

# SAANICH HEAT PUMP FINANCING PROGRAM

## Registration Form



The District of Saanich's Heat Pump Financing Program (the "Program"), offers interest-free financing for upgrading residential homes from a fossil-fuel based heating system to an air-to-air or air-to-water electric heat pump. Up to \$12,000 at 0% interest financing is available (including all applicable taxes). The financing will be paid as an additional payment on property taxes over a period of up to 10 years.

To be eligible for financing, acceptance into the Program is required **prior to installing equipment.**

### To be eligible for the program:

- The property must be located in Saanich;
- The applicant must be a registered title holder to the property;
- The home must be a single family, duplex, side-by-side townhouse or mobile home;
- The home must be primarily heated with oil, natural gas or propane; and,
- The property must be in good standing with regards to property taxes and municipal utility bills.

**Steps to Participate** - Contact [info@SaanichHeatPumpFinancing.ca](mailto:info@SaanichHeatPumpFinancing.ca) with any questions. See details on submitting documents on the next page.

#### Step 1 Understand the Program

- Read the [Terms and Conditions](#) and the [Heat Pump Financing Service Bylaw](#).

#### Step 2 Register for the Home Energy Navigator

- The [Home Energy Navigator](#) is a local program that provides custom support from beginning to end in your retrofit journey. While registration is optional, we strongly recommend you sign up!

#### Step 3 Apply for the Program

- Complete and submit this registration form, which includes a petition for financing under section 212 of the Community Charter.
- Income-qualified participants have additional documentation to submit, see details on next page.
- Once you have been accepted into the program, your petition will be certified and Council may adopt a local area service bylaw. This will secure your spot in the program, subject to steps 4-6 below.

#### Step 4 Carry out the pre-installation eligibility requirements

- Have a pre-retrofit EnerGuide Home Evaluation completed on your home. Saanich offers an [Energy Evaluation Grant](#) to reduce the up front cost.
- Get quotes from the [Eligible Contractor List](#) and select your preferred contractor;
- If you have a mortgage, [notify your lender](#) and confirm it does not contravene any terms of your mortgage.
- Submit a copy of the EnerGuide Evaluation and Contractor Quote.

#### Step 5 Sign Financing Agreement

- Once the documents have been reviewed, you will receive a financing agreement to sign and submit.
- With the Financing Agreement in place, the program may help pay the contractor deposit.

#### Step 6 Carry out the Installation

- Your contractor may now remove your fossil fuel heating system and install your heat pump.
- Once the work is complete, co-sign and submit the Work Completion Report with your contractor.
- The Work Completion Report must be received within 10 months of the Local Area Service Bylaw being adopted.

#### Step 7 Settle the Balance

- The District of Saanich will pay your contractor directly for an amount not exceeding \$12,000 (including taxes). You must pay any outstanding balance above \$12,000 to the contractor at the time of invoice.
- Pay back the financed amount over a 10 year period on your property taxes.

#### Step 8 Enjoy the efficient heating and cooling of your new climate-friendly heat pump!

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### Income Qualified Participants

50% of spots in the program are reserved for income-qualified participants. To be eligible as an income-qualified participant, the combined income of two primary income earning adults (over the age of 18) in the family must be below the following thresholds:

Number of people in household (includes children)	Household income (before tax)
1	Up to \$99,891
2	Up to \$124,358
3	Up to \$152,884
4	Up to \$185,620
5	Up to \$210,528
6	Up to \$237,438
7 or more	Up to \$264,353

If you are an income-qualified household, we recommend you first pre-register for the CleanBC Energy Savings Program (ESP) at [betterhomesbc.ca/energy-savings-program](https://betterhomesbc.ca/energy-savings-program). The ESP Program will pay your contractor directly for the eligible rebate, and the balance is eligible for financing from Saanich.

Participants can submit proof of income from the past 18 months in one of the following ways:

- CleanBC Energy Savings Program (ESP) Participant Opportunities Report; or
- Notice of Assessment for two main income earners in the family (Canada Revenue Agency).

### Income Qualified Tenant:

If the home is not your principle residence, the owner OR the tenant may qualify under the income-qualified stream. If the home is participating in the income-qualified stream based on the tenant's income, the Saanich's [Tenant Consent Form](#) must be submitted to qualify.

### Form and Document Submissions:

You may submit this registration form, and other documents and forms throughout the program in the following ways:

1. By Secure Online Portal: <https://upload-saanich-heatpumpfinancing.titanfile.com/sFT2xp/>
2. By Mail:  
Heat Pump Financing Program  
C/O City Green Solutions  
214-620 View Street  
Victoria, BC V8W 1J6
3. In person:  
City Green Solutions  
214-620 View Street  
Hours: 9am-5pm, M-F  
OR  
Saanich Municipal Hall, Main Reception (1st Floor)  
770 Vernon Ave  
Hours: 8:30am-4:30pm, M-F

If you have any questions about the program or need support, please email [info@SaanichHeatPumpFinancing.ca](mailto:info@SaanichHeatPumpFinancing.ca) or call 1 (866) 381-9995 and ask about the Saanich Heat Pump Financing Program.

