

# COMMUNITY E-BIKE INCENTIVE PILOT PROGRAM

## Vendor Point of Sale Incentive Form



### Application process:

1. Saanich resident obtains pre-approval for incentive from the District of Saanich
2. At time of sale, both vendor and buyer complete and sign this form.
3. Vendor applies incentive at point of sale to buyer.
4. Vendor submits this form and required attachments for reimbursement from the District of Saanich for pre-approved incentive amount within 30 days of sale.

### Vendor information (see reverse for vendor requirements)

COMPANY NAME	Warranty on e-bike parts of at least 1 year?  Yes  No
MAILING ADDRESS LINE1 LINE2 CITY POSTAL CODE	E-bike conforms to BC Motor Vehicle Act definition of motor assisted cycle  Yes  No

### Buyer information

NAME	The incentive I was pre-approved for is:  \$350  \$800  \$1,600	
MAILING ADDRESS LINE1 LINE2 CITY POSTAL CODE		
PHONE		EMAIL

[sustainability@saanich.ca](mailto:sustainability@saanich.ca) | [saanich.ca](http://saanich.ca)

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering and evaluating the rebate 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).



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### Vendor information (see reverse for vendor requirements)

Vendor	Buyer	
		The resident consents to the vendor sharing their personal information on this form and required documentation with the District of Saanich for the purpose of administering the rebate.
		The total value of this District of Saanich rebate has been provided by the vendor to the resident at the point of sale.
		Understanding that the District of Saanich will reimburse the vendor (as noted above), not the resident, for an eligible application. Resident cannot apply for the rebate a second time.
		The resident and vendor agree to the terms and conditions of this program and confirm that any accompanying receipts, invoices and documents are complete and accurate.
		The District of Saanich Community E-bike Incentive Program is not liable for the performance or suitability of the products and services described in this application.
		Understanding they may be contacted to confirm application details and also for program evaluation purposes in the form of a survey at purchase, 3 months, and 12 months following purchase. Participation in the survey is voluntary but encouraged.

### Signatures

RESIDENT SIGNATURE:		DATE:	
VENDOR SIGNATURE:		DATE:	

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### Attach to application a copy of detailed receipt for e-bike that includes:

- Vendor (i.e. which bike store)
- Date purchased
- Make and model of bike
- Price before tax (must be itemized to separate accessories, gear, etc.)
- Point of sale incentive amount applied

### Vendor submits application:

#### By mail or in person:

Sustainability Division,  
Planning Department, District of Saanich,  
770 Vernon Ave, Victoria, BC, V8X 2W7

#### Secure online portal:

Email [sustainability@saanich.ca](mailto:sustainability@saanich.ca) for instructions to a secure online portal to submit your application and supporting documents.

Application will be reviewed within 5 business days, and we will contact you if anything is missing. Incentives will be paid by cheque to the address on the form, within 4 weeks of your application being approved.

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### Point of Sale E-bike Vendor List Requirements

To be reimbursed for point of sale incentives for the Saanich E-bike Incentive Program, vendors must meet the following criteria:

1. Must provide local (within Capital Region) store-front or mobile repairs and maintenance services for the e-bike sold.
2. Must sell e-bikes that:
  - are new, and
  - have a minimum 1 year warranty on all parts, and
  - meet the definition of “motor assisted cycle” in the BC Motor Vehicle Act and meet the following criteria set out in the Motor Assisted Cycle (MAC) Regulation:
    - electric motor with power ratings below 500 watts,
    - not capable of propelling the cycle faster than 32 km/hr. on level ground
    - wheels 350mm or more in diameter,
    - no more than 3 wheels in contact with the ground, and
    - motor shut-off mechanism separate from the accelerator controller, that allows the driver to turn the motor on and off from a normal seated position while operating the MAC or prevents the motor from turning on or engaging before the motor assisted cycle attains a speed of 3km/hr
    - motor must disengage if the operator stops pedaling, an accelerator controller is released, or the brake is applied
3. Must provide detailed receipt for incentive applications showing at minimum:
  - Company name
  - Make and model of e-bike
  - Date sold
  - Price paid
  - Saanich point of sale discount applied
4. Must have a valid business licence within the Capital Region.
5. Must agree to receive and review email updates from District of Saanich on important incentive program updates such as number or rebates remaining, changes in rebate amounts or terms and conditions.
6. Must be available to take calls from the District to confirm any missing information on applicant's receipts they submit for the incentive.