this program. A database / incentive distribution administrative platform, marketing and communications materials have already been developed by the New Car Dealers Association.				
<b>BUDGET</b>					
ACCOUNT CODING	CLIENT (MINISTRY)	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
	048	29908	30533	7701	2907194
PAYMENT METHOD	'D' CHEQUE		'D' cheque instructions:		
FUNDING SOURCE:	<input type="checkbox"/> Base Budget <input checked="" type="checkbox"/> Contingency <input type="checkbox"/> Special Account <input type="checkbox"/> Other <input type="checkbox"/> Funding is available within the division <input checked="" type="checkbox"/> Funding is not available within the division but approved within the Ministry Treasury Board Approval s.12 <input type="checkbox"/> Funding is recoverable Recovery Source:      Recovery Amount \$				
BUDGET BREAKDOWN:	\$2.5M	FY12/13			
	\$	FY			
	\$	FY			
GST APPLICABLE?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	VOTE.		Choose an item.	
<b>RECIPIENT CAPACITY</b>					
DESCRIBE HOW YOU HAVE DETERMINED THERE IS NO MISLEADING INFORMATION IN THE APPLICATION?	Ministry of Environment has worked in conjunction with the Proponent to develop the Program Implementation Manual. The New Car Dealers Association has delivered this program over the past 16 months without incident. Proponent is a known, long-standing not for profit association in British Columbia.				
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 <sup>st</sup> 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.				
<b>RISKS</b>					
IDENTIFY RISKS AND STEPS TAKEN TO MITIGATE THE RISKS: EXAMPLE: FINANCIAL, SAFETY, PUBLIC RELATIONS ETC.	The Finance and Administration Branch has reviewed NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.				
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. CEV adoption rates in BC would stagnate.				



## OTHER CONSIDERATIONS:

- ☒ THE TRANSFER WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY
- ☒ THE TRANSFER WILL NOT CREATE A CONFLICT OF INTEREST BETWEEN PARTIES

## APPROVAL

POLICY REVIEW COMPLETED AND ATTACHED

☒

BUDGET REVIEW COMPLETED

☐

## EXPENSE AUTHORITY

NAME: James Mack, Head Climate Action Secretariat



SIGNATURE

March 25, 2013

DATE

## CHIEF FINANCIAL OFFICER

NAME: Michael Lord, A/Executive Director and Chief Financial Officer



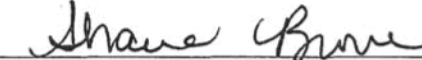
SIGNATURE

March 26, 2013

DATE

## EXECUTIVE FINANCIAL OFFICER

NAME: Shauna Brouwer, ADM, CORPORATE SERVICES / Executive Finance Officer



SIGNATURE

March 26/13

DATE

## ASSISTANT DEPUTY MINISTER (PROGRAM)

NAME: James Mack, Head Climate Action Secretariat



SIGNATURE

March 28 2013.

DATE

*AD* Acting  
DEPUTY MINISTER  
(as required)

NAME: ~~Wes Cheemaker~~, Deputy Minister

Mark Zacharias



SIGNATURE

March 26, 2013

DATE



Natural Resource Sector

## GOVERNMENT TRANSFER – GRANT AGREEMENT

**Agreement #:** TP-CAS-020

**Project Title:** CEVFORBC™

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

### 1. 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
  - I. personal Information which could reasonably be expected to reveal the identity of clients;
  - II. 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

- (a) 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;
- (e) unless agreed otherwise, supply, at its own cost, all labour, materials and approvals necessary to carry out the Services;
- (f) 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;
- (h) 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

- (a) 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;
- (c) 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;
- (i) 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;

- (b) require the Event of Default be remedied within a time period specified by the Province;
- (c) 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

- (a) 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 (2<sup>nd</sup> Floor, 395 Waterfront Crescent), P.O. Box 9486 STN PROV GOVT Victoria, British Columbia, V8W 9W6 [Andrea.Mercer@gov.bc.ca](mailto:Andrea.Mercer@gov.bc.ca), (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](mailto: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.

IN WITNESS OF WHICH the parties have duly executed this Agreement as of the 27 day of March, 2013.

**SIGNED AND DELIVERED on behalf of the Recipient**

**SIGNED AND DELIVERED on behalf of the Recipient**



Signature of Recipient's Signing Authority

BLAIR QUALEY, PRES & CEO

Printed Name & Title of Recipient's Signing Authority

MARCH 27, 2013  
Date

**SIGNED AND DELIVERED on behalf of the Province,**



Signature of Province's Signing Authority

James Mac

Printed Name & Title of Province's Signing Authority

March 28, 2013  
Date

## **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

## **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, MSeExcel 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 25<sup>th</sup>, 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 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 3<sup>rd</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 6<sup>th</sup> , 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 13<sup>th</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 15<sup>th</sup>, 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 be 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 1<sup>st</sup>, 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. 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 to 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 11<sup>th</sup>, 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 contingency 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 14<sup>th</sup>, 2011 which forms Appendix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 2011.



## 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.
3. This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive payments and the anticipated contingency 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2013);
6. With the exception of funds identified 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.

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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 WHEREOF the parties hereto have duly executed this agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED AND DELIVERED  
on behalf of the Ministry,

SIGNED AND DELIVERED  
on behalf of the Recipient,

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(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 #

Where is this  
\$1,125M payment  
in this schedule?

