COUNCIL REPORT

Date: May 29, 2014  
From: Sandra Bicego, Manager of Environment and Sustainability  
Subject: Update on Corporate and Community Energy Planning

RECOMMENDED THAT:

1. The report from the Manager of Environment and Sustainability, titled “Update on Corporate and Community Energy Planning” be received for information.

Purpose

The purpose of this report is to outline the process leading to the development of a corporate and community-wide energy and emissions plan (CCEEDP). This report introduces the Request for Proposals (RFP) that has been sent in draft form to consultants.

Through a combination of BC Hydro (approx. $30,000) and Federation of Canadian Municipalities grant funding (approximately $70,000), and in collaboration with UBC’s Collaborative for Advanced Landscape Planning (CALP), it is intended that the scope of work outlined in the attached RFP will be addressed through the engagement of Council, staff, consultants and a Working Group. More funding opportunities are being sought and the final project budget will be updated in a future report to council.

Executive Summary

N/A

1.0 Background

1.1 Prior Resolutions

At the December 7, 2009, regular meeting, Council passed the following resolutions: THAT


2. The greenhouse gas reduction targets of, at least a 33% reduction below
2007 levels by 2020 and at least an 80% reduction by 2050, as proposed by the province be considered by the Climate Action Working Group to determine how they can be achieved in West Vancouver; and

3. Staff, in consultation with the CAWG, consult with the community on these proposed targets prior to preparing and present a proposed Official Community Plan amendment on targets for the reduction of greenhouse gas emissions, and policies and actions proposed with respect to achieving the targets, as required under the Local Government Act, Section 877(3), known as Bill27.

At the March 15, 2010, regular meeting, Council passed the following resolutions: THAT

1. Council receive the "Community Climate Action Plan" as the first steps toward the Official Community Plan amendments required for Provincial Bill 27;

2. Council request staff to apply for the $10,000 grant from BC Hydro for the "Mayors Task Force on Climate Change";


At the April 26, 2010, regular meeting, Council passed the following resolutions: THAT

1. The opportunities for consultation on a proposed Official Community Plan amendment, with persons, organizations and authorities, as outlined in the report from the Community Planner dated April 15, 2010, be endorsed as sufficient consultation for the purposes of Section 879 of the Local Government Act;


1.2 History

On January 16, 2001, Council became a signatory to the Municipal Leaders Resolution on Climate change, as noted in the attached RFP in section 9.2.3, and through this resolution resolved to take part in the Partners for Climate Protection Program (PCP). The PCP is the Canadian component of ICLEI's Cities for Climate Protection network, which involves approximately 1,100
communities worldwide. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI (Local Governments for Sustainability)

On July 14, 2008, Council unanimously agreed to become a signatory of the BC Climate Action Charter, committing the District towards the achievement of carbon neutrality with respect to municipal operations by 2012.

The Climate Action Working Group (CAWG) was formed in 2009 to move forward on these commitment. The CAWG developed the Community Climate Action Plan (CCAP) as a means of incorporating Provincial targets into the Official Community Plan (OCP) and finding ways to meet those targets. The group developed 19 recommendations aimed at lowering the carbon footprint for West Vancouver. The Working Group focused in the two largest contributors to carbon emissions: home heating and vehicle use.

The CAWG was also interested in greater community engagement that would lead to better understanding of the financial, social and environmental benefits about, and possible ways to reduce energy and fossil fuel consumption, and in doing so meet the District’s OCP targets.

2.0 Policy

2.1 Policy

The OCP refers to the need for a community energy plan in its Framework for Action section (P 31) in addition to specific policies that will guide and by guided by the undertaking of a CCEEP process.

- Policy U 1: Promote Energy Consciousness.
- Policy T 2: Pursue comprehensive approaches to local transportation planning, including support of sustainability principles.
- Policy BF A 2: Consider introduction of a program to establish standards for municipal initiatives and projects, to reduce resource consumption, reduce waste.....
- Policy U 4: Encourage wise water use through communitywide education programs and explore the benefits of a universal requirement for water meters.

The Community Climate Action Plan sets out 19 recommendations to improve energy efficiency and reduce GHG consumption both at the community level, in the areas of homes and buildings; transporting and land use; and at the corporate level in the areas of water, waste and sewer management; adaptation; and general operations.
2.2 Bylaw


3.0 Analysis

3.1 Discussion

While a corporate energy plan was developed in 2008, it is now outdated. The West Vancouver Corporate Energy Manager is working to update this plan with a Strategic Energy Management Plan that includes an inventory and targets for some aspects of corporate energy such as for facilities, waste, water and energy. Other departments are seeking a corporate sustainable fleet policy. Bringing these realms together into one comprehensive planning initiative, and working cross departmentally with key staff will enable the development of a clear inventory, targets and actions. The corporate plan will be an effective way to communicate the baseline, commit to actions, and see progress over time.

In regards to community energy planning, with the CCAP setting out recommendations that pertain to reducing community energy demands, a key recommendation in the CCAP, along with an objective in the OCP “Framework for Action,” is to undertake a specific community energy planning initiative.

With partial funding available from BC Hydro, the Federation of Canadian Municipalities, and Metro Vancouver, and in collaboration with UBC’s CALP to develop a higher profile ‘energy and greenhouse gas reduction plan’, it is now timely to take a deeper dive into corporate and community energy planning.

The attached RFP was distributed at the end of April 2014 and interviews are taking place in mid June to identify a consulting team that will lead the CCEEP process with a highly engaging format that will include district energy mapping to stimulate progressive discussions for corporate and community action planning.

Funding is being confirmed from BC Hydro (approx. $30,000) and FCM grant funding (approximately $70,000), with in kind support from UBC’s Collaborative for Advanced Landscape Planning (CALP). Additional funding opportunities are being sought with a final budget target of $140,000.

It is intended that the scope of work outlined in the attached RFP (section 3) will be addressed through the engagement of Council, staff, consultants and a Working Group.
3.2 Sustainability

The District OCP is a sustainability plan that will guide the vision, goals and actions developed in the CCEEP process taking into considerations all key aspects of sustainability from social, economic and ecological well being of the corporation's business and for the community of West Vancouver. In addition the CCEEP will endeavour to guide the development of the next iteration of the OCP.

3.3 Consultation

The attached RFP sets out a comprehensive approach to stakeholder and community engagement (RFP section 3.2) as well as a process for involving staff (RFP section 3.3).

3.4 Communications Process

The process of communications are set out in part 3.2 of the attached RFP as well as detailed in the Process Outline on page 24 of the RFP.

4.0 Options

4.1 N/A

Author: Sandra Bicego
Manager of Environment and Sustainability

Concurrence: Brent Leigh
Deputy Chief Administrative Officer

Appendix A: Request for Proposals
April 30, 2014

Our file No.: 0700-14-100
Due: May 27, 2014
3755 Cypress Bowl Road,
West Vancouver, B.C.
V7S 3E7

RE: RFP14 100 – Corporate and Community Energy and Emissions Planning Consultant

Your firm has been invited to submit a proposal to provide services for the development of a Corporate and Community Energy and Emissions Plan.

Your proposal should be a maximum of 15 pages, size 11 font (excluding appendices) reflecting the scope of work documented herein, and include an upset limit fee for the provision of your services to complete the project. We require your proposal to confirm the project schedule, and the availability of all staff that will perform the work, including the lead staff.

Please address and deliver your proposal to:

Clay Nelson, Purchasing Manager
P: 604.925.7062 / email: cnelson@westvancouver.ca

Project specific questions may be directed to:

Sandra Bicego, Manager of Environment and Sustainability
P: 604.913.2774 / email: sbicego@westvancouver.ca

Yours truly,

Clay Nelson
Purchasing Manager
TABLE OF CONTENTS

TERMS AND CONDITIONS ............................................................................................................. 4

1 INTRODUCTION ..................................................................................................................... 6

1.1 THE WEST VANCOUVER CONTEXT .................................................................................. 7

1.1.1 Council Support for Reduction in GHG Emissions ....................................................... 7

1.1.2 Current Projects ........................................................................................................... 8

1.1.3 District Energy Statistics .............................................................................................. 8

2 PROJECT PURPOSE AND OBJECTIVES .............................................................................. 9

2.1 SPECIFIC OBJECTIVES ................................................................................................... 9

2.2 OVERARCHING OBJECTIVES ......................................................................................... 10

3 SCOPE OF WORK FOR ENERGY AND EMISSIONS PLANNING ....................................... 11

3.1 CCEED FEATURES .......................................................................................................... 11

3.2 STAKEHOLDER AND COMMUNITY ENGAGEMENT ....................................................... 12

3.2.1 Stakeholder Engagement ............................................................................................ 13

3.2.2 Community Engagement ............................................................................................ 13

3.2.3 Visualization to Better Engage the Public ................................................................... 14

3.2.4 Staff Engagement ....................................................................................................... 15

3.3 PROJECT MANAGEMENT AND OVERSIGHT ................................................................ 15

3.3.1 Project Manager ......................................................................................................... 16

3.3.2 Executive Steering Committee ................................................................................... 16

3.3.3 Project Support Team ................................................................................................. 16

3.3.4 CCEED Work Group .................................................................................................. 16

3.4 ROLES ............................................................................................................................. 17

3.4.1 District of West Vancouver .......................................................................................... 17

3.4.2 Consultant Role ........................................................................................................... 18

3.4.3 Role of BC Hydro and FCM ....................................................................................... 18

3.5 RESOURCES TO BE PROVIDED BY THE DISTRICT ...................................................... 19

3.6 PROCESS OUTLINE ........................................................................................................ 19

3.6.1 Phase 1: Prepare for the Planning Process ................................................................. 20

3.6.2 Phase 2: Create the CCEED Vision ............................................................................ 21

3.6.3 Phase 3: Assess Current Situation and Process Launch ............................................ 21

3.6.4 Phase 4: Strategy Development ................................................................................ 24

3.6.5 Phase 5: Detailed Action Planning ............................................................................ 26

3.6.6 Phase 6: Reporting and Approvals ............................................................................ 27

4 KEY DATES AND TIMES ...................................................................................................... 28

5 PROJECT DELIVERABLES .................................................................................................. 29

5.1 DELIVERABLES BY PHASE ......................................................................................... 29

5.2 DELIVERABLE PARAMETERS ....................................................................................... 31

5.3 FORMAT FOR DELIVERABLES ..................................................................................... 31

5.4 BC HYDRO REQUIREMENTS ......................................................................................... 32

6 SUBMISSION REQUIREMENTS .......................................................................................... 32

7 PROPOSAL EVALUATION .................................................................................................. 34

8 PRICE SCHEDULE ............................................................................................................. 36

9 APPENDIX .......................................................................................................................... 37
TERMS AND CONDITIONS

1. NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL. This is a request for proposal, and not a call for tenders or request for binding offers. The District does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the District and any proponent who submits a proposal in response to this RFP until and unless the District and a proponent enter into a formal, written contract for the proponent to undertake the project described in this RFP.

2. It is the intention of the District that this RFP will become part of any contract entered into between the successful proponent and The District.

3. The preparation of a response to this RFP is on a voluntary basis and all costs incurred in the preparation of a proposal are completely that of the Proponent.

4. All proposals become the property of the District of West Vancouver and as such, are subject to the Freedom of Information and Protection of Privacy Legislation. To request documentation confidentiality, proponents must submit a covering letter with their Proposal, detailing the specifics of their request.

5. Proposals are to be submitted in a sealed envelope (3 copies required) and clearly marked "RFP 14100 – Community Energy and Emissions Plan Consultant" with your company name in the upper left hand corner. Proposals shall be delivered to the Purchasing Department at the District of West Vancouver Operations Centre, 3755 Cypress Bowl Road, V7S 3E7, by the due date and time indicated on the first page of this document. Proposal submissions will also be accepted by email to: cnelson@westvancouver.ca

6. Proponents should indicate that they have read and agree to the terms and conditions of this RFP by signing and including the PRICE SCHEDULE with their proposal.

7. The District intends to return, unopened, any submissions that do not reach 3755 Cypress Bowl Road by the specified date and time.

