



Request For Electrical Planning Report Services

The owners of strata plan, _____ are requesting a proposal for an electrical planning report. The following information includes a summary of our property and the essential services we are seeking. Please contact the strata representative to deliver a proposal package or request an appointment with our strata council.

Once a successful company has been selected, the proposed contract will be reviewed by strata council to seek legal advice on the terms and conditions of the contract.

CONTACT INFORMATION

Strata Council Representative/Manager: _____

Phone #: _____ Email Address: _____

STRATA CORPORATION DETAILS: Strata Plan Number: _____

Location of the Strata Property (Address):

City: _____

Specified Area: YES [] NO []

Note: a "specified area" includes (a) the Capital Regional District, other than an island within the Capital Regional District that is accessible only by air or boat; (b) the Fraser Valley Regional District; (c) the Metro Vancouver Regional District, other than an island that is accessible only by air or boat.

Type of Building

Low-rise [] Townhouse [] High-rise [] Bare-land [] Residential [] Commercial [] Mixed use []

Total number of units: _____ Total number of buildings: _____

Date of original construction: _____

Documents: The strata corporation has digital plans and records available Yes [] No []

Hard copy plans and records are available? Yes [] No []

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ELECTRICAL PLANNING REPORT REQUIREMENTS

Completion Date Requirement: December 31, 2026 **OR** December 31, 2028:
In order to engage your services, the Electrical Planning Report must meet the following requirements:

Qualified Person

Professional Engineer Applied Science Technologist Journey person
(Remember, if your strata corporation is not a Part 9 Building you may only engage a Professional Engineer or Applied Science Technologist)

Insurance

Proof of Errors and Omissions insurance: Yes or No

Relationship Disclosure

Disclosure of the relationship between the company and the strata corporation

Specific Items for the Report

- Current capacity of the strata corporation's electrical system;
- List of existing demands on the electrical system, including EV charging infrastructure, heating and cooling, ventilation, lighting systems and others relevant systems;
- Current peak demand on and spare capacity of the electrical system;
- An estimate of the electrical capacity that would be needed to power systems that are currently powered by an energy source other than electricity for heating, cooling and ventilation;
- An estimate of the electrical capacity needed for any other anticipated future demands on the electrical system, including electrical capacity needed to power
 - heating, cooling, ventilation and other systems that the strata corporation anticipates may be modified or installed in the future, and
 - EV charging infrastructure that the strata corporation anticipates may be installed in the future;
- Steps, if any, that the strata corporation could practicably take to reduce the demands on the capacity of the electrical system;
- Upgrades or modifications, if any, to the electrical system that the strata corporation could practicably undertake to increase the capacity of the electrical system;
- An estimate of the electrical capacity that would be made available if the strata corporation were to take the appropriate steps or undertake upgrades or modifications.

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IF each strata lot in the strata plan is supplied with electricity by a utility independently from each other strata lot, the electrical planning report is only required to include the following information:

- The date of the electrical planning report;
- The name of the person from whom the electrical planning report was obtained and a description of
 - the person's qualifications,
 - the error and omission insurance, if any, carried by the person, and
 - the relationship between the person and the strata corporation;
- A statement that each strata lot is supplied with electricity by a utility independently from each other strata lot.

Additional Items to be included for the Electrical Planning Report

- Confirmation there is sufficient capacity in the grid to meet the future needs or upgrade requirements for the strata corporation, such as EV chargers at each parking stall and heating or cooling for each strata lot;
- Investigate building for hot spots and fire risks;
- Suggest possible efficiencies to reduce energy consumption, such as conversion to LED lighting or solar installations.
- What is the cost to add an EV ready plan to meet grant and funding programs?

Please confirm your company is able to meet the requirements of the legislation and provide quote to complete the EPR.

This Sample Request for Proposal is provided to assist strata corporations and property managers in procuring services for Electric Planning Reports. Please consult with a lawyer and planning consultant to ensure it meets all the requirements and conditions for your strata corporation.