---

If it is part of  
the "TBD" where  
is the letter  
from New Car  
Dealers? -Vicki

---

**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

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**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 3<sup>rd</sup> 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 s.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-001

☒ 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 Vehicle Point of Sale Incentive Program																			
RECIPIENT INFORMATION	<table border="1"> <tr> <td>NAME:</td> <td colspan="4">New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President &amp; CEO</td> </tr> <tr> <td>ADDRESS:</td> <td colspan="4">70 - 10551 Shellbridge Way Richmond, BC V6X 2W9</td> </tr> <tr> <td>PHONE:</td> <td>604.214.9964</td> <td>FAX:</td> <td colspan="2">604.214.9965</td> </tr> </table>					NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO				ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9				PHONE:	604.214.9964	FAX:	604.214.9965	
NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO																			
ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9																			
PHONE:	604.214.9964	FAX:	604.214.9965																	
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle Point of Sale Incentive Program. This transfer payment (\$398,933.00) is intended for the development, operation, administration, marketing, outreach and management of the program and represents 8% of the year two total). 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.</p> <p>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 NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.</p>																			
OBJECTIVES/OUTCOMES:	<p>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"</p>																			
PARTNERS/PARTNERSHIPS INVOLVED:	<p>BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)</p>																			
PREVIOUS MINISTRY PROJECT SUPPORT:	<p>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</p>																			



START DATE: April 1 <sup>st</sup> , 2012		END DATE: March 31 <sup>st</sup> , 2013	
TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS:			N/A
<input type="checkbox"/> GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM) <u>or</u> <input checked="" type="checkbox"/> TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST) STOB 80 EXEMPTIONS FROM COMPETITION <input type="checkbox"/> DIRECT AWARD CONDITION APPLIES <input type="checkbox"/> FIRST NATION GROUP <input type="checkbox"/> COST SHARED AGREEMENT IN PLACE <input checked="" type="checkbox"/> PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT			
CODING:	RESPONSIBILITY	SERVICE LINE	STOB
29908	30533	8001	2907194
DATE OF REQUEST (ATTACH LETTER OF REQUEST IF APPLICABLE):		November 2, 2011 (attached)	
BRANCH CONTACT: Andrea Mercer		PHONE:	250-387-1729

## SIGNOFF

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION &  
REGULATORY DEVELOPMENT, CAS

Lee Thiesen  
SIGNATURE

May 7/12  
DATE

JAMES MACK, HEAD,  
CLIMATE ACTION SECRETARIAT

James Mack  
SIGNATURE

May 8/12  
DATE

SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT  
SERVICE/ASSETS & INFRASTRUCTURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## EXPENSE AUTHORITY APPROVAL:

CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT

(DEPUTY MINISTER APPROVAL REQUIRED  
FOR ALL GRANTS)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:

## RECIPIENT IS:

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB  
☒ ASSOCIATION OR SOCIETY  
☐ ABORIGINAL GROUP  
☐ OTHER \_\_\_\_\_

## PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT

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 DIVISION s.12

s.12

- ☐ FUNDING WILL BE RECOVERED      AMOUNT: \$

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.



## Transfer under Agreement

April 15<sup>th</sup>, 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 be 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 NCD BCA 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED AND DELIVERED  
on behalf of the Ministry,



SIGNED AND DELIVERED  
on behalf of the Recipient,

\_\_\_\_\_  
(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 Point of Sale Incentives)
From	Laine, Dan J CSNR:EX
To	Mercer, Andrea ENV:EX
Cc	CSNR Transfer Payments CSNR:EX
Sent	Thursday, March 7, 2013 11:42 AM
Attachments	 Transfer Agreemen...  CEV Point of Sale Incen...

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.  
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 31<sup>st</sup> 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

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 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)  
**\$250,000.00** – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)  
**STBD** – 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 (Program Management, Outreach, Marketing)  
**\$250,000.00** – December 1<sup>st</sup>, 2011 (Point of Sale Incentives)  
**STBD** – 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 1<sup>st</sup>, 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 are not always on the lot, but wanted to allow a consumer who purchases an eligible vehicle by March 31<sup>st</sup> 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 31<sup>st</sup>

**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**

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**From:** Hucal, Nina CSNR:EX  
**Sent:** Friday, March 9, 2012 1:51 PM  
**To:** Laine, Dan J CSNR:EX; Mercer, Andrea ENV:EX  
**Subject:** RE: Transfer Payment - New Car Dealers Association

**FILE COPY**

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 ☺)

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 s.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 25<sup>th</sup>, 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 5<sup>th</sup>, 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 15<sup>th</sup> 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](http://CEVforBC.ca), will include an up-to-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](http://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
I	Battery Electric Vehicle (BEV)	Mitsubishi iMiev / Nissan Leaf / Tesla 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**

Category	Vehicle Type	Vehicle <u>Example</u>	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, Ford Focus Electric.	\$5,000
II	Fuel Cell Vehicle (FCV)	Honda Clarity / Mercedes Benz B-class F-cell	\$5,000
III	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicle (E-REV) min. battery capacity of 4kWh	Toyota Plug In Prius	\$2,500
IV	Plug In Hybrid Electric Vehicle (PHEV) / Extended Range Electric Vehicle (E-REV) min. battery capacity of 10kWh	N/A	\$3,500
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](http://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.