8. This RFP is intended to invite Proponents to submit detailed proposals by which the District's objectives, as stated herein, can be met, following which the District will enter into further negotiations with a selected Proponent for the provision of the required services.

9. Award of a contract is subject to budget approval by Council.

10. A contract may or may not result from this RFP process. This District may cancel this RFP process for any reason, at any time, before or after proposals have been received, or at any time during subsequent negotiations.
11. It is the District's intent that, if and when a contract is entered into with a proponent that the following terms and conditions will apply to the contract:

- Confidentiality and Ownership
  All information received or prepared as a result of the work performed under the contract shall be considered to be the property of the District of West Vancouver and shall be treated as confidential and shall not be released or published without the written consent of the District of West Vancouver.

- Work Safe BC
  The successful Proponent will observe Work Safe BC safety rules and regulations and all assessments are to be fully paid. The successful proponent is to ensure their company is current and in good standing with Work Safe BC for the duration of the contract.

- Insurance
  The successful Proponent will procure and maintain in force at its own cost, during the entire term of the contract a Comprehensive General Liability Insurance policy with a limit of not less than Two million dollars inclusive per occurrence. The insurance certificate would name the District of West Vancouver as additional insured and be in a format acceptable to the District.

- Assignment
  The successful Proponent will not assign the contract or the right to payment due hereunder, without the District's prior written consent, which may be withheld. Any assignment or purported assignment will be deemed to terminate the contract.

- The Laws of British Columbia
  The laws of British Columbia will apply to all aspects of the contract, and the Courts of British Columbia will have exclusive jurisdiction in respect of the foregoing.

- Termination
  The District reserves the right to cancel the contract immediately upon written notice, if in the opinion of the District; the successful Proponent is not fulfilling the terms, conditions and specifications of the contract. In all other instances, the District reserves the right to terminate the contract with 30 days written notice.

- Remuneration
  Remuneration will be on a time-charge basis, with a maximum upset fee limit based on approved estimates. The consultant will be required to provide the required services within approved upset fee limit. No additional payment will be permitted without written consent of the District. The successful Proponent is required to notify the District in advance if any additional costs will be incurred as a result of changes to the project scope.
1 INTRODUCTION

The District of West Vancouver (the District) seeks a qualified consultant to prepare a corporate and community energy and emissions plan ("CCEEP") for the District of West Vancouver.

The CCEEP will incorporate effective and aggressive strategies and actions for maximum corporate and community greenhouse gas (GHG) emissions reduction with the aim of enabling an energy-efficient, resilient and sustainable community. This work will include the evaluation of existing corporate and community energy use and GHG emissions, the identification of corporate and community targets, creation of policies and actions, and an implementation and monitoring strategy.

The aim of the CCEEP is to help the corporation and the community to reduce energy and electrical demand, compared to business as usual projections, and meet the District’s climate action targets in its Official Community Plan.

The CCEEP involves two broad components around structure and content. The structure will involve a project management team including a Project Manager, Executive Steering Committee, Project Support Team and CCEEP Work Group, as outlined in Section 3.3 ‘Project Management and Oversight’. Although to be confirmed with the Executive Steering Committee and WG, the content of the CCEEP involves six process stages (as outlined in Section 3.6 ‘Process Outline’):

1. Prepare for the planning process
2. Create the CCEEP vision
3. Assess current situation and process launch
4. Strategy development
5. Detailed action planning
6. Reporting and approvals

Generally, the following engagement events are envisioned and to be confirmed, with an aim to gaining direction at key phases, as outlined in Section 9.4:

8 WG events
3 ESC meetings
3 Project Support Team meetings
2 Staff workshops
2 stakeholder workshops
2 major public open house events.
5 Council sessions (information, update, progress, draft and final approvals)

Through the process and at both the corporate and community level, the CCEEP will focus:

- Land use
- Transportation
- Building and residential homes
- Infrastructure (solid and liquid waste and water, street lighting)
- Reducing energy demand, re-use of energy, renewable energy and,
- Stakeholder and community communications and engagement.
The CCEEP will provide guidance and direction for the next 25 years in planning future developments and in long-term decision-making processes. The development of the CCEEP will recognize, inspire and fit into the District's existing policies and directions, specifically, the West Vancouver Official Community Plan (OCP), Community Climate Action Plan, and Strategic Transportation Plan.

To obtain funding for this project the proponent must include the minimum requirements from BC Hydro (BCH) for the community energy portion of the CCEEP (Appendix 9.1). The CCEEP must also meet the requirements from the Federation of Canadian Municipalities (FCM), noted in Appendix 9.2.

1.1 The West Vancouver Context

West Vancouver is a waterfront community with a population of 42,705 residents (2011 Census), bounded by the forest and mountains to the north, Burrard Inlet and Howe Sound to the south and west, and the Capilano River corridor to the east. There is no heavy industry in West Vancouver; with four shopping districts. The community lives on a steep mountain side and is represented by an aging population with 25% over the age of 65 (compared to 13.5% in Metro Vancouver).

The total population for West Vancouver is slowly increasing with an average annual growth percentage of 0.27% between 2006 and 2011. With slow and steady population growth numbers, the District is looking ahead to consider specific approaches for reducing GHS consumption.

As part of the District’s commitment to the Climate Action Charter the West Vancouver OCP states that the corporation is committed to achieve carbon neutral operations by 2012 (http://westvancouver.ca/sites/default/files/OCP%20FINAL%20-%20CLIMATE%20ACTION.pdf).

The following outlines council resolutions and key actions that the District has undertaken to show a commitment to GHG emission reduction and energy efficiency:

1.1.1 Council Support for Reduction in GHG Emissions

The District became a signatory to the Partners for Climate Protection program in 2001 and proceeded to fulfill Milestone 1 in the PCP program for completing a greenhouse gas inventory for both municipal operations and the community in 2002 (see Appendix 9.2.3).

Endorsed on July 14, 2008 by Council, the BC Climate Action Charter outlines a vision and goals for becoming a more sustainable and energy efficient community. In an effort towards achievement of these goals, the District committed to a series of recommendations related to corporate operations, facilities and home retrofits in its 2010 Community Climate Action Plan (CCAP); one of its recommendations being the completion of a community energy plan (Recommendation 16). With key elements laid out in the West Vancouver Corporate Strategic Energy Management Plan (SEMP), the District is now turning towards an even more comprehensive corporate and community-based energy and emissions reduction plan. Through this CCEEP initiative, the District aims to demonstrate leadership in progressive climate action planning to improve the quality of life of West Vancouver and regional residents.

Appendix section 9.3 sets out a summary of some of the key Council resolutions, plans or reports supporting GHG emissions reduction and a focus on sustainable energy.
1.1.2 Current Projects

An array of projects have been supported by Council and are completed or are underway that demonstrate the District’s long-standing commitment to energy efficiency and GHG reduction:

- Existing policies in the community OCP: e.g., U1: promote energy consciousness; T2, BF A2; U4; NE 3...
- Rodgers Creek Greenfield smart growth development
- Use of LEED and other sustainable measures in new development (ground source heating and passive energy design)
- Geo-exchange systems at both the West Vancouver Community Centers
- Strategic Transportation Plan projects such as an anti-idling policy; new cycling infrastructure; ongoing Blue Bus service; installation of an electric vehicle charging station at the Community Centre; introduction of bio-diesel municipal fleet and hybrid vehicles; recent E3 Fleet Gold certification rating
- Foreshore adaptation and enhancement projects
- Residential organics program
- District wide water metering
- Development of local water supply with new filtration system and micro power generation system generating hydro electricity through the Eagle Lake Green Energy project which produces approximately 20% of the energy consumed by the District (equal to approximately 90 residential homes)
- In partnership with BC Hydro, a Corporate Energy Manager was hired to identify corporate energy opportunities. The Corporate Energy Manager reports to the Facilities Manager.

These projects have spurred a desire to uncover opportunities for deeper emission cuts. Current policy tools for land use, buildings (new and existing), transportation and infrastructure do not integrate energy and GHG considerations in a coordinated way. Given the increasing desire for development and redevelopment in West Vancouver, the District has significant opportunities for becoming a low carbon community.

1.1.3 District Energy Statistics

While progressive green building policies for new developments exist in the community OCP, the CCAP explains that the District needs to concentrate climate action efforts on existing and renovated homes. This is because more than 50% of community GHG emissions come from residential buildings and 80% of homes that will continue to exist in 2050 are already built. As a consequence of this, priorities will include education and possible incentives for home energy audits among other inspirational actions.

Reviewing the latest 2010 Community Energy and Emissions Inventory (CEEI), homes, buildings and transportation present the largest challenge and the greatest opportunity for positive steps towards a low carbon future. Figures show that the community GHG emissions are approximately 98% and corporate emissions are approximately 2% of overall District emissions. Other figures show:

- Homes and buildings account for 53% of the emissions for the municipality, representing the largest contributor towards GHGs in the District.
Transportation auditing also shows that on-road transportation accounts for 44% of overall emissions for the District, including municipal operations. This is the second largest GHG emissions contributor.

- Solid waste makes up roughly 2% of the emissions in West Vancouver.

Adapting to and mitigating the District’s contribution to global climate change, by setting real targets and policies to reduce the community’s GHG emissions, are critical steps in the community’s long term path to sustainability. Education and empowerment is key to moving forward. The District is committed to doing as much as possible to educate, engage, and empower stakeholders who can turn policies to practice, including property owners to improve the energy efficiency of homes and buildings, and enable the making of appropriate choices.

2 PROJECT PURPOSE AND OBJECTIVES

The purpose of the initiative is to develop an energy-efficiency and GHG reduction plan for the community and corporation. As such, the plan will be considered a “corporate and community energy and emissions plan (“CCEEDP”). The document will combine the District’s work towards Milestones 2 to 5 in the Partners for Climate Protection (PCP) program and will also achieve the mandatory elements required by the BC Hydro Sustainable Communities Program (see Appendix 9.1 and 9.2).

While the term CCEEDP is used in this RFP, ideas generated through the engagement process with staff, the public and stakeholders may lead to a different, more creative title; the only key requirement from BC Hydro being that the title include the word energy.

The CCEEDP will focus on being an implementation-oriented plan, outlining how the municipality and the community will achieve the District’s OCP emissions reduction targets, and all related resource needs. The CCEEDP will provides the District with a clear plan of action in developing its land use patterns, energy infrastructure, transportation and utility systems into the future.

It is a fundamental component of the CCEEDP initiative that in order to meet the OCP targets the District and its residents will have to depart from business as usual approaches and look for opportunities in areas such as heating, energy efficiency and consider impacts on GHG contributions as a result of community and corporate transportation needs.

Internal and external buy in and support will be critical. To develop the CCEEDP, the District aims to engage and educate staff, the public and other stakeholders on relevant issues and opportunities. Engagement activities will be guided by strong targets for community and stakeholder involvement and a resourceful work plan.

Specific and overarching project objectives are as follows.

2.1 Specific Objectives

The specific CCEEDP objectives are to fulfill at the very least, the minimum requirements by BC Hydro and FCM and:

- Establish a baseline through a GHG emissions inventory
• Develop a business as usual forecast for the next 10 and 25 year time horizons and forecast of community electricity consumption in the scenarios recommended by the CCEEP
• Engage citizens and stakeholders in the development of the plan
• Sets emission reduction goals, targets and strategies and provide a visual graph
• Develop a prioritized implementation plan, outlining actions to reduce GHG emissions for municipal operations and the community, associated costs, as well as schedule, resources, roles, responsibility, partnerships, stakeholder engagement
• Develop a monitoring strategy
• Provide progress reporting throughout the CCEEP development process and obtain council approval/adoptions and,
• The key areas of municipal activity include: energy use, transportation planning, land use, waste and water management.