**Get help on your retrofit journey!** We recommend program participants register for the Home Energy Navigator ([www.homeenergynav.ca](http://www.homeenergynav.ca) or 1-866-381-9995) to get free expert support from beginning to end, including help in accessing rebates available through CleanBC and other incentive programs.

*This Program is made possible with funding from the Federation of Canadian Municipalities (FCM) and the Real Estate Foundation of British Columbia (REFBC).*

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## Registration Form

Property Owner(s) as they appear on the Property Tax Bill *(Primary contact for the program)			
Owner 1 Full Name*	Owner 2 Full Name	Owner 3 Full Name	
Primary Phone	Primary Email		
Participating Property Address			
Have you registered with the <a href="#">Home Energy Navigator?</a> (recommended)	Yes	No	No, but I plan to
Do you occupy the home as your principal residence?	Yes	No	
If no, who currently pays the energy bills for the home's heating system?	Owner		Tenant
Are you/the tenant(s) an income-qualified household? (See details on page 2; please submit verification)			
Yes, owner(s) qualifies	Yes, tenant(s) qualifies	No	
If the owner is an income qualified household:			
How many family members live in the home?	How many income earners in the family?		
Have you or the tenant pre-registered for the CleanBC Income Qualified Program?			
No	Yes: Tier 1	Yes: Tier 2	Yes: Tier 3
If yes, CleanBC Eligibility Code:			
Home Type:	Single Family Detached	Duplex	Triplex or Townhome
			Mobile Home
Primary fuel used for space heating:			
Oil	Natural Gas	Propane	Other:
Estimated finished floor area (square footage) of the home is:			
Is there a secondary suite that is only accessible from the exterior of the house?			
	Yes	No	
Declarations			
<p>I acknowledge that I have read the <a href="#">Terms &amp; Conditions</a> and certify that I and my property are eligible to participate in the Saanich Heat Pump Financing Program (the "Program").</p> <p>I am aware that any incomplete, inaccurate, or misleading information on this form may be cause for my rejection/expulsion from the Program.</p> <p>I consent that the District of Saanich and its partners in the Program collect income tax information for the sole purpose of verifying income-qualified participation. I understand that this information will be kept confidential and will not be used or distributed for any other purpose.</p> <p>I understand the process as set out above, and will not hold the District liable for any costs whatsoever should I fail to follow the process as set out above.</p> <p>I agree tenants will not be evicted or displaced, and rent increases will not be implemented as a direct result of any improvements completed under the Program (if applicable).</p> <p>Please tick if you do not have tenants and this is not applicable:</p> <p>I acknowledge that the petition will only be considered valid upon acceptance into the Program.</p> <p><b>I would like to receive the Saanich Energy Evaluation Grant and have read and accept the <a href="#">Terms and Conditions</a></b></p>			
Owner 1 Signature <i>Please note: typed signatures will <u>not</u> be accepted.</i>	Date		
Owner 2 Signature <i>Please note: typed signatures will <u>not</u> be accepted.</i>	Date		



# SAANICH HEAT PUMP FINANCING PROGRAM



To: The Corporation of the District of Saanich  
 Attn: Sustainability  
 770 Vernon Ave  
 Victoria, BC V8X 2W7

## TO ESTABLISH THE DISTRICT'S LOCAL SERVICE AREA TO PROVIDE FINANCING TO HOMES TO CONVERT FROM A FOSSIL FUEL HEATING SYSTEM TO AN ELECTRIC HEAT PUMP

I/We do hereby petition the Corporation of the District of Saanich (the "District") to establish a Local Service Area for those residential properties applying to the Heat Pump Financing Program, on the same terms as set out in the Saanich Heat Pump Financing Service Bylaw, 2022, No. 9761. This petition is brought pursuant to section 212 of the Community Charter, 2003 SBC c. 26.

1. The local area service will provide financing to residential homes that are heated by an oil, natural gas, or propane fuel source to convert to an electric heat pump (the "Service").
2. The estimated costs of the Service are the actual amount of causing the local service area's property to convert to an electric heat pump, or the amount of twelve thousand (\$12,000.00) dollars (including all applicable taxes), whichever is the lesser.
3. The proposed method of cost recovery is to be recovered by way of a parcel tax adopted under section 200 of the Community Charter, imposed only within the local service area based on a single amount for each parcel. The parcel tax shall apply to the local service area until such time as the financed amount has been completely repaid, not to exceed a term of ten years.
4. The boundaries of the proposed local service area are as follows:

**Description of Participating Property** (Found on your property tax notice or at [BCAssessment.ca](http://BCAssessment.ca)).  
 Contact [info@SaanichHeatPumpFinancing.ca](mailto:info@SaanichHeatPumpFinancing.ca) if you need assistance):

Property Address	Folio <b>or</b> Area-Jurisdiction-Roll
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Legal Description of Property
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### Mailing Address

Address		
City	Province	Postal Code

### I/We am/are the Registered Owner(s) of the above noted property

Name (Print)	Signature	Date

*Please note:*  
 - Where more than one person is the registered owner of a lot, the signatures of a MAJORITY (i.e. 51%) of the owners are required.  
 - Typed signatures will not be accepted.

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering and evaluating the Program. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