<b>Term of Lease (months)</b>	<b>Applicable Incentive for Personal Vehicles (% of full incentive)</b>	<b>Applicable Incentive for Fleet Vehicles (% of full incentive)</b>
<b>12</b>	33.3%	0%
<b>24</b>	66.7%	0%
<b>36</b>	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](http://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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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 15<sup>th</sup> 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](mailto:andrea.mercer@gov.bc.ca) or by telephone at (250) 387-1729

### **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

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 / lessee 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 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 15<sup>th</sup> 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**

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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 July 15<sup>th</sup>, 2013 for the period covering April 1<sup>st</sup>, 2013 to June 30<sup>th</sup>, 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-](https://employee.gov.bc.ca/src/fileuploads/Appendix_1-)

Travel Allowances.pdf. 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 interest-generating 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 31<sup>st</sup>, 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

## MINISTRY & TRANSFER PAYMENT IDENTIFICATION

MINISTRY:	MINISTRY OF ENVIRONMENT	BRANCH	Climate Policy Branch
BRANCH CONTACT NAME:	Andrea Mercer	DIVISION:	Climate Action Secretariat
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program	PHONE:	250-387-1729
START DATE:	March 31, 2013	END DATE:	March 31 <sup>st</sup> , 2014
		TOTAL AMOUNT:	\$2,500,000.00

## 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 March 25 <sup>th</sup> , 2013	
E-MAIL:	bqualey@newcardealers.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	<p>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.</p> <p>This program has been managed, administered and promoted by the New Car Dealers Association of BC (NCDABC).</p> <p>On March 21<sup>st</sup>, 2013 Treasury Board approved s 12 the New Car Dealers Association of BC under a Contribution Agreement in the form of a STOB 77 Grant to allow them to continue to administer / operate the program on behalf of the provincial government beyond March 2013</p> <p>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"</p>
PARTNERSHIPS INVOLVED:	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)
MINISTRY'S ROLE:	Funder / Program Oversight
WHAT MONITORING IS IN PLACE? EXAMPLE: • PERFORMANCE TARGETS • MILESTONES	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.
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:	<input type="checkbox"/> WITHIN GOVERNMENT REPORTING ENTITY <input checked="" type="checkbox"/> OUTSIDE GOVERNMENT REPORTING ENTITY				
<b>TRANSFER TYPE AND SELECTION PROCESS</b>					
<input checked="" type="checkbox"/> <b>GRANT -STOB 77</b> <input type="checkbox"/> <b>SHARED COST ARRANGEMENT-STOB 80</b> Choose an item.					
DESCRIBE THE PROCEDURE TAKEN TO ENSURE THE SELECTION PROCESS WAS FAIR, OPEN AND TRANSPARENT.		This is a continuation of an existing program. There are no other suitable entities that could manage this program. A database / incentive distribution administrative platform, marketing and communications materials have already been developed by the New Car Dealers Association.			
<b>BUDGET</b>					
ACCOUNT CODING	CLIENT (MINISTRY)	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
	<b>048</b>	<b>29908</b>	<b>30533</b>	<b>7701</b>	<b>2907194</b>
PAYMENT METHOD	'D' CHEQUE		'D' cheque instructions:		
FUNDING SOURCE:	<input type="checkbox"/> Base Budget <input checked="" type="checkbox"/> Contingency <input type="checkbox"/> Special Account <input type="checkbox"/> Other <input type="checkbox"/> Funding is available within the division <input checked="" type="checkbox"/> Funding is not available within the division but approved within the Ministry Treasury Board Approval s.12 <input type="checkbox"/> Funding is recoverable Recovery Source:     Recovery Amount \$				
BUDGET BREAKDOWN:	\$2.5M	FY12/13			
	\$	FY			
	\$	FY			
GST APPLICABLE?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	VOTE      Choose an item.		
<b>RECIPIENT CAPACITY</b>					
DESCRIBE HOW YOU HAVE DETERMINED THERE IS NO MISLEADING INFORMATION IN THE APPLICATION?	Ministry of Environment has worked in conjunction with the Proponent to develop the Program Implementation Manual. The New Car Dealers Association has delivered this program over the past 16 months without incident. Proponent is a known, long-standing not for profit association in British Columbia.				
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 <sup>st</sup> 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.				
<b>RISKS</b>					
IDENTIFY RISKS AND STEPS TAKEN TO MITIGATE THE RISKS: EXAMPLE: FINANCIAL, SAFETY, PUBLIC RELATIONS ETC.	The Finance and Administration Branch has reviewed NCDA audited financial statement and have indicated no concerns with the current financial status of the Association.				
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. CEV adoption rates in BC would stagnate.				

## OTHER CONSIDERATIONS:

- ☒ THE TRANSFER WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY  
☒ THE TRANSFER WILL NOT CREATE A CONFLICT OF INTEREST BETWEEN PARTIES

## APPROVAL

POLICY REVIEW COMPLETED AND ATTACHED

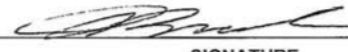
☒

BUDGET REVIEW COMPLETED

☐

## EXPENSE AUTHORITY

NAME: James Mack, Head Climate Action Secretariat

  
 SIGNATURE

 March 25, 2013  
 DATE

## CHIEF FINANCIAL OFFICER

NAME: Michael Lord, A/Executive Director and Chief Financial Officer

  
 SIGNATURE

 March 26, 2013  
 DATE

## EXECUTIVE FINANCIAL OFFICER

NAME: Shauna Brouwer, ADM, CORPORATE SERVICES / Executive Finance Officer

  
 SIGNATURE

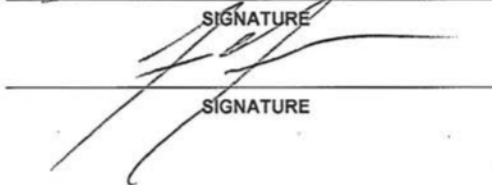
 March 26/13  
 DATE

## ASSISTANT DEPUTY MINISTER (PROGRAM)

NAME: James Mack, Head Climate Action Secretariat

  
 SIGNATURE

 March 28 2013.  
 DATE

 Acting  
 DEPUTY MINISTER  
 (as required)
NAME: ~~Wes Sheemaker~~, Deputy Minister
  