2.2 Overarching Objectives

The overarching objectives of the process are to:

Inform, engage and inspire champions towards action

• Inform and inspire residents to take personal action in their homes and lifestyles to reduce energy consumption through effective and implementable strategies
• Create enthusiastic energy champions of the District’s political leadership (“our way of doing things”)
• Facilitate public interest and comprehension of local energy issues through enhanced engagement incorporating information visualization best practices
  o The consultant will be required to work with the University of British Columbia Collaborative for Advanced Landscape Planning (CALP) as part of the Scope of Work (see Section 3.2.3)
• Develop an enticing and appropriate brand for the initiative that is engagement-derived and Council supported

Provide direction

• Identify land use strategies that examine future development through the lens of energy efficiency
• Support the Strategic Transportation Plan through strategies that provide energy conservation.
• Create a strong mandate for revising and/or developing policy and regulatory tools to achieve emission reductions targets in the community OCP, as a minimum. Public, Stakeholder, Steering Committee and Work Group support and buy-in will be critical to achieve this, including from the development and business sectors
• Develop SMART (specific, measurable, appropriate, realistic and time bound) targets for emission reductions and clear metrics to direct implementation measures to achieve the targets (e.g. modal split, green buildings, retrofit rates, local energy supply)
• Develop a detailed implementation and monitoring strategy that aims for integration into
district business and that is supported by key Staff Departments, Council and
Executive. A project oversight structure is outlined in this RFP (Section 3.3) and,
• Identify community-scale energy initiative(s) that is/are appropriate for the District, derived
from the engagement process and supported by staff and Council.

3 SCOPE OF WORK FOR ENERGY AND EMISSIONS PLANNING

This section sets out CCEED features, engagement, project management and oversight and the
suggested process outline. The project seeks to be partially fund by BC Hydro through the
Sustainable Communities Program and as such, the scope of work is required to meet all aspects
of the ‘Minimum Requirements for a Sustainable Communities Community Energy and Emissions
Plans (Appendix 9.1). To assure the District of this, please confirm in the proposal that all aspects
of the Minimum Requirements will be met.

The project also seeks to be partially funded from FCM’s Green Municipal Fund. Thus, the CCEED
scope of work must also meet the requirements for a greenhouse gas reduction plan (included as
Appendix 9.2).

In addition the consultant will be required to work with CALP as noted in the overarching objectives
to undertake visualization as part of the scope of work (more information in Section 3.2.3)

It is important to note that while a suggested approach is laid out in terms of stakeholder
engagement (Section 3.2), project management and oversight (Section 3.3), and process outline
(Section 3.6), he District remains interested in additional approaches to the scope of work as a
means of achieving the specific agency requirements. As such, the CCEED may address other
corporate and community energy and emissions objectives. An integrated energy and emissions
planning approach will encompass the entire energy value chain including energy supply, demand,
reliability, and financial, environmental and social sustainability.

3.1 CCEED Features

The CCEED presents a comprehensive long term framework to achieve breakthrough reductions in
energy use and GHG emissions within the community and municipal operations. Combining both
BC Hydro and FCM requirements for reducing GHG emissions, the plan establishes a baseline
through a GHG emissions inventory, sets emission reduction targets, and outlines actions to
reduce GHG emissions for municipal operations and the community in all areas of municipal
activity, including energy use, transportation planning, land use, waste and water management.
Actions outlined in the GHG reduction plan will be SMART – specific, measurable, appropriate,
realistic and time bound – including specific tasks, who will accomplish them, a timeline for
implementation, and estimated implementation costs.

The CCEED process will look towards a 25-year time horizon, with a clear, strong set of priorities
for the first 10 years that will set the course of action in a permanent direction. It will be a living
document that can be updated as strategies are implemented and new opportunities arise.

The CCEED will also help guide implementation and enhancements towards other municipal
planning and infrastructure documents (e.g. OCP, Strategic Transportation Plan, Strategic Energy
Management Plan – see section Resources provided by the District in Section 3.5). The goals
outlined in the plan are to be addressed across all municipal departments and service areas in an integrated approach.

CCEEP outcomes, (vision, goals, targets, strategies) will provide direction for policy and regulatory tools (plans, bylaws and other standards) and other measures that can be taken by the District (e.g. infrastructure, utilities, asset management, real estate portfolio, etc.) to reduce emissions and energy consumption into the future.

The CCEEP will build upon previous work and efforts made by the District, and should become the primary document for community energy and emissions planning. The CCEEP is also expected to provide a business case approach within a triple bottom line perspective for energy and emissions planning.

The District has some of the elements of its corporate CCEEP requirements such as for buildings, fleet, and water. The plan will incorporate existing data and plans to highlight District commitment and leadership towards GHG reduction and to provide a positive example for the community.

The community-based portion of the CCEEP will be more complex to develop and implement, as it requires input and co-ordination from the public and key stakeholders. The reduction potential from the community at large, however, is significantly greater than from municipal operations.

3.2 Stakeholder and Community Engagement

As is noted in the FCM requirements (Appendix Section 9.2.1 and 9.2.2) the District agrees that stakeholder engagement is critical not only to plan development but also successful implementation. The District philosophy is that community’s ownership of the plan will help ensure its long-term success.

Stakeholders comprise internal and external groups, organizations or people, including District-wide staff, District-led Work Groups (e.g., Upper Lands Work Group), citizens and non-governmental organizations and the private sector. The community is represented by the public at large including the citizens of the District of West Vancouver, and District neighbors (municipal district and residents).

Methods are to be found to foster community ownership at the planning stage because, ultimately, the community will deliver the plan. A Work Group structure will be one approach to enable stakeholder and community engagement of key representatives. In addition, a “community dialogue approach” will be undertaken to allow for input from a broad array of experts, stakeholders and the general public.

See general idea of engagement mechanisms and touch points that will resource the CCEEP in Appendix Section 9.4.

The District will take the lead in delivering the community consultation process, while the Consultant shall recommend the method(s), mechanism(s), and the touch points (frequency), as well as propose a target for the total number of general stakeholders (by audience group) and community attendees that will attend the events and receive information through outreach efforts, online media and/or other engagement tools. The Consultant shall also support the community consultation effort by preparing materials and providing technical support on an as required basis.

An early deliverable in the CCEEP process includes a Stakeholder and Community Engagement Strategy which will be a written deliverable including, at a minimum, a stakeholder map; roles and
responsibilities; proposed event formats; sequencing and general timing of activities; strategies for 'getting the word out' and creating awareness in the community, in particular for the 'hard to reach'; strategies for empowering the public to take action; and, recommendations for process name and branding (within the context of internal District Communications identity guidelines.

At this stage, the proponent proposal should include some information about a stakeholder and community engagement strategy which could likely best engage community residents in a creative and meaningful way. The proposal should outline general approaches for engaging both stakeholders and the community so as to facilitate the proposal evaluation process, as well as demonstrate a successful track record using the techniques to achieve the proposed targets.

The final CCEEP will include a list and photo documentation of key stakeholder and community engagement activities and the number of registered participants at each stage of strategy development.

The proponent should include both a minimum consultation program within their proposal and provide a cost schedule for additional items, if determined by the proponent to be required as part of their financial proposal.

While a process outline is provided in this RFP, the District remains open to suggested revisions or additional engagement activities that will achieve engagement targets as proposed by the proponent and achieve desired outcomes.

3.2.1 Stakeholder Engagement

With respect to stakeholder engagement, a formal District-approved multistakeholder CCEEP Work Group (WG) will be formed to provide representative input throughout the process (as described below in Section 3.3.4). The WG may meet 8 to 10 times, more or less; throughout the year-long process depending on the final process workplan agreed to with the Consultant during the Preparation Phase and will be confirmed with the WG once initiated. Appendix Section 9.4 sets out the WG meeting phasing as an example for the proponent proposal. Accordingly the CCEEP proposal should be sufficiently flexible to accommodate additional meetings as appropriate and/or should assume additional meetings in budgeting.

3.2.2 Community Engagement

The District’s intent is to orient outreach and awareness activities towards empowering citizens to take action and less towards co-creating a vision for a low carbon community, although this is an important aspect of public engagement outcomes. A communications strategy related to engagement will be critical to building awareness and understanding of the importance and impact of GHG consumption in the community, and to inspire citizen action to “do something about it”. The strategy is also essential to gaining commitment from various stakeholders to participate in plan implementation.

Stakeholders not part of a formal WG may be consulted as part of broader community engagement process (e.g., open house) or specific sessions as suggested by the Consultant. Examples include: local commercial stakeholders consulted in relation to specific proposed initiatives, such as
programs to address renewable energy; energy reduction/reuse or transportation; developers consulted regarding potential synergies between District plans; opportunities to partner on initiatives such as a green building strategy; and activities that have a direct impact on both the municipality and community, such as transportation demand.

The process outline below (Section 3.6) provides some direction on how the general community can be engaged at events and through online media and online tools. As a means to significantly boost awareness and empower citizens, the District is expecting creative outreach techniques and strategies will be proposed by the proponent.

3.2.3 Visualization to Better Engage the Public

An important feature of this CCEEP is the unique involvement of UBC's Collaborative for Advanced Landscape Planning (CALP) to undertake visualization as part of the community engagement process. The successful Consultant will be expected to liaise with, collaborate with, and incorporate the CALP approach and tools into the CCEEP process workplan. Partial funding from Metro Vancouver is being provided for this CALP work, and the balance in this RFP is being sought from FCM and BCH funding.

The following is a brief workplan highlighting some key actions and deliverables CALP proposes to add to the engagement process, focused largely around existing residential buildings (since they are a large part of the community emissions). The aim is to visualize how much energy is being used by West Vancouver residential buildings and reveal opportunities to offset that energy use with distributed solar energy technologies.

Rationale
This suggested approach is deemed relevant to the West Vancouver case since there is 1) a greater building gas demand due to high volume houses, low occupancy houses and pools, and 2) possible financial capacity for homeowners to invest in clean energy technologies.

The CALP workplan will require approximately $25,000 which should be factored into the proponent proposal.

Collaborative for Advanced Landscape Planning Work Plan

Visualize West Van residential building energy use, $9000

- Select a set of typical building architectures
- In consultation with WV staff, council and/or consultant
- Add separate hot water demand with pools
- Get statistics on building types
- Via consultant or TaNDM
- Get typical occupancy rates
- Via census or WV data
- Estimate West Van building energy use
- With support from ElementDB
• Prepare a set of visualizations of WV building energy use (in contrast to Metro Van, BC, Canada)

Visualize rooftop solar energy potential, $9000
• Integrate building energy demand from project 1
• Map solar resource across West Van
• Scale depends on WV data availability
• Accuracy depends on WV data availability
• See published approaches by Tooke (2012, 2013, 2014) and District of North Vancouver Solar Energy Calculator
• With limited data availability focus could be a block or neighborhood as negotiated with WV staff
• Prepare a set of visualizations of WV building energy offset using solar energy technologies

Integrate projects 1 and 2 with West Van engagement process $7000*
• Contributions to workshops could include:
  • Town halls
  • Memos to council
  • Stakeholder workshops
  • Design charrettes
  • Capacity building could include:
  • Transfer of visualization to city staff
  • Preparation of engagement guidelines/opportunities integrating results from projects 1 and 2

* Depending on in-kind from PICS and scope of involvement in stakeholder engagement sessions (staff, WG, key stakeholder sessions and/or general public/community sessions)

3.2.4 Staff Engagement

Beyond working within the project management and oversight structure proposed below (Section 3.3), it will be important to engage broader staff. At least (2) staff workshops are envisioned.

3.3 Project Management and Oversight

The following integrated staff and stakeholder teams will play a critical role in project oversight and support. (summary in Appendix Section 9.4).
3.3.1 Project Manager

The successful proponent will lead the development of the CCEEP in coordination with the District’s Manager of Environment and Sustainability who will act as the lead staff liaison, internal project manager and key contact on the project. The Manager will receive support across the organization and be resourced by a Work Group.

3.3.2 Executive Steering Committee

The Executive Steering Committee (ESC) will provide strategic direction at key stages, in particular prior to engaging stakeholder groups, and ensure appropriate levels of communication to other levels of the organization. ESC members are anticipated to include the CAO, Deputy CAO, Directors, and Managers representing each of the following departments: Cultural Affairs and Partnerships, Facilities, Fleet, Transportation, Utilities, Community Services, Planning, Parks, Communications and HR. At least one elected official will serve on the ESC to act as a liaison between the group and the Council.

