

Strata Council and Property Manager Electric Vehicle Charging Checklist

This document summarizes the 4 main steps you can follow to install an electric vehicle charger in your building. Each step includes a checklist that you can work through. Feel free to print out this checklist to help guide you. See our website for more explanation for each step.

Step 1: Understand the charging options

Consider the details of the charger, including...

- Type of charger (Level 1 or Level 2)
- Planning for present need or future demand (and how many chargers)
- Suggested location(s) of charger(s)
- Type of access (private or shared)

Consider the cost details, including...

- Payment for the charger and installation (strata, homeowner)
- Incentives available
- Electricity use (management and billing)

Step 2: Investigate your building's situation

Assess your parking situation, including....

- Distance between the suggested charger location(s) and an electrical room or an outlet
- If parking stalls need to be reallocated (to get closer to an outlet/electrical room)
- If visitor parking can be used for charging
- Parking stall ownership and use (legal designation of stalls)

Hire a certified electrical contractor to assess...

- The cost and work needed to set up charging (e.g. coring, conduits, outlets)
- The building's electrical capacity (to accommodate charging)

Review strata rules and bylaws, to determine ...

- If there are existing bylaws or rules for electric vehicle or electric scooter charging
- If agreements can be made directly with owners
- What rules or bylaws need to be amended or created (if any)
- If homeowner approval is needed at the AGM

Step 3: Approve (or deny) the charging request

Consider the feasibility of charging, which depends on if:

- The building's electrical system can accommodate charging
- Parking stalls can be allocated for charging
- The costs to the strata are deemed acceptable (and within the budget)

Make a decision...

- Strata council votes to approve or deny charging
- If approval of homeowners is required, take request to AGM

If approved, put in writing who will...

- Own the charger (especially after an owner sells)
- Manage the charger installation
- Pay for charger, installation costs or electrical work
- Manage and pay for charger maintenance
- Pay for electricity costs and how

Step 4: Install the charger

hire a certified electrical contractor