 SIGNATURE

 March 26, 2013  
 DATE

Mark Zacharias



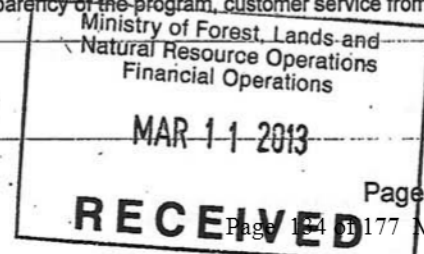
Natural Resource Sector

# REQUEST FOR GOVERNMENT TRANSFER

MINISTRY & TRANSFER PAYMENT IDENTIFICATION					
MINISTRY:	MINISTRY OF ENVIRONMENT		BRANCH:	Climate Policy Branch	
BRANCH CONTACT NAME:	Andrea Mercer		DIVISION:	Climate Action Secretariat	
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program		PHONE:	250-387-1729	
START DATE:	March 6, 2013	END DATE:	March 31 <sup>st</sup> , 2013	TOTAL 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 <sup>th</sup> , 2013		
E-MAIL:	bqualey@newcardealers.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	<p>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).</p> <p>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<sup>st</sup>, 2013. This would allow for 300 vehicle incentives to be provided at the maximum of \$5,000 each.</p> <p>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"</p>
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. 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:	<input type="checkbox"/> WITHIN GOVERNMENT REPORTING ENTITY <input checked="" type="checkbox"/> OUTSIDE GOVERNMENT REPORTING ENTITY





TRANSFER TYPE AND SELECTION PROCESS					
<input type="checkbox"/> GRANT -STOB 77 <input checked="" type="checkbox"/> SHARED COST ARRANGEMENT-STOB 80 FINANCING ARRANGEMENT					
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 NCDABC 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 instructions:		
FUNDING SOURCE:	<input type="checkbox"/> Base Budget <input checked="" type="checkbox"/> Contingency <input type="checkbox"/> Special Account <input type="checkbox"/> Other <input type="checkbox"/> Funding is available within the division <input checked="" type="checkbox"/> Funding is not available within the division but approved within the Ministry Treasury Board Approvals.12 s.12 <input type="checkbox"/> Funding is recoverable Recovery Source: Recovery Amount \$				
BUDGET BREAKDOWN:	\$2.473M FY11/12 \$4.986M FY12/13 \$ FY				
GST APPLICABLE?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		VOTE	Choose an item.	
RECIPIENT CAPACITY					
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 <sup>st</sup> 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.	The Finance and Administration Branch has reviewed NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.				
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 <sup>st</sup> . British Columbians that are considering purchasing a CEV in this final month of the program would likely be outraged.				

## OTHER CONSIDERATIONS:

- ☒ THE TRANSFER WILL NOT ADVERSELY AFFECT EXISTING INDUSTRY
- ☒ THE TRANSFER WILL NOT CREATE A CONFLICT OF INTEREST BETWEEN PARTIES

## APPROVAL

POLICY REVIEW COMPLETED AND ATTACHED

☒

BUDGET REVIEW COMPLETED

☐

## EXPENSE AUTHORITY

NAME: James Mack, Head Climate Action Secretariat



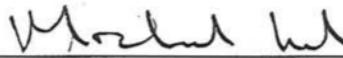
SIGNATURE

Mar 7, 2013

DATE

## CHIEF FINANCIAL OFFICER

NAME: Michael Lord, A/Executive Director and Chief Financial Officer



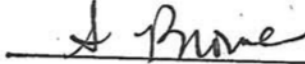
SIGNATURE

March 12/13

DATE

## EXECUTIVE FINANCIAL OFFICER

NAME: Shauna Brouwer, ADM, CORPORATE SERVICES / Executive Finance Officer



SIGNATURE

March 12/13

DATE

## ASSISTANT DEPUTY MINISTER (PROGRAM)

NAME: James Mack, Head Climate Action Secretariat



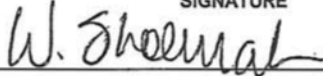
SIGNATURE

Mar 7/2013

DATE

DEPUTY MINISTER  
(as required)

NAME: Wes Shoemaker, Deputy Minister



SIGNATURE

March 18/13

DATE



# TRANSFER PAYMENT REQUEST

Transfer Payment # TP12CAS-005

☒ MINISTRY OF ENVIRONMENT

☐ MINISTRY OF AGRICULTURE & LANDS

☐ INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	TP12CAS-005		AMOUNT: \$250,000.00													
BRANCH:	Adaptation and Regulatory Development		DIVISION: Climate Action Secretariat													
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program															
RECIPIENT INFORMATION	<table border="1"> <tr> <td>NAME:</td> <td colspan="3">New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President &amp; CEO</td> </tr> <tr> <td>ADDRESS:</td> <td colspan="3">70 - 10551 Shellbridge Way Richmond, BC V6X 2W9</td> </tr> <tr> <td>PHONE:</td> <td>604.214.9964</td> <td>FAX:</td> <td>604.214.9965</td> </tr> </table>				NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO			ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9			PHONE:	604.214.9964	FAX:	604.214.9965
NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO															
ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9															
PHONE:	604.214.9964	FAX:	604.214.9965													
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle (CEV) Point of Sale Incentive Program. This \$250,000,000 would be the second transfer payment to the New Car Dealers Association of British Columbia (NCDABC) for the CEV Incentive program and is intended to provide the funding for the next allotment of vehicle incentives. A transfer payment of \$477,866.00 was provided to the NCDABC in November, 2011 (\$250,000.00 for incentives, and \$197,866.00 for program management and administration, including marketing and outreach).</p> <p>The program has been extremely popular in the first two weeks of implementation, and the first allotment for incentives is nearing depletion (45 applications for \$5K each have already been received). 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.</p> <p>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 NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.</p>															
OBJECTIVES/OUTCOMES:	<p>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"</p>															

<b>PARTNERS/PARTNERSHIPS INVOLVED:</b>	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)
<b>PREVIOUS MINISTRY PROJECT SUPPORT:</b>	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