The proponent should demonstrate in their workplan key stages when this committee will be engaged. Meeting frequency should be dictated by milestones.

The Steering Committee will work with the Project Manager, the Working Group and the Consultant to guide the process.

Examples of the role of the ESC:
- identify the vision, goals and targets
- assess the quantity of resources available (human, financial, etc.) and potential partners;
- prepare a draft list of potential short-, medium- and long-term actions;
- develop a draft implementation plan; and
- monitor and evaluate individual projects and periodically review the CCEEP plan.

3.3.3 Project Support Team

This team will be convened to provide input from a District operations and policy perspective. The team will support data needs, detailed analytical work and integration with other initiatives. This team would also be active in stakeholder and community engagement activities on an as-needed basis. The above departments will be represented in this team. Meeting frequency would be at least monthly, and is expected to be more intense at start up, prior to events/workshops and during strategy development.

3.3.4 CCEEP Work Group

A multistakeholder WG will be formed to provide specific input, ideas, and recommendations towards the entire CCEEP development process. This group will involve a mix of internal and external interested parties and experts with technical and high level policy expertise in areas related to energy and emissions reduction planning and climate change policy. The group will be identified from the following bodies and interest areas:
- Residential
- Cool North Shore
• Business/commercial (development, Home Builders Association and the Canadian Green Buildings Council, real estate sector, public utilities, BIA, Chamber of Commerce, financial institutions, local businesses)
• Transportation (including Blue Bus)
• Upper Lands Work Group
• Green space, stewardship (community groups, non-governmental organizations)
• Air and water quality
• Communications (including local media)
• Financial/business plan development.

Membership will include the Project Manager, some staff, and a Councilor. Due to capacity issues, it may arise that some representatives from these bodies or interest areas may not be able to join the WG, however they may be invited to attend specific/appropriate WG meetings.

The WG will meet regularly to discuss ideas developed, progress made, and how those ideas and related plans may affect the community. It may be that supplemental meetings are needed to gain the appropriate consensus, understanding and commitment from different stakeholder representatives, including provincial or utility stakeholders. This should be considered in the proposal.

The Project Manager in collaboration with the Consultant, will develop a clear terms of reference (TOR) for the WG, outlining scope of responsibilities, schedule and budget. The TOR will receive consent of the Executive Steering Committee and the District of West Vancouver Community Engagement Committee and finally the WG.

3.4 Roles

3.4.1 District of West Vancouver

The District will bring a range of facilitation, communication, research, analysis, and policy development skills to the process, as well as an in-depth knowledge of the District – both as a community, and as a corporate organization.

The Project Manager will liaise with the Consultant on a regular basis on the overall strategy development process, the structure of meeting agendas, and the content of materials to be prepared for all key internal and external groups, including the community and other external stakeholders.

The District will:
• Lead the initiation of the project
• Form the organizational structure of the process: Executive Steering Committee, Project Support Team and Work Group
• Provide administrative and communications support
  o undertake event and logistics management of all outreach efforts (internal/external)
  o organize the meetings for the organizational structure: i.e., scheduling, notification/publicity, booking of venues, catering, facility set-up, development of
meeting agendas, provide note taker; distribution of agenda packages; provision of meeting supplies
  o producing any final report graphics required
  o printing material
  o communicate materials and,
  o prepare all required District Council reports/presentations.

3.4.2 Consultant Role

The Consultant shall design and carry out a CCEEP process to:
  • Meet all the requirements in this RFP and suggest additional useful and appropriate innovations in approach
  • Seek an outcome that will be simple and easy to understand
  • Utilize graphics and visualization that is meaningful, useful, and understandable
  • Collaborate with the CALP team to seamlessly implement the visualization workplan
  • Avoid the challenges of complex reporting requirements
  • Be able to write in clear policy language
  • Avoid the need for excessive monitoring
  • Minimize the need for additional staff resources and,
  • Ensure the effort is economically, socially and environmentally viable.

In addition the Consultant will be responsible for and work in collaboration with the Project Manager in the following areas:
  • Overall CCEEP development process including strategy
  • Advising on the structure of meeting agendas, and the content of materials to be prepared for all internal and external outreach efforts, including Council, Executive, Work Group, the community and other stakeholders
  • Ensure all stakeholder and community processes are designed to obtain clear records of input
  • Manage input and documentation from all outreach efforts, internal/external
  • Summarize engagement process outcomes (Executive Steering Committee, Work Group, Community sessions, Staff sessions) and,
  • Lead the drafting and completion of both the Draft and Final District CCEEP.

3.4.3 Role of BC Hydro and FCM

BC Hydro and FCM will participate in this project as supporting partners, providing partnership funding (subject to the conditions being met – Appendix 9.1 and 9.2) to assist with the development of the CCEEP including strategies, visualization, policies and actions. BC Hydro and FCM representatives will review the Draft and Final document.
3.5 Resources to be Provided by the District

Where they exist, the District will provide the Consultant with current energy and GHG emissions inventories (i.e. CEEI) and all required documentation (e.g., maps, reports, plans, etc.) on District policies and activities relating to community energy and GHG emissions management that cover the key areas being addressed in the CCEEDP: facilities / street lights energy use, transportation planning, land use, waste and water management.

The District will also provide all relevant GIS data so as to facilitate detailed modeling. Resources may include:

- Copy of GHG Emissions Inventory report and associated data/documents prepared
- GIS data including ortho photos, parcel data, terrain contours, servicing, watercourses and other relevant data.
- Zoning and development data.

The following are links to some key reports and plans:

- Strategic Transportation Plan: http://westvancouver.ca/government/bylaws-strategies-reports/strategies-plans/strategic-transportation-plan
- CEEI: http://www.env.gov.bc.ca/cas/mitigation/ceei/RegionalDistricts/Metro-Vancouver/ceei_2010_west_vancouver_district_municipality.pdf

3.6 Process Outline

Utilizing a combination of the GHG and energy reduction plan requirements from both the BC Hydro and FCM funding programs, the following six phases and corresponding key tasks are envisioned. For the purposes of completing the funding applications, the District developed this general process outline as a suggested methodology for a workplan. This process was developed with staff and received support from key departments. Appendix Section 9.5 summarizes the suggested phases, tasks and timeline.

The District remains interested in suggested revisions and/or alternate approaches to the process that continues to achieve the scope of work defined in this proposal. The process outlined below should not be seen as prescribed sequencing of tasks.

Please note that for each phase below, the completion of the phase should be marked with a communications update (newsletter, web update, video journals and media articles, as most
appropriate) designed to maintain interest, increase participation and awareness and build momentum.

3.6.1 Phase 1: Prepare for the Planning Process

a. Engage Consultant

The Project Manager and the Project Support Team will meet with the Consultant in a scoping meeting to review the overall proposal, understand and confirm the broad workplan, roles and responsibilities in principle. Final confirmation will derive from a meeting with the ESC and WG. All necessary District background material, not available on the web, and as required by the Consultant will be compiled and provided to the Consultant in this phase.

b. Form Organizational Structure

In consultation with the District Community Engagement Committee and the Consultant, the Project Manager will formally strike the key bodies to oversee the project: Executive Steering Committee, Project Support Team, and Work Group. These bodies will be consulted early to provide guidance on the overall process and will meet periodically to discuss engagement outcomes and plan content (to be confirmed with Consultant with an example meeting framework in Appendix Section 9.4).

c. Develop Stakeholder and Community Engagement Strategy

The stakeholder engagement strategy will be developed in consultation with the Project Manager, ESC, WG, and signed off by Communications. Generally, the following engagement events are envisioned to gain direction at key stages, as outlined for example in Section 9.4:

- 8 WG events
- 3 ESC meetings
- 3 or 4 Project Support Team meetings
- 2 Staff workshops
- 2 stakeholder workshops
- 2 or 3 major public open house events.
- 4 or 5 Council sessions (information, update, progress, draft and final approvals)

d. Develop Communications Strategy

A communications strategy will be developed with input from the WG and approved by the Communications department, and integrated with the stakeholder and community engagement strategy.

The District will develop and maintain an appropriate web site for the process. The Consultant should budget for copy development and scoping the website structure with Communications staff.

The District envisions using other social media tools, as needed, for web-based communications and engagement; the District will be responsible for social media.
This phase will include developing a compelling backgrounder that explains "why we are CCEEPing..." as a brief or other communication tool which will act as the call to action for mitigation planning, tailored to District audiences.

A key component is to build staff and Council support and champions; a CCEEP 101 may be required at the outset to gather excitement.

The District is open to alternative approaches to engage the District, the community and stakeholders, in particular seeking methods that will achieve the proposed engagement targets and overarching objectives of the CCEEP.

e. Completion and posting of end-of-phase communications update

Ensure all communications updates in the process include Council bi-weekly updates.

3.6.2 Phase 2: Create the CCEEP Vision

a. Conduct Facilitated Sessions to Introduce the Process and Confirm / Amend Existing Policy Statements

Facilitated sessions will be held with the ESC, Project Support Team and WG to meet the following objectives:

- Initial introduction to the CCEEP process
- Review existing goals and policy direction related to energy and GHG emissions in the organization and in the community, as a key starting point for 'where the District is at.'
- Review and confirm the key focus areas for the plan
- Confirm or recommend amendments to policy direction
- Develop an initial draft vision for the plan.

b. Identify Resource Needs and Relevant Background Information

A session with the Project Support Team will focus on technical information such as a discussion of all relevant background information (available or needed), and data to be compiled.

c. Complete and post/distribute an end of phase communications update

3.6.3 Phase 3: Assess Current Situation and Process Launch

a. Conduct Energy and Emissions Profiling

This stage will evaluate and update or enhance as necessary the existing GHG Emissions Inventory previously completed for the District, including identification of electrical energy consumption by sector.

- Areas evaluated in the corporate inventory will include: fleet, buildings, water and wastewater facilities, corporate waste and street lights.
- Areas evaluated in the community inventory will include fuel (e.g. natural gas, fuel oil, etc.)
and electricity consumption for the residential, commercial, community waste and community transportation sectors. The CCEEP will also consider the contributions of land use patterns, planned growth and green space to climate change mitigation.

The information obtained is to be used for modeling purposes using GIS and/or other analytical tools, as proposed by the proponent.

b. Forecast Energy and GHG Emissions

In general, forecasting will involve conducting a business-as-usual (BAU) forecast outlining energy and emissions trends with current BAU consumption rates and projected population growth / land-use pattern developments for target dates 10 and 25 years forward (rationale for milestones will be confirmed with the Consultant).

This stage of forecasting will be focused on current BAU; supplemented with later forecasting of energy/electrical and emissions trends under the alternative scenarios that will be considered in the CCEEP.

c. Conduct Energy and GHG Emissions Mapping

This stage will identify and map energy demand and supply (sources, infrastructure) across the community, current and future. This information will be useful for the launch of the process.

Examples of key tasks:

- Identify, map and analyze existing renewable waste heat energy resources and opportunities within the District at a scale and resolution appropriate to guide development guidelines, including but not limited to waste heat, and waste-to-energy.
- Identify, map and analyze existing renewable electricity resources within the District at a scale and resolution appropriate to guide development guidelines, including but not limited to solar, wind, micro hydro, and geoechange.
- Identify and map opportunities for new renewable energy resources and potential within the District, including but not limited to district energy, biomass, heat recovery, integrated resource management (IRM) opportunities and other opportunities.

d. Modeling/ Visual Tool Development

The consultant will develop and refine input variables for, and familiarize the Project Manager, the Work Group and Executive Steering Committee with analytical tools/models for GHG and energy forecasting.

Tasks: Define variables, fixed assumptions and milestone dates for spatial modeling related to land use, buildings (codes and policies), transportation, energy systems and solid waste management for key scenarios. Scenario options to be discussed and confirmed with the Consultant: The intent of these scenarios is to assess the full range of possible responses and their impacts:

- Option 1: 3 Scenarios which could be along the lines of: Scenario 1: Current Trends; Scenario 2: Do What We Think We Can; Scenario 3: Do Everything We Can.
- Option 2: 10 years from now, 25 years; possibly, 50 years
e. Identify Existing or Planned Initiatives within the Organization, Community; Identify Opportunities & Constraints; Process Launch

This stage identifies energy demand and emissions reduction opportunities in existing and new development. The Consultant and Project Manager will consult with Project Support Team, the WG, other stakeholders as needed, and the community to identify notable GHG reduction initiatives that are already underway or planned within the community.