<b>START DATE:</b>	December 15 <sup>th</sup> , 2011	<b>END DATE:</b>	March 31 <sup>st</sup> , 2013
<b>TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS:</b>		N/A	
<input type="checkbox"/> GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM) <b>or</b> <input checked="" type="checkbox"/> TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST) STOB 80 EXEMPTIONS FROM COMPETITION			
<input type="checkbox"/> DIRECT AWARD CONDITION APPLIES <input type="checkbox"/> FIRST NATION GROUP <input type="checkbox"/> COST SHARED AGREEMENT IN PLACE <input checked="" type="checkbox"/> PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT			
<b>CODING:</b>	<b>RESPONSIBILITY</b> 29912	<b>SERVICE LINE</b> 30533	<b>STOB</b> 8001
		<b>PROJECT</b> 2907194	
<b>DATE OF REQUEST</b> (ATTACH LETTER OF REQUEST IF APPLICABLE):		November 2, 2011 (attached)	
<b>BRANCH CONTACT:</b> Andrea Mercer		<b>PHONE:</b> 250-387-1729	

**SIGNOFF**

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION AND REGULATORY DEVELOPMENT, CAS



SIGNATURE

21 Dec '11

DATE

JAMES MACK, HEAD, CLIMATE ACTION SECRETARIAT



SIGNATURE

Dec 21 / 11

DATE

SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT SERVICE/ASSETS &amp; INFRASTRUCTURE



SIGNATURE

Dec 22 / 2011

DATE

**EXPENSE AUTHORITY APPROVAL:**CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT


SIGNATURE

Dec 28 / 2011

DATE

(DEPUTY MINISTER APPROVAL REQUIRED FOR ALL GRANTS)

**COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:****RECIPIENT IS:**

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB  
☒ ASSOCIATION OR SOCIETY  
☐ ABORIGINAL GROUP  
☐ OTHER \_\_\_\_\_

**PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:**

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT

## 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 DIVISIONS.12

☐ FUNDING WILL BE RECOVERED      AMOUNT: \$

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.

# TRANSFER PAYMENT REQUEST

Transfer Payment # TP12CAS-006

- ☒ MINISTRY OF ENVIRONMENT  
☐ MINISTRY OF AGRICULTURE & LANDS  
☐ INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	TP12CAS-006		AMOUNT:	\$250,000.00
BRANCH:	Adaptation and Regulatory Development		DIVISION:	Climate Action Secretariat
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program			
<b>RECIPIENT INFORMATION</b>				
	NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO		
	ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9		
	PHONE:	604.214.9964	FAX:	604.214.9965
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle (CEV) Point of Sale Incentive Program. This \$250,000,000 would be the third transfer payment to the New Car Dealers Association of British Columbia (NCDABC) for the CEV Incentive program and is intended to provide the funding for the next allotment of vehicle incentives. A transfer payment of \$477,866.00 was provided to the NCDABC in November, 2011 (\$250,000 for incentives, and \$197,866 for program management and administration, including marketing and outreach), and a subsequent \$250,000 in January, 2012 for vehicle incentives.</p> <p>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.</p> <p>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 NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.</p>			

**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 efficiency.<sup>12</sup>

START DATE: December 15<sup>th</sup>, 2011END DATE: March 31<sup>st</sup>, 2013

TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS: N/A

☐ GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM)or☒ TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST) STOB 80 EXEMPTIONS FROM COMPETITION☐ DIRECT AWARD CONDITION APPLIES☐ FIRST NATION GROUP☐ COST SHARED AGREEMENT IN PLACE☒ PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT

CODING:	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
	29908	30533	8001	2907194

DATE OF REQUEST

(ATTACH LETTER OF REQUEST IF APPLICABLE):

February 13, 2012 (attached)

BRANCH CONTACT: Andrea Mercer

PHONE: 250-387-1729

**SIGNOFF**

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION &  
REGULATORY DEVELOPMENT, CAS

*See Thiesen*  
SIGNATURE

*Feb 24/12*  
DATE

JAMES MACK, HEAD,  
CLIMATE ACTION SECRETARIAT

*[Signature]*  
SIGNATURE

*Feb 28/12*  
DATE

SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT  
SERVICE/ASSETS & INFRASTRUCTURE

SIGNATURE

DATE

**EXPENSE AUTHORITY APPROVAL:**

CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT

(DEPUTY MINISTER APPROVAL REQUIRED  
FOR ALL GRANTS)

SIGNATURE

DATE

COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:

**RECIPIENT IS:**

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB  
☒ ASSOCIATION OR SOCIETY  
☐ ABORIGINAL GROUP  
☐ OTHER \_\_\_\_\_

**PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:**

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT

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 DIVISION (s.12)

c 12

- ☐ FUNDING WILL BE RECOVERED AMOUNT: \$

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.



# TRANSFER PAYMENT REQUEST

Transfer Payment # TP12CAS-010

- ☒ MINISTRY OF ENVIRONMENT  
☐ MINISTRY OF AGRICULTURE & LANDS  
☐ INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	TP12CAS-010		AMOUNT:	\$1,125,000.00												
BRANCH:	Adaptation and Regulatory Development		DIVISION:	Climate Action Secretariat												
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program															
RECIPIENT INFORMATION	<table border="1"> <tr> <td>NAME:</td> <td colspan="3">New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President &amp; CEO</td> </tr> <tr> <td>ADDRESS:</td> <td colspan="3">70 - 10551 Shellbridge Way Richmond, BC V6X 2W9</td> </tr> <tr> <td>PHONE:</td> <td>604.214.9964</td> <td>FAX:</td> <td>604.214.9965</td> </tr> </table>				NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO			ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9			PHONE:	604.214.9964	FAX:	604.214.9965
NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO															
ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9															
PHONE:	604.214.9964	FAX:	604.214.9965													
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle (CEV) Point of Sale Incentive Program. This transfer Payment would be the final payment this fiscal year to the New Car Dealers Association of BC and be for \$1,125,000.</p> <p>The first year funding allocation of \$2,473,333 was based on an anticipated 455 CEVs being sold or leased in British Columbia in the first year of the CEV Program. The 455 figure was arrived at through a CEV penetration analysis for BC (conducted by Cambridge Systematics for the Ministry of Environment).</p> <p>There have been several factors, outside of the control of this program that has resulted in a delay in getting the CEVs to the BC market, the most significant being the Tsunami in Japan, which halted vehicle manufacturing production for an extended period of time. In addition, there have been unexpected interruptions in production in at least one of one of the major automotive assembly plants that manufacture CEVs.</p> <p>This has resulted in demand for CEVs in BC that is greater than existing supply. Green Fleets BC Program (Fraser Basin Council) has identified demand for up to 193 fleet CEVs through a fleet procurement group. In addition, in recent discussion with one of the auto manufacturers, there are currently ~100 Canadian customers waiting to take delivery of CEVs (attributed to assembly plant delays).</p> <p>In discussion with the Ministry's Director, Financial Planning &amp; Reporting it has been recommended to transfer adequate funds to match the built up demand for CEVs to the New Car Dealers Association from this fiscal year funding allocation. Transferring funds to the NCDABC in advance in an amount that is matched to anticipated demand is how this agreement with the NCDABC has been structured previously.</p> <p>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 NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.</p>															
OBJECTIVES/OUTCOMES:	<p>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"</p>															

<b>PARTNERS/PARTNERSHIPS INVOLVED:</b>	BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)
<b>PREVIOUS MINISTRY PROJECT SUPPORT:</b>	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. S.12

<b>START DATE:</b>	March 25 <sup>th</sup> , 2012	<b>END DATE:</b>	March 31 <sup>st</sup> , 2013
<b>TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS:</b>		N/A	
<input type="checkbox"/> GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM) <b>or</b> <input checked="" type="checkbox"/> TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST) STOB 80 EXEMPTIONS FROM COMPETITION <input type="checkbox"/> DIRECT AWARD CONDITION APPLIES <input type="checkbox"/> FIRST NATION GROUP <input type="checkbox"/> COST SHARED AGREEMENT IN PLACE <input checked="" type="checkbox"/> PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT			
<b>CODING:</b>	<b>RESPONSIBILITY</b>	<b>SERVICE LINE</b>	<b>STOB</b>
	29908	30533	8001
			2907194
<b>DATE OF REQUEST (ATTACH LETTER OF REQUEST IF APPLICABLE):</b>		N/A	
<b>BRANCH CONTACT:</b>	Andrea Mercer	<b>PHONE:</b>	250-387-1729

**SIGNOFF**

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION & REGULATORY DEVELOPMENT, CAS

*See Thussen*  
SIGNATURE

*March 12/12*  
DATE

JAMES MACK, HEAD, CLIMATE ACTION SECRETARIAT

*[Signature]*  
SIGNATURE

*March 12/12*  
DATE

*ANNE MANNINGS*

SHAUNA BROWNE, ADM/EFO, FINANCE/CLIENT SERVICE/ASSETS & INFRASTRUCTURE

*Anne Mannings*  
SIGNATURE

*March 14 2012*  
DATE

**EXPENSE AUTHORITY APPROVAL:**

CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT

*Cairine MacDonald*  
SIGNATURE

*Mar 19/12*  
DATE

(DEPUTY MINISTER APPROVAL REQUIRED FOR ALL GRANTS)

**COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:****RECIPIENT IS:**

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB  
☒ ASSOCIATION OR SOCIETY  
☐ ABORIGINAL GROUP  
☐ OTHER \_\_\_\_\_

**PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:**

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT



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 DIVISION §.12

S.12

☐ FUNDING WILL BE RECOVERED      AMOUNT: \$

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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.

# TRANSFER PAYMENT REQUEST

Transfer Payment # **TP13CAS-001**

- ☒ MINISTRY OF ENVIRONMENT  
☐ MINISTRY OF AGRICULTURE & LANDS  
☐ INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	<b>TP13CAS-001</b>		AMOUNT:	<b>\$398,933.00</b>												
BRANCH:	<b>Adaptation and Regulatory Development</b>		DIVISION:	<b>Climate Action Secretariat</b>												
PROJECT TITLE:	<b>BC Clean Energy Vehicle Point of Sale Incentive Program</b>															
RECIPIENT INFORMATION	<table border="1"> <tr> <td>NAME:</td> <td colspan="3">New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President &amp; CEO</td> </tr> <tr> <td>ADDRESS:</td> <td colspan="3">70 - 10551 Shellbridge Way Richmond, BC V6X 2W9</td> </tr> <tr> <td>PHONE:</td> <td>604.214.9964</td> <td>FAX:</td> <td>604.214.9965</td> </tr> </table>				NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO			ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9			PHONE:	604.214.9964	FAX:	604.214.9965
NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO															
ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9															
PHONE:	604.214.9964	FAX:	604.214.9965													
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle Point of Sale Incentive Program. This transfer payment (\$398,933.00) is intended for the development, operation, administration, marketing, outreach and management of the program and represents 8% of the year two total). 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.</p> <p>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 NCDABC audited financial statement and have indicated no concerns with the current financial status of the Association.</p>															
OBJECTIVES/OUTCOMES:	<p>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"</p>															
PARTNERS/PARTNERSHIPS INVOLVED:	<p>BC New Car Dealers Association, Canadian Vehicle Manufacturing Association (CVMA), Association of International Automobile Manufacturers of Canada (AIAMC)</p>															
PREVIOUS MINISTRY PROJECT SUPPORT:	<p>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</p>															