FCM public engagement guidelines note: By creating an inventory of existing projects, the WG can avoid “reinventing the wheel” — reproducing initiatives already in operation. An inventory will also highlight initiatives that have worked or failed to work in the past, and the potential for arranging partnerships with other organizations. Staff generally and also the Project Support Team will be prime sources of information about what is already happening in the community; they will also be aware of bylaws, resolutions or policies that may affect proposed projects.

Examples of existing GHG mitigation programs include: conservation and demand management programs offered by the local gas and electric utilities, transportation demand management and mode shifting activities undertaken as part of the Strategic Transportation Plan; DWV's corporate green building policy and the municipality's recent Corporate Energy Management Plan — to name a few.

The WG will be expected to liaise with relevant organizations to assess ongoing and existing initiatives within the community along with their potential contribution towards local energy conservation or GHG reductions.

The following are tasks in this stage:

Staff Engagement
The Consultant will work in collaboration with the Project Manager to engage staff generally and the Project Support Team early to identify and scope mitigation opportunities, constraints & ideas. All key themes could be included as opportunities for emission reductions measures: building performance, transportation and energy systems, land use/development and solid waste management can be scoped internally and/or later when detailed modeling is underway.

The Work Group and Project Support Team would be engaged in this process together or separately, as advised by the Consultant.

Work Group and Stakeholder Engagement
The Consultant will engage the WG as a key multi-stakeholder representative group and other stakeholders as required to create awareness, scope mitigation opportunities and constraints. At this stage, a workshop format could be used and themes could include building performance, transportation and energy systems. Opportunities for emission reductions measures related to land use/development and solid waste management could be scoped internally, or with the WG process, and/or later when detailed modeling is underway.

Community Engagement
The Consultant will scope, plan and execute a key public engagement launch event to create awareness of the CCEEP and gain early input. Agenda items could include a keynote speaker to educate, draw participants and inspire; focused opportunities for energy dialogues and interactive engagement opportunities.

This event could also include a ‘tradeshow’ component where key service providers, non-profit groups (e.g., Cool North Shore) and utilities are invited to raise awareness about incentives, programs, services and measures that community members can access or pursue to reduce emissions. This aspect of the event would be organized and managed by the Project Manager.
Communications
In collaboration with the WG, the Consultant will develop a strategy, framework & content for citizen and business-oriented "Energy-Action" empowerment tool(s). The concept is to create a highly useful, relevant but concise and web-based source and/or tools regarding information, measures and incentives for reducing energy and emissions from homes/buildings, predominantly, and to a lesser extent, transportation and lifestyle choices (food, etc.). The District recognizes that there are considerable resources available in this regard and the emphasis should be in creating simple and pertinent connections to and/or summaries of high value resources in which citizens and business can be directed to for more information.

Overall, as already noted generally, the proponent may suggest alternatives to this format that successfully informs and empowers citizens and engages participants in visioning exercises.

f. Complete and post/distribute an end of phase communications update

3.6.4 Phase 4: Strategy Development

a. Develop Goals and Targets

This phase would assess the potential implications of high-level changes in policy and practice, as related to alternative GHG reduction target scenarios. It would include consideration and analysis of various opportunities and their associated policies, targets and actions, as well as an assessment of their implications. The emission reduction potential of the different scenarios would be quantified to assist the District in establishing updated reduction targets.

The Consultant will take the input from staff, the community and the WG to develop and define the vision and preliminary mitigation goals and targets and recommendations for forecast dates, for an aggressive energy and emissions reduction agenda.

This phase would:

- Develop strategies and policy recommendations to reduce energy use and emissions to support the vision, goals and targets. Strategies must follow the order of priority identified in Appendix Section 9.1.1 (i.e. 1. reducing energy demand, 2. re-using waste heat, 3. shifting to renewable sources to heat buildings and hot water, and 4. implementing renewable electricity generation.
- Develop proposed integrated land use, building, solid waste, and transportation strategies to support vision and goals.
- Identify implementation strategies to increase energy efficiency program participation in the community (in the commercial business and residential sectors).

The process would involve:

Modeling: visual tool development
Apply analytical tools/models to explore multiple scenarios related to future energy use and emissions reduction, in consultation with the Executive Steering Committee, City staff and the broader community.

Scenarios
Develop and assess future scenarios. Following confirmation and validation of assumptions and results, complete a short report that summarizes energy and emissions performance results and

File #721421 Page 24 of 59
policy, development and operational implications for each scenario. General cost implications, for all stakeholders, will also be evaluated as developed by costing criteria established by the WG.

**Engagement**
Scope, plan and execute events focused on seeking inputs on targets, actions and implementation with the WG, staff, and the community at large for topics of relevance for energy and emissions planning. Themes anticipated to include: community/urban design (land use & development); building performance; energy systems; transportation; solid waste management. The workshops should use modeling results for education as well as deeply engage participants to identify actions/directions that deliver results. Summarize and review results from workshops with staff and WG.

**Strategy Evaluation**
At this stage strategy development will include strategy evaluation as key components of work. In order to develop appropriate GHG reduction targets, an analysis of future emissions would be undertaken that considers for example: future population and economic growth rates, projected land use patterns, the rate of building energy efficiency retrofits, district energy opportunities, likely provincial effects on building codes, improved fuel efficiency standards, the implications of projected transportation improvements, changes to total transportation movements and mode split rates. This range of factors would be varied to develop different hypothetical scenarios to help quantify the effects and implications of various emissions reduction measures that the District could consider.

Outcomes from all engagement will set the stage for refining targets and developing actions for detailed action planning. Business casing will be required. The Consultant will analyze proposed strategies quantitatively (where possible) and qualitatively, for the potential to contribute to targets, economic valuation, and alignment with co-benefits for environmental, social and economic sustainability (triple bottom line). Areas may be identified were sensitivity analysis would be helpful in further assessing targets, actions and measures.

The Consultant will collaborate with the WG to establish and utilize criteria for selecting and phasing/prioritizing strategies for successful opportunity to lead to reduction in GHG emissions. These criteria might include:
- Demonstrated community support through the consultation process
- Initial costs of the initiative balanced against the payback period
- Comparison of cost per tonne and emissions reductions
- Ability to build upon or have synergies with existing initiatives, both within the community and regionally and,
- Ability to engage the community and partner with stakeholder groups.

Priority strategies may be identified with viable short, medium, and long-term strategies to be pursued by the District. BC Hydro provides a sample evaluation framework noted in Appendix Section 9.1.4.

All key tasks will be reviewed by the WG and Project Support team, as needed, at this stage to prepare for pulling the plan together for draft review and confirmation process.

**b. Present to Council – Interim Progress Report**

WG representative to present to Council and obtain feedback on preliminary Draft CCEEP No 1 including expected energy and emissions performance outcomes, key visuals to help explain data,
as well as an update on partnerships and stakeholder engagement; general policy, planning, cost and development implications.

c. **Complete and post/distribute an end of phase communications update**

### 3.6.5 Phase 5: Detailed Action Planning

This phase forms the basis for the District's "CCEEP" and would present the recommended GHG emission reduction targets for the District, as well as the specific associated strategies, policies, and actions. By analyzing current and forecasted GHG emissions within the District, the plan will outline the contribution that various sectors (e.g., buildings, homes, transportation and solid waste) make to the total community emissions. It will also indicate how various factors such as urban form, density and transit, influence GHG emissions by examining some of the research and precedents, and lay out objectives and targets for reducing corporate and community GHG emissions. The plan will provide an estimate of the contribution of some of the major initiatives to GHG reductions between now, 10 and 25 years from now, through a varied "scenarios" approach.

Key tasks in this phase include: Vision, goals and targets for forecast dates, for energy and emissions; implementation plan including prioritized actions, timelines, costs, potential partners, monitoring and reporting and, WG and community engagement sessions to seek input.

a. **Develop Draft Action Plan**

The Consultant will develop all key features of a draft plan – Draft CCEEP No 1:

- vision, goals and targets; priority strategies and actions; outline of roles and responsibilities
- synthesis of process and input from community and stakeholder engagement; a description of partnerships
- recommendation of emission reduction actions; implementation plan/phasing, approach to monitoring
- schedule and resources required to achieve the targets (including associated costs, such as for implementation and review of the plan; human resource needs, etc) and, associated appendices.

The plan outline would be advised from the Consultant and Work Group and Staff engagement through earlier phases.

b. **Prepare Draft Implementation and Monitoring Strategy**

The Implementation and Monitoring Strategy will be part of the CCEEP and included with the aim of completing Milestones 4 and 5 of the PCP program. The strategy will include:

- Implementation phasing
- An adaptive management strategy including ongoing monitoring and reporting methodologies and indicators (both performance and implementation)
- Identification and possibly the development of tools to promote success, etc. for ongoing community energy and emissions management and reductions and,
- Confirm ongoing public, business and stakeholder education and engagement strategies to achieve targets (especially in areas where the District does not have direct jurisdiction and/or influence).
c. **Confirm Strategies for Detailed Action Planning, Implementation and Monitoring**

**Engagement with Executive Steering Committee and Work Group**
In addition to the on-going collaboration with the WG, it is envisioned that this task will include a focused session with the Executive Steering Committee, as well as general staff members, as needed, to review and confirm the Draft CCEEP No 1. This task assumes a review of existing standards, plans and bylaw has taken place to determine specific areas for policy, management, operational adjustments, revisions and/or replacement.

**Council Approval – CCEEP Draft No 1**
This stage includes Council approval of CCEEP Draft No 1 and approval to conduct a community engagement event to review and approve Draft No 1. Presentation by Work Group.

**Community Engagement**
The Consultant will scope, plan and execute a community event (e.g., public open house) focused on discussion of the draft CCEEP No 1 to gain public and stakeholder feedback and support. This event MAY include another ‘tradeshow’ component where key service providers, non-profit groups and utilities will be invited to raise awareness about incentives, programs and measures that community members can access or pursue to reduce emissions. This aspect of the event will be managed by the Project Manager if executed.

**d. Complete and post/distribute an end of phase communications update**

**3.6.6 Phase 6: Reporting and Approvals**

**a. Consultant submits CCEEP final draft to District**

The Consultant will provide one electronic copy of the final CCEEP (No 2) to the District for editing/comment. An electronic PDF version is also to be provided. Both documents should include all figures, tables, appendices, schematics and attachments. All data generated to complete the analysis and plan will also be transferred to the District.

**b. Work Group Final Review**

The Consultant will engage with the WG to discuss and confirm the final CCEEP document prior to delivery to BC Hydro, FCM and Council.

**c. Submit CCEEP for BCH and PCP Secretariat Approval**

The District will submit the CCEEP No 2 to BC Hydro and FCM for confirmation and reporting that requirements are met.

**d. Obtain Final Council Approval**

Submission of the final BC Hydro- and FCM- approved draft CCEEP will be presented by the Work Group via a Report to Council, with a key focus on the implementation and monitoring strategy.
4 KEY DATES AND TIMES

The following timetable outlines the anticipated schedule for the RFP and CCEEP project process. The CCEEP is anticipated to be developed over a period of approximately 12 months from the Consultant initiation meeting to final submission of deliverables. See Appendix Section 9.5 for process outline phases, tasks and timeline. Actual dates may vary. The District in collaboration with the Consultant and WG will ultimately determine the tasks and timeline of events. Workplan details will be discussed with the Consultant at the initial scoping meeting, and confirmed at the first WG meeting.

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<tr>
<th>Tasks</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Issue of District RFP</td>
<td>April 29, 2014</td>
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<tr>
<td>Proposal submission due date</td>
<td>May 20, 2014</td>
</tr>
<tr>
<td>Interviews / model demo, if required</td>
<td>June 2-6, 2014</td>
</tr>
<tr>
<td>District selects Consultant</td>
<td>June 9, 2014</td>
</tr>
<tr>
<td>District submits project application to BC Hydro</td>
<td>June 9-11, 10 2014</td>
</tr>
<tr>
<td>Notice to proceed</td>
<td>June 18, 2014</td>
</tr>
<tr>
<td>Consultant initiation meeting</td>
<td>June 23, 2014</td>
</tr>
<tr>
<td>Phase 1: Prepare for Planning Process</td>
<td>June 23 – July 31</td>
</tr>
<tr>
<td>Phase 2: Create CCEEP Vision</td>
<td>Aug 1 - Sept 15 2014</td>
</tr>
<tr>
<td>Phase 4: Strategy Development</td>
<td>Nov 16 – Dec 31</td>
</tr>
<tr>
<td>Phase 6: Reporting and Approvals:</td>
<td>May 1 – Sept 30 2015</td>
</tr>
<tr>
<td>- Draft CCEEP submitted (incorporating comments provided by the District on the draft)</td>
<td>May 2015</td>
</tr>
<tr>
<td>- Final deliverable CCEEP with all attachments and submitted to BCH and FCM (PCP Secretariat)</td>
<td>June 2015</td>
</tr>
<tr>
<td>- Presentation to Council</td>
<td>Sept 2015</td>
</tr>
</tbody>
</table>

By submitting a proposal, the District assumes the proponent is confirming the above timeline can be resourced and executed.
Proponents should include a schedule with dates for major milestones and deliverables according to the above general timeline. The project is expected to be presented to Council no later than September 31, 2015.

5 PROJECT DELIVERABLES

The Consultant is expected to deliver a well-written, succinct, clear and easy to understand CCEED document, including an Executive Summary that meets all of requirements outlined in this proposal, including the Appendices, within the completion date (Section 4) and Price Schedule (Section 8).

In addition to meeting the needs of the District, the Consultant should anticipate the need to answer questions, make clarifications and potentially expand on specific elements of the CCEED as requested by project funders.

5.1 Deliverables by Phase

These deliverables are not meant to be completely exhaustive or final; they would be reviewed and confirmed with the Consultant during the initial scoping meeting, ESC and WG. Proponents should include a timeline, adjusted as appropriate to your proposal, to achieve the final end date. Engagement deliverables include engagement events; example noted in the Appendix Section 9.5, also to be confirmed.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1: Prepare for Planning Process</td>
<td>• Confirmed process workplan, timeline, deliverables</td>
<td>June 23 – July 31</td>
</tr>
</tbody>
</table>
| Phase 2: Create CCEED Vision | • Draft energy vision for 25 year time horizon  
• Attendance at Council, Executive Steering Committee, Project Support Team and WG events | Aug 1 - Sept 15 2014 |
| Phase 3: Assess Current Situation and Process Launch | • Community Energy and GHG Inventory (2007 baseline), including sector-based summary of current energy/electrical consumption.  
• "Business as Usual" Forecast of Energy and GHG Emissions (10 year, 25 year)  
• Current and Future Energy and GHG Density Map  
• Local Energy Sources and Infrastructure Map  
• Attendance at Executive Steering Committee, Project Support Team and WG events  
• Facilitation of Public Open House No 1 | Sept 16 – Nov 16 2014 |
| Phase 4: Strategy Development | • Alternative energy and GHG reduction scenarios  
• Evaluation of the strategies, including electrical | Nov 16 – Dec 31 |
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>savings by sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Energy and GHG reduction vision, goal, and targets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Triple Bottom Line evaluation matrix</td>
<td></td>
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<td></td>
<td>• Attendance at Executive Steering Committee, Project Support Team and WG events</td>
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<td></td>
<td>• Facilitation of Public Open House No 2</td>
<td></td>
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<td></td>
<td>• Attendance at Council session and possible explanation of details</td>
<td></td>
</tr>
<tr>
<td>Phase 5: Detailed Action Planning: Develop Action Plan, Implementation and Monitoring Strategy</td>
<td>• List of preferred/recommended strategies to meet vision, goal(s), targets (based on, in order of priority: reducing consumption; re-use of waste heat; renewable heat (district energy); renewable electricity supply (as shown in Figure 1 of Appendix Section 9.1.1))</td>
<td>Jan 1, 2015 – April 30, 2015</td>
</tr>
<tr>
<td></td>
<td>• Graphical representation of the final planned strategies</td>
<td></td>
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<td>• Prioritized Implementation Plan</td>
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<td></td>
<td>• Analytical tools/models, and associated procedures or manuals, for ongoing implementation of the Plan, for use by the City.</td>
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<td></td>
<td>• Attendance at Council, Executive Steering Committee, Project Support Team and WG events</td>
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<tr>
<td></td>
<td>• Possible facilitation of Public Open House No 3</td>
<td></td>
</tr>
<tr>
<td>Phase 6: Reporting and Approvals:</td>
<td></td>
<td>May 1 – Sept 2015</td>
</tr>
<tr>
<td>-</td>
<td>Draft CCEEP submitted (incorporating comments provided by the District on the draft)</td>
<td>May 2015</td>
</tr>
<tr>
<td></td>
<td>• Attendance at WG session</td>
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<td></td>
<td>• Draft Report</td>
<td></td>
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<tr>
<td>-</td>
<td>Final deliverable CCEEP with all attachments and submitted to BCH and FCM (PCP)</td>
<td>June 2015</td>
</tr>
<tr>
<td></td>
<td>• Final Report</td>
<td></td>
</tr>
</tbody>
</table>
### 5.2 Deliverable Parameters

- All data generated to complete the analysis and plan will be transferred to the District.
- The report will summarize the findings of the above tasks (as noted in Section 3.6, Process Outline), be written in an accessible manner and supported with easily understood graphics and tables.
- Progress reports will be due periodically to the Project Manager upon substantial completion of an area of the Scope of Work (to be confirmed at the scoping meeting).
- Technical or supporting information should be provided as appendices or supplementary reports (e.g., copy of public comments; technical information, studies, legislation, graphics, and maps).
- Invoices for work completed must include a description of the services provided, the percentage completed, approved budget fees, amount billed to date and remaining balance.
- The consultant shall closely monitor their budget and shall not undertake any service beyond their scope of work without a pre-approved scope change and budget approval and/or budget revisions.

### 5.3 Format for Deliverables

The Consultant shall ensure that all deliverables created as part of the CCEEP process are delivered in the format as outlined below and that meet GIS Dept. requirements.

**MS Word, PDF, and Excel Files**

- The Draft CCEEP and all supporting information are to be provided to the District in electronic copy, in editable format for comment.
- All Final CCEEP documentation including all figures, tables, appendices, schematics and attachments, are to be provided in Word and in PDF formats on three CDs plus five hard copies.

**Printed, PDF Files and Arc GIS Files**

- Maps.

**Suitable High-Resolution Image File**
• Graphical representation of the proposed approach and key strategies of the CEEP, for public communication.

5.4 BC Hydro Requirements

All background calculations supporting electricity data results (consumption forecast and electricity reduction/growth) must be provided.

6 SUBMISSION REQUIREMENTS

Appendix Sections 9.1 and 9.2 provide a sufficient level of detail regarding the minimum expectations for the proponent’s submission (refer also to Section 9.1.2, p 2 of BC Hydro CEEP Application: requiring clear scope of work, team experience, project schedule, fees).

The successful proponent will demonstrate proven skills in writing corporate and community energy and emission strategy plans and GHG Reduction Plans, and organizing technical information in a manner that can be read and understood by members of the general public as well as trained professionals. Proposals are to be not more than 15 pages in size 11 font, excluding appropriate appendices.

The successful proponent should show they have knowledge of other FCM and BC Hydro-funded CEEP and GHG reduction plans, whether currently underway or undertaken in the recent past, with sufficient understanding of the successes and pitfalls in order to capitalize on this awareness and enable a District of West Vancouver CEEP process that is highly successful. Examples of other CEEP’s are added to the Appendix Section 9.6.

In general, the Proponent is to provide the following information as part of the proposal submission:

• Executed copy of Section 8 “Price Schedule”
• The name and professional resume of the lead consultant(s) who will be assigned to the project
• State availability of assigned staff for the duration of the project
• Clearly identify the name and scope of any sub-consultants if any
• Reference to other similar projects undertaken
• A detailed breakdown of level of efforts, rates of staff and costs
• A detailed project schedule
• Proponent has or will obtain and maintain insurance coverage required by the District
• Signed copy of the “Lead Consultant’s Declaration” (see Appendix Section 9.1.2, “The Application, page 5)
• Name and contact numbers of three references
• 3 copies of the proposal

The following identifies areas of particular interest for focusing the written proposal submission.

Project Team & Roles

Provide a brief overview of team members and their role. Include resumes for topic experts and project lead and/or project manager only (as an Appendix). Provide condensed resumes if
possible. Resumes of all team members is not required. Provide a diagram that identifies roles and relationships. The successful proponent will not be permitted to change project team members without written approval.

Project Experience & Relationship to Team Members

Provide evidence that members on the team have team experience in the relevant areas (Energy, Climate, Community Energy Emissions Plans, etc.) that are outlined in the proposal and have extensive experience designing, executing and facilitating community and stakeholder engagement activities. Specifically, show experience in the following:

- Proven CCEED development expertise
- Broad technical and operational knowledge of conventional and alternative energy generation technologies
- Local government policy tools, emission reduction strategies and market responses to energy efficiency/emission reduction policies
- Green development and urban planning; municipal policy and development planning and civil engineering
- Transportation policy and planning
- In-depth experience of cost-effective high-efficiency construction and renovation
- Knowledge of greenhouse gas monitoring, accounting, trading and monetization
- Expertise in community-scale district heating and/or energy systems and integrated resource recovery
- Knowledge of socio-economic and environmental implications of integrated energy systems regarding incentives, affordability, job creation and equity.
- Regulatory and business frameworks for community energy and emissions reduction services and management
- Reference to current legislation and technical information will be required (refer to BCH legislative requirements in Section 9.1.1, The CEEP Offer, page 1).
- Detailed economic and investment analysis associated with municipal energy systems and large scale construction projects
- Presentations to Council
- Stakeholder facilitation, partnership development, public engagement.

Where the team has worked on plans that have actually been implemented, discuss the experiences and the level of success. Discuss measures that seem to work well, or which might work well in the District and mention your experience with measures that seemed promising but turned out not to be so successful.

Approach, Methodology, Work Plan & Budget

Provide a schedule of the proposed phases and tasks and milestones in terms of weeks after notification to proceed. The work plan should show a pricing breakdown by phase, task and team member. The District will review the breakdown of phases as part of the assessment phase but will only be concerned with the final proposed total fee.

BC Hydro requires the proponent to complete the following chart to show how the price was calculated. While the proponent will be held to the price, the proponent will not be held to this
breakdown.

<table>
<thead>
<tr>
<th>Project Stage</th>
<th>Hours used in calculation of price</th>
<th>Cost ($)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis</td>
<td></td>
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<td></td>
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<tr>
<td>Stakeholder Engagement</td>
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<td></td>
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<tr>
<td>Report Preparation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Expenses</td>
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<td></td>
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<tr>
<td>Other</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Include a table summarizing the proposed distribution of fees among the various team members by task - each column and row should be totalled and expressed as a percentage and the total number of hours (so that each phase of the project has a sub-total), and the hourly rate for each team member should be shown.

All disbursements should also be included within the table. The total number of hours and the average hourly rate for being proposed for the whole project should also be shown.

The proposal fee shall be a maximum (upset price) price for all consulting services for the work. The upset price will not be increased unless the scope of work is expanded with the written approval of the District.

Suggested breakdown for milestone payments: Phase 2, Phase 4, Phase 5, Phase 6.

Provide a firm all-inclusive lump sum fee for completion of work under this project. The quoted fee is to include all costs of doing the work, including expenses for travel, meeting preparation, document production, etc. but is to exclude taxes for GST.

In order for your proposal to receive full consideration during evaluation, please be sure to provide a firm fee rather than an estimate.

7 PROPOSAL EVALUATION

Proposals will be evaluated according to the following criteria.