START DATE: April 1<sup>st</sup>, 2012END DATE: March 31<sup>st</sup>, 2013TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR  
EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS: N/A☐ GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM)

or

☒ TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST)  
STOB 80 EXEMPTIONS FROM COMPETITION☒ DIRECT AWARD CONDITION APPLIES☐ FIRST NATION GROUP☐ COST SHARED AGREEMENT IN PLACE☒ PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT

	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
CODING:	29908	30533	8001	2907194
DATE OF REQUEST				
(ATTACH LETTER OF REQUEST IF APPLICABLE):		November 2, 2011 (attached)		
BRANCH CONTACT: Andrea Mercer			PHONE:	250-387-1729

## SIGNOFF

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION &  
REGULATORY DEVELOPMENT, CAS

*Lee Thiesen*  
SIGNATURE

*May 7/12*  
DATE

JAMES MACK, HEAD,  
CLIMATE ACTION SECRETARIAT

*[Signature]*  
SIGNATURE

*May 8/12*  
DATE

SHAUNA BROUWER, ADM/EFO, FINANCE/CLIENT  
SERVICE/ASSETS & INFRASTRUCTURE

*S. Brouwer*  
SIGNATURE

*May 14/12*  
DATE

## EXPENSE AUTHORITY APPROVAL:

CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT

*Cairine MacDonald*  
for Cairine MacDonald  
SIGNATURE

*May 14/12*  
DATE

(DEPUTY MINISTER APPROVAL REQUIRED  
FOR ALL GRANTS)

COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:

## RECIPIENT IS:

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB

## PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT

☒ ASSOCIATION OR SOCIETY

☐ ABORIGINAL GROUP

☐ OTHER \_\_\_\_\_

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 DIVISION S.12

S.12

☐ FUNDING WILL BE RECOVERED AMOUNT: \$

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.

# TRANSFER PAYMENT REQUEST

Transfer Payment # TP12CAS-004

- ☒ MINISTRY OF ENVIRONMENT  
☐ MINISTRY OF AGRICULTURE & LANDS  
☐ INTEGRATED LAND MANAGEMENT BUREAU

TRANSFER PAYMENT #	TP12CAS-004		AMOUNT:	\$447,866.00
BRANCH:	Adaptation and Regulatory Development		DIVISION:	Climate Action Secretariat
PROJECT TITLE:	BC Clean Energy Vehicle Point of Sale Incentive Program			
<b>RECIPIENT INFORMATION</b>				
	NAME:	New Car Dealers Association of British Columbia (NCDABC) c/o Blair Qualey, President & CEO		
	ADDRESS:	70 - 10551 Shellbridge Way Richmond, BC V6X 2W9		
	PHONE:	604.214.9964	FAX:	604.214.9965
FUNDING RATIONALE:	<p>Treasury Board has approved accessing up to \$7,460,000 over the next two years (up to \$2,473,333 in 2011/12 and up to \$4,986,667 in 2012/13) for a Clean Energy Vehicle Point of Sale Incentive Program. This first transfer payment (\$447,866.00) is intended for the development, operation, administration, marketing, outreach and management of the program (\$197,866.00 or 8% of the year one total), and \$250,000.00 for the first allotment of vehicle incentives. 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.</p> <p>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.</p>			
OBJECTIVES/OUTCOMES:	<p>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"</p>			
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: 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

START DATE: October 15<sup>th</sup>, 2011END DATE: March 31<sup>st</sup>, 2013

TYPE OF TRANSFER PAYMENT REQUESTED AND RATIONALE FOR  
EXEMPTION FROM COMPETITION FOR STOB 80 TRANSFER PAYMENTS: N/A

☐ GRANT (STOB 77) (USE EITHER THE LONG OR SHORT FORM)

or

☒ TRANSFER UNDER AGREEMENT (STOB 80) (INCLUDING SHARED COST)  
STOB 80 EXEMPTIONS FROM COMPETITION

☐ DIRECT AWARD CONDITION APPLIES

☐ FIRST NATION GROUP

☐ COST SHARED AGREEMENT IN PLACE

☒ PUBLIC PRIVATE PARTNERSHIP ARRANGEMENT

CODING:	RESPONSIBILITY	SERVICE LINE	STOB	PROJECT
29912	30533	8001	2907194	

DATE OF REQUEST  
(ATTACH LETTER OF REQUEST IF APPLICABLE): November 2, 2011 (attached)

BRANCH CONTACT: Andrea Mercer

PHONE: 250-387-1729

## SIGNOFF

LEE THIESSEN, EXECUTIVE DIRECTOR, ADAPTATION AND  
REGULATORY DEVELOPMENT, CAS

*See Thiesen*

SIGNATURE

*Nov. 16/11*

DATE

JAMES MACK, A/HEAD,  
CLIMATE ACTION SECRETARIAT

*[Signature]*

SIGNATURE

*Nov 17/11*

DATE

*16/* DENISE BRAGG, ADM/EFO, FINANCE/CLIENT  
SERVICE/ASSETS & INFRASTRUCTURE

*[Signature]*

SIGNATURE

*Nov 23/11*

DATE

## EXPENSE AUTHORITY APPROVAL:

CAIRINE MACDONALD  
DEPUTY MINISTER, MINISTRY OF ENVIRONMENT

*Cairine MacDonald*

SIGNATURE

*Nov 25/11*

DATE

(DEPUTY MINISTER APPROVAL REQUIRED  
FOR ALL GRANTS)

COMPLETE THE FOLLOWING BY CHECKING APPROPRIATE BOXES:

## RECIPIENT IS:

- ☐ UNIVERSITY  
☐ LOCAL GOVERNMENT  
☐ FOUNDATION, FEDERATION OR CENTRE  
☐ CLUB  
☒ ASSOCIATION OR SOCIETY  
☐ ABORIGINAL GROUP  
☐ OTHER \_\_\_\_\_

## PURPOSE OF PROJECT FOR WHICH FUNDING IS REQUESTED:

- ☐ RESEARCH  
☐ CONFERENCE/PANEL  
☐ PROJECT/EVENT  
☒ PROGRAM SUPPORT

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 DIVISION S.12  
☐ FUNDING WILL BE RECOVERED AMOUNT: \$

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.