- Price submitted;
- Demonstrated commitment on proper control of expenditures including fees, the effective application of effort, and completion of work within schedule;
- Demonstrated experience conducting projects of similar scope and nature;
- Availability of assigned staff/resources for the duration of the project;
- Completeness of proposal & work schedule submitted and,
Experience and qualifications of staff to be assigned to the project.

Proposals will be evaluated by District staff. Ratings may be subjective and it is the District's intent that the evaluation of each criteria will be relative to the strength of the other Proposals received. The evaluation criteria may be revised by the District at any time without notice to Proponents.

An award of a contract may or may not take place as a result of Proposals received. In the event the District receives no acceptable proposals, the District may reject all proposals and explore alternate procurement strategies for the provision of these services.

A joint proposal from more than one firm collaborating on this project will be considered as if submitted by a single proponent.
8 PRICE SCHEDULE

Having reviewed the contents of this RFP, and agreeing to the Terms and Conditions, we hereby offer the following firm prices for the services described herein and as further outlined by the attached proposal. Prices shall include all taxes with the exception of GST.

Fixed Fee Proposal $______________ Total (GST extra)

Disbursements (estimated) $______________ Total (GST extra)

Hourly rates for additional work if/as directed
Principal ____________/hr (GST extra)
Technician ____________/hr
Other (specify) ____________/hr

COMPANY NAME: ____________________________________________

COMPANY ADDRESS: __________________________________________

________________________________________________________ (Postal Code)

TELEPHONE NUMBER: _________________________________________

FAX NUMBER: _______________________________________________

EMAIL: _______________________________________________________

By submitting a proposal and signing below, the undersigned firm declares that the owners and officers of the firm have no relationship with a District employee or elected official which could be perceived to be a conflict of interest, unless such relationship is fully disclosed and attached to this form.

SIGNATURE OF SIGNING OFFICER: _____________________________

PRINTED NAME OF SIGNING OFFICER: __________________________

TITLE OF SIGNING OFFICER: _________________________________

DATE: _______________________________________________________

File #721421 Page 36 of 59
9 APPENDIX

9.1 BC Hydro - Community Energy and Emissions Planning Requirements

9.1.1 CEEP offer


See next page
SUSTAINABLE COMMUNITIES PROGRAM
COMMUNITY ENERGY AND EMISSIONS PLAN OFFER

BACKGROUND

BC Hydro recognizes that communities are developing Community Energy and Emissions Plans (CEEPs) to support multiple community objectives, including: reducing greenhouse gas (GHG) emissions, creating energy efficient, resilient, and sustainable communities, and fostering local economic development.

Through this Program Offer, BC Hydro is interested in advancing the development and implementation of these Plans as a means to achieve reductions in electrical demand compared to business as usual (BAU) projections. Program participants are expected to develop targets and strategies that specifically acknowledge electricity conservation and supply opportunities within the community. Electricity conservation and supply elements are meant to fit within the overarching CEEP that will address all community energy and emissions objectives.

The electricity elements required for BC Hydro funding are outlined in the Minimum Requirements section. For additional information on the structure and contents of a CEEP, see also:

- CEEP Resource Guide - Sample Table of Contents
- CEEP Resource Guide - Sample Evaluation Criteria Table

PURPOSE OF THE CEEP

The CEEP will present a comprehensive long-term framework to achieve breakthrough reductions in energy use and GHG emissions within the community. The CEEP will be integrated into all other municipal planning and infrastructure documents (e.g., Sustainability Plans, Official Community Plans, Local Area and Neighbourhood Plans, Infrastructure Plans, Economic Development Strategies, etc.).

The CEEP will be a high-level framework with sufficient precision to clearly establish energy and emissions-related priorities for the community and define overall goals and direction against an established baseline.

The CEEP should have a 25-year time horizon, with a clear, strong set of priorities for the first ten years that will set the course of action in a permanent direction. It will be a living document that can be updated as strategies are implemented and new opportunities arise.

The overall objective of the CEEP is to provide the local government with a clear plan of action in developing its land use patterns, energy infrastructure and utility systems into the future.

The CEEP should recognize the following legislation that has been adopted by the Provincial Government and local governments:

1. Bill 44 - Greenhouse Gas Reduction Targets Act:
   a. Provincial GHG reduction target of 33% by 2020 and 80% by 2050 compared to a 2007 baseline.

2. Bill 27 - Local Government (Green Communities) Statutes Amendment Act:
   a. Requirement for local governments to include GHG emission targets, policies, and actions in their Official Community Plans (OCP) and Regional Growth Strategies (RGS).

3. 2010 Clean Energy Act
   a. Implement demand-side measures to conserve energy and meet the expected increase in demand for electricity by at least 66% by the year 2020;
b. Foster the development of innovative technologies in British Columbia, that support energy conservation and efficiency and the use of clean or renewable resources;

c. Encourage communities to reduce greenhouse gas emissions and use energy efficiently; and

d. Reduce waste by encouraging the use of waste heat, biogas and biomass.

This legislation will be taken into account in the development of the CEEP, though the planning team should feel free to make alternative or extended recommendations in any of these areas.

THE OFFER

BC Hydro will provide 50% funding up to a maximum threshold of $40,000 for communities with populations over 75,000. Payment will be made upon delivery and approval of invoices and deliverables (draft and final CEEP reports).

ELIGIBILITY

The CEEP offer is open to local governments (including regional districts) within the BC Hydro service territory that meet one of the following eligibility criteria:

- Population over 75,000

- Champion community - population over 20,000 and demonstrated leadership in electricity demand-side management.

Eligibility requirements apply unless otherwise agreed upon with BC Hydro.

MINIMUM REQUIREMENTS FOR BC HYDRO FUNDING

The following electrical requirements must be included within the CEEP in order to be eligible for BC Hydro funding, and will be evaluated by BC Hydro accordingly. However, the overarching CEEP may address other community energy and emissions objectives.

All background calculations supporting electricity data results must be provided. All data must be included in a table or summary that can be easily identified in the report.

1. Title of Plan MUST include the term "Energy".

2. Electrical Consumption Baseline - summary of actual 2007 baseline and current electrical consumption by sector (Residential, Commercial, and Industrial).

3. BAU Forecast - forecast of expected electrical consumption under "business as usual" by sector (Industrial, commercial, residential, transportation) for 10-, and 25-year horizons. (The BAU forecast should include all senior government policies and regulations.)

4. Goals and Targets - energy demand and supply elements (MUST specifically acknowledge electricity demand and supply):

   a. Include energy vision, goals, and targets for 10 and 25-year horizons.

5. Strategy Development - list of strategies selected to meet the goals above.

---

"Community Energy and Emissions Inventory (CEEI) data is sufficient and it is recognized that industrial data is not always available.

Targets must be Specific, Measurable, Achievable, Realistic/Relevant, and Time-bound For example, include an overarching electricity reduction target - 20% below BAU projected levels by 20XX.

BC Hydro
powersmart

bchydro.com/sustainablecommunities
6. Strategy Evaluation - include a high-level evaluation of major strategies being considered (quantitative where possible), including implementation costs for the Local Government and electrical savings and growth. Evaluation to include:
   a. Estimate of the electricity savings / growth resulting from each recommended strategy.
   b. Estimate of the total electricity savings / growth in the CEEP scenario(s) relative to BAU.
   c. List of criteria linked to community objectives.
   *Note: strategies should be considered in the order shown in Figure 1*

7. Electricity Forecast - forecast of the electricity consumption in the scenario(s) recommended by the CEEP. Scenario(s) refers to the forecasted electricity consumption for the entire community if the strategies/measures recommended by the CEEP are implemented.
   a. Include a high level map (visual locator) of energy demand and supply resource options including land use options.

8. Graph - include a graphical / visual summary of final planned strategies. This is a presentation tool to be used to communicate the key plan strategies to the community, e.g. “CEEP at a glance” or “CEEP on a page”

9. Implementation Plan - prioritized actions, including chosen strategies that will meet targets and that are aligned with the OCP.
   a. Schedule and resources required (costs, human resources etc.)
   b. Roles and responsibilities
   c. Partnerships and stakeholder engagement
   d. Council adoption
   e. Progress reporting

The local government must submit a draft and a final CEEP report to BC Hydro for review and approval.

---

**SUSTAINABLE COMMUNITIES PROGRAM**

**COMMUNITY ENERGY AND EMISSIONS PLAN OFFER**

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**TO APPLY**

To explore how your community could receive funding to be a CEEP pilot, contact:

Key Account Manager phone 604-322-4713 in the Lower Mainland or 1-866-592-4713 elsewhere in British Columbia

bchydro.com/sustainablecommunities
## 9.1.2 The Application

### Power Smart Community Energy & Emissions Plan
Application for the Sustainable Communities Program

<table>
<thead>
<tr>
<th>CUSTOMER INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>Company Information:</td>
</tr>
<tr>
<td>Legal Name of Registered Company:</td>
</tr>
<tr>
<td>Corporate Head Office Address (Street):</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>GST/HST Number:</td>
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<table>
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<tr>
<th>Project Contact Information:</th>
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<tbody>
<tr>
<td>Project Contact Name:</td>
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<tr>
<td>Title:</td>
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<tr>
<td>Phone:</td>
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<td>Fax:</td>
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<tr>
<th>Other Incentives and Grants:</th>
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</thead>
<tbody>
<tr>
<td>Funding Provider:</td>
</tr>
<tr>
<td>Funding Status:</td>
</tr>
</tbody>
</table>

### APPLICANT'S DECLARATION

The Applicant hereby declares:

- that the Applicant is the duly authorized representative of the Customer described within the application,
- that the information in this application is accurate and complete,
- that the Applicant has read and will comply with all of the Terms & Conditions of this program,
- that the Applicant has not entered into an agreement with a consultant to perform the work outlined in this application,
- that any offer from BC Hydro will be in writing and if the Applicant accepts, the Applicant will be required to sign a Power Smart Community Energy and Emissions Plan (CEEP) Agreement before receiving any funding,
- that the Applicant intends to begin implementation of most of the cost-effective recommendations identified in the Community Energy and Emissions Plan,
- that the Applicant has enclosed a copy of the Consultant's Community Energy and Emissions Plan proposal(s) including price quotes.

<table>
<thead>
<tr>
<th>Authorized Applicant:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
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<tr>
<th>Mailing Address (Street):</th>
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<tr>
<td>Phone:</td>
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<tr>
<td>City:</td>
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<td>Postal Code:</td>
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### CEEP PROPOSAL REQUIREMENTS
Power Smart Community Energy & Emissions Plan
Application for the Sustainable Communities Program

IMPORTANT: The Community Energy and Emissions Plan (CEEP) proposal forms part of the application and must be submitted at the same time as the application. The proposal should be submitted on a separate page (or multiple pages as required) and should include all supporting documentation.

The following items must be included in a proposal to prepare a plan (the requirements for the plan itself are set out in the Minimum Requirements section of the application):

For the CEEP Proposal, provide the following:

1. **Scope of Work**
   - Include a methodology to address the BC Hydro Minimum Requirements for a CEEP (found after Terms and Conditions below)

2. **Team Experience**
   - A list of team members and their areas of expertise

3. **Project Schedule**
   - Provide a schedule for the major project milestones

4. **Fees**
   - List all tasks along with hours and hourly rates according to the following:
     - Research
     - Analysis
     - Stakeholder Engagement
     - Report Preparation
     - Expenses

In addition to the CEEP proposal, the lead consultant must complete and sign the Lead Consultant’s Declaration (provided at the end of this Application Form)

**PROPOSED ENERGY AND EMISSIONS PLAN COST:**

<table>
<thead>
<tr>
<th>Proposed Energy and Emissions Plan Cost (excluding GST/HST):</th>
<th>Funding Amount Requested (excluding GST/HST):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Start Date:</td>
<td>Proposed Completion Date:</td>
</tr>
</tbody>
</table>

Breakdown of Plan Cost: (if additional space is required, please attach separate sheets)

A copy of proposed price quotes MUST be attached: (see Requirements above for details that must be included):

<table>
<thead>
<tr>
<th>LABOUR</th>
<th>HOURS/UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td></td>
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<tr>
<td>Analysis</td>
<td></td>
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<tr>
<td>Stakeholder Engagement</td>
<td></td>
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<td>Report Preparation</td>
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<td>Expenses</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Community Energy and Emissions Plan | Application Form

Page 2 of 5
## TERMS AND CONDITIONS

To ensure consideration of your application for the Sustainable Communities program, please note the following requirements:

### Eligibility:

The CEEP offer is open to local governments (including regional districts) within the BC Hydro service territory that meet one of the following eligibility criteria:

- Population over 75,000
- Champion community – defined as a community with a population over 20,000 that can demonstrate a commitment towards energy and emissions reduction.