## Transfer under Agreement

November 25<sup>th</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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)

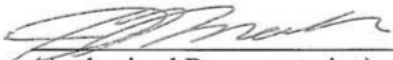
## ACCEPTANCE

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

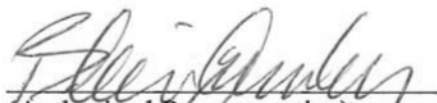
If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the 28<sup>TH</sup> day of NOVEMBER, 20 11.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)



## Transfer under Agreement

March 6<sup>th</sup>, 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 13<sup>th</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of the 14 day of March, 20 12.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)



## Transfer under Agreement

April 15<sup>th</sup>, 2012

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

Attention: Blair Qualey

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**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 be 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 1<sup>st</sup>, 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. 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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 hereto have duly executed this agreement as of  
the 17<sup>th</sup> day of May, 20 12.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)





BRITISH  
COLUMBIA

PROVINCE OF BRITISH COLUMBIA GENERAL ACCOUNT

13380426

THE FACE OF THIS CHEQUE HAS A COLOURED BACKGROUND - NOT A WHITE BACKGROUND - THE CHEQUE HAS A WATERMARK OF THE B.C. FLAG - HOLD UP TO A LIGHT TO VIEW.

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

20120604  
DATE Y Y Y Y M M D D

PAY THREE HUNDRED NINETY-EIGHT THOUSAND NINE HUNDRED THIRTY-  
THREE DOLLARS 00CENTS

\$\*\*\*\*\*398,933.00

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

00016

*Handwritten signature*

s.17

BRITISH COLUMBIA  
GENERAL ACCOUNT

REMITTANCE STATEMENT - Detach before presenting cheque for cashing

Province of British Columbia  
(EN)

CHEQUE NUMBER

13380426

CHEQUE DATE

Y M D  
2012 Jun 04

Vendor Number: 131329

002

INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	DESCRIPTION
TP13CAS-001	Jun 01 2012	398,933.00	Environment Payment Inquiry 250 387-9824

8792483

Internal Use:

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

Code: D

For Payment Inquiries please contact ENQUIRY BC

Victoria: 250 387-6121 Vancouver: 604 660-2421 Elsewhere in BC: 1-800-663-7867

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000016



## Transfer under Agreement

March 11<sup>th</sup>, 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 contingency 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 14<sup>th</sup>, 2011 which forms Appendix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 2011.

## 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.
3. This transfer payment is in the amount of \$1,500,000 and should cover immediate incentive payments and the anticipated contingency 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2013);
6. With the exception of funds identified 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.

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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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.

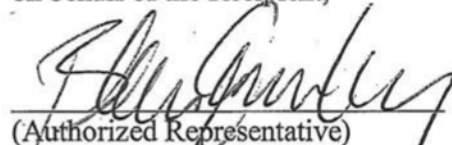
If the above stipulations are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the 22nd day of March, 2013.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)



## Transfer under Agreement

January 3<sup>rd</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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)  
    **STBD** – 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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)

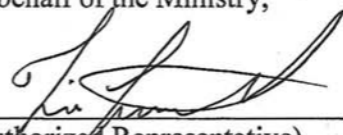
## ACCEPTANCE

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.

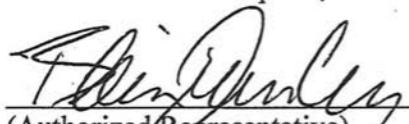
IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the 4<sup>th</sup> day of January, 2012.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

TIM LESLUK FOR JAMES MACK.

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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)  
**STBD** – 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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.

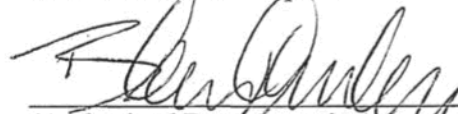
If the above conditions are acceptable, please indicate by signing and returning the two originals of this Agreement. One original will be provided for your files upon signing by the Ministry.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the 21<sup>st</sup> day of March, 2012.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)



## Transfer under Agreement

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 31<sup>st</sup>, 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 14<sup>th</sup>, 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.
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 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 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 hereto have duly executed this agreement as of the \_\_\_\_\_ day 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 3<sup>rd</sup>, 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 15<sup>th</sup>, 2011 and March 31<sup>st</sup>, 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 14<sup>th</sup>, 2011 which forms Appedix 1 of the original Transfer Under Agreement Letter dated November 25<sup>th</sup>, 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.
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 1<sup>st</sup>, 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 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2013 (or until funding runs out, whichever 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)

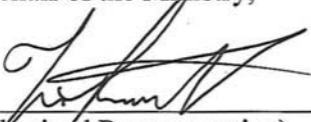
## ACCEPTANCE

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.

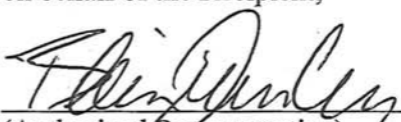
IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the 4<sup>th</sup> day of January, 2012.

SIGNED AND DELIVERED  
on behalf of the Ministry,

  
(Authorized Representative)

TIM LESIUK FOR JAMES MACK.

SIGNED AND DELIVERED  
on behalf of the Recipient,

  
(Authorized Representative)