Eligibility requirements apply unless otherwise agreed upon with BC Hydro.

### Application process:

1. BC Hydro reserves the right to change or terminate this program at any time without notice, but shall continue to process applications submitted prior to the announcement of the changes or termination under the procedures existing at the time of submission of the application.
2. The submission of a completed application form by the Applicant to BC Hydro shall not in any way guarantee the granting of any Community Energy and Emissions Plan funding to the Applicant by BC Hydro. BC Hydro reserves the right to reject or accept, at its sole discretion, any applications submitted by the applicants.
3. BC Hydro encourages the applicant to obtain at least two proposals/quotations for the Community Energy and Emissions Plan and submit copies to BC Hydro. (At least one proposal/quote is mandatory.)
4. BC Hydro will conduct an evaluation of the application within a reasonable time after submission. BC Hydro will not evaluate any applications until and unless all required program information is received by BC Hydro.
5. Once the application is reviewed and accepted, BC Hydro will send a Power Smart Community Energy and Emissions Plan agreement to the applicant. The Agreement must be signed by the Applicant and returned to BC Hydro within 30 days.
6. BC Hydro reserves the right to determine whether or not an application is complete and all required information has been submitted and/or the level of Community Energy and Emissions Plan funding that will be offered to the Applicant.
7. The applicant may choose their own consultant subject to BC Hydro's acceptance of the consultant's qualifications. BC Hydro's acceptance shall not constitute endorsement of any particular consultant, nor any manufacturer, product, system design, supplier or installer of energy efficiency measures and/or products which may be recommended by the consultant.
8. If the applicant engages more than one consultant, the Applicant will designate one consultant to coordinate the Community Energy and Emissions Plan and to prepare and submit the report. Approved consultants may subcontract up to 30% of the work.
9. The report and accompanying documents will be reviewed by BC Hydro engineers and consultants.

### General:

1. The applicant warrants that he/she meets all requirements established by BC Hydro and that he/she complies with all qualifying requirements, including WCB requirements.
2. BC Hydro decisions relating to project or customer eligibility, energy savings potential of the proposed projects, amount of Community Energy and Emissions Plan funding or other issues will be final and binding on all parties.
3. BC Hydro shall have no obligation, risk, title or interest in connection with any energy-efficient measures adopted or recommended by the Applicant whether BC Hydro has assisted in the application or otherwise.
4. BC Hydro, not being a designer or manufacturer of energy-efficient products or a designer of buildings, makes no representation or warranty whatsoever, express or implied, as to the fitness, quality of design practices or capability of the material, equipment or workmanship, nor warrants that any design or product will satisfy the requirements of any law, rule, specification or contract whether BC Hydro has assisted in the application or otherwise.
5. The Community Energy and Emissions Plan shall be undertaken upon receipt of funding approval by BC Hydro. The applicant will submit the final Community Energy and Emissions Plan within 180 days, unless otherwise specified on the application.
6. BC Hydro is not responsible for any tax liability imposed on the customer as a result of the receipt of any Community Energy and Emissions Plan funding.

August 2012
MINIMUM REQUIREMENTS FOR A COMMUNITY ENERGY AND EMISSIONS PLAN

The following electrical requirements must be included as Minimum Requirements within the CEEP in order to be eligible for BC Hydro funding. The CEEP will be evaluated by BC Hydro according to the minimum requirements below. However, the overarching CEEP may address other community energy and emissions objectives.

All background calculations supporting electricity data results (consumption forecast and electricity reduction/growth) must be provided. All data must be included in a table or summary that can be easily identified in the report.

1. Title of Plan MUST include the term “Energy”.

2. Electrical Consumption Baseline - Summary of actual 2007 baseline and current electrical consumption by sector (Residential, Commercial, and Industrial)^{1}

3. BAU Forecast - Forecast of expected electrical consumption under “business as usual” by sector (industrial, commercial, residential, transportation) for 10- and 25-year horizons. (The BAU forecast should include all senior government policies and regulations.)

4. Goals and Targets - Energy demand and supply elements (MUST specifically acknowledge electricity demand and supply):
   a. Include energy vision, goals, and targets for 10- and 25-year horizons.
   b. Include a high level map (visual locator) of energy demand and supply resource options including land use options.

5. Strategy Development - List of strategies selected to meet the goals above.
   Note: strategies should be considered in the following priority order:
   i. Reduce consumption (energy conservation)
   ii. Re-use of waste heat
   iii. Renewable district energy
   iv. Renewable electricity supply (wind, solar, micro hydro, etc.)

6. Strategy Evaluation - Include a high-level evaluation of major strategies being considered (quantitative where possible), including implementation costs for the Local Government and electrical savings/growth. Evaluation to include:
   a. Estimate of the electricity savings/growth resulting from each recommended strategy.
   b. Estimate of the total electricity savings/growth in the CEEP scenario(s) relative to BAU.
   c. List of criteria linked to community objectives.

7. Electricity Forecast - Forecast of the electricity consumption in the scenario(s) recommended by the CEEP. Scenario(s) refers to the forecasted electricity consumption for the entire community if the strategies/measures recommended by the CEEP are implemented.

8. Graph - Include a graphical/visual summary of final planned strategies. This is a presentation tool to be used to communicate the key plan strategies to the community. (e.g. “CEEP-at-a-glance” or “CEEP-on-a-page”)

9. Implementation - Prioritized implementation plan, including actions for chosen strategies that will meet targets and that are in alignment with the OCP.
   a. Schedule and resources required (costs, human resources etc.)
   b. Roles and responsibilities
   c. Partnerships and stakeholder engagement
d. Council adoption
e. Progress reporting
### Power Smart Community Energy & Emissions Plan
Application for the Sustainable Communities Program

#### BASELINE INFORMATION

<table>
<thead>
<tr>
<th>1. List of Current Energy Efficiency Policies:</th>
<th>Mandatory</th>
<th>Voluntary</th>
<th>Incensed</th>
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<tr>
<th>2. Do you have a Community Energy Manager? (Yes/No)</th>
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<th>3. Does the Community currently have an operating District Energy System? (Yes/No)</th>
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<tr>
<th>4. Population:</th>
<th>&lt; 20,000</th>
<th>20,000 to 75,000</th>
<th>&gt; 75,000</th>
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<tr>
<th>5. Annual Growth Rate:</th>
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<tr>
<th>6. GHG Reduction Target:</th>
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<tr>
<th>7. Have you obtained official endorsement from Municipal Council / Regional Board to undertake a CEEP? (Yes/No):</th>
</tr>
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</table>

#### LEAD CONSULTANT'S DECLARATION

I, the undersigned, declare that:

- I have read and will comply with the Terms and Conditions and the CEEP Minimum Requirements that are contained in this document.
- I also understand that the CEEP and accompanying documents will be reviewed by BC Hydro engineers and consultants.

Company Name:

Authorized signature:  
Date:

Print Name:

Mailing Address (Street):  
Phone:

City:  
Fax:

Postal Code:  
Email:
9.1.3 BC Hydro content guidelines

For information only:

9.1.4 BC Hydro Evaluation Table

For information only:

9.2 FCM - GHG Reduction Plan Requirements

9.2.1 GHG Reduction Plans

A GHG reduction plan establishes a baseline through a GHG emissions inventory*, sets emission reduction targets, and outlines actions to reduce GHG emissions for municipal operations and the community in all areas of municipal activity, including energy use, transportation planning, land use, waste and water management. Actions outlined in the GHG reduction plan include specific tasks and who will accomplish them, a timeline for implementation, and estimated costs.

The combination of milestones 1, 2 and 3 of the Partners for Climate Protection (PCP) program are an example of a GHG reduction plan (or “CCEEP”). This plan is also referred to as a climate change action plan or a local action plan and must contain certain mandatory elements required by the PCP program outlined below, and found on line at:

*Costs to complete the GHG emissions inventory are eligible for reimbursement by GMF only if the inventory is completed by a PCP member municipality as Milestone 1 of the PCP program.

Developing a local action plan

A Local Action Plan (LAP) is a strategic document that outlines how your municipality will achieve its greenhouse gas (GHG) emissions reduction target.

The LAP covers municipal operations and the community. Municipal governments are encouraged to first develop and implement a plan for municipal operations. In doing so, they demonstrate leadership and provide a positive example for the community.

A community-wide LAP is more complex to develop and implement, as it requires input and co-ordination from many stakeholders, such as citizens’ groups, non-governmental organizations and the private sector. The reduction potential from the community at large, however, is significantly greater than from municipal operations.

Elements of a Local Action Plan

A LAP includes the following information for both municipal operations and the community:
1. Input from the public

Recommendations from public and private sector groups, as well as from individuals, on specific measures they would like to include in the LAP. This input can be gathered through meetings and/or public consultations.

2. Results

Baseline emissions inventory data (Milestone One)

The emissions forecast (Milestone One)

The emissions reduction target (Milestone Two)

3. Actions

Existing emissions reduction measures that will continue

New or proposed emissions reduction measures

4. Implementation strategies

Details on costs, responsibilities, schedules, and funding sources

Plans to monitor the progress made towards the emissions reduction target and the implementation status of GHG reduction measures

Consider integrating your GHG plans with Air Quality and Community Energy plans

Actions required

Establish a formal organizational structure

Most municipalities will set up a formal organizational structure to oversee the LAP. In some communities, the structure evolves from an informal bottom-up approach and, in others; it is established formally from the outset. In general, larger municipalities require a more formal organizational structure.


In many cases, municipal staff could develop a LAP using their accumulated knowledge and experience, but the lack of community ownership would make effective implementation unlikely. Methods must be found to foster community ownership at the planning stage because, ultimately, the community will deliver the plan.

Review data

Use your municipality's GHG inventory and forecast to identify opportunities for action, i.e., the sectors, facilities or operations that will achieve the greatest reductions in emissions.

Identify GHG reductions

Once you have examined opportunities for action, identify existing programs and projects that have resulted in a reduction in GHG emissions since the baseline year, even if they were not established for this purpose. Many such programs may have been created initially to save money, increase energy efficiency, reduce solid waste or improve local air quality. For example, energy-efficient building retrofits, and carpool and recycling programs all reduce GHG emissions. These programs could be expanded or enhanced to achieve further emissions reductions.

Consider emissions sources
Consider new projects that may increase emissions, such as a new community centre or the construction of a new housing development. Determine if these projects can be modified to minimize their impact on emissions growth.

9.2.2 Funding Approval Process
Independent peer reviewers will score applications against established criteria for plans.

9.2.3 District Signatory to PCP and Achievement of Milestone 1
Model Resolution

MUNICIPAL LEADERS' RESOLUTION ON CLIMATE CHANGE

WHEREAS 1990 to 1999 was the warmest decade of the millennium;

WHEREAS a global reduction in emissions of greenhouse gases (GHG) is necessary to slow climate change and reduce the risks to human health, the physical environment, economy and quality of life;

WHEREAS the 1998 ice storm cost the City of Montreal $116 million; Baie Comeau more than $2.5 million, and the Regional Municipality of Ottawa-Carleton $6.32 million, while the Red River flood cost Winnipeg $32.3 million.

WHEREAS these weather-related expenses are creating an additional financial burden for municipalities at a time when responsibilities are increasing as a result of devolution.

WHEREAS reducing greenhouse gases makes good economic sense. New and improved infrastructure, energy efficiency, building retrofits, water conservation, more effective wastewater treatment and distribution, renewable energy technologies, waste reduction, better fleet management, etc., reduce municipal operating costs and help maintain community services, while having a positive impact on the environment;

WHEREAS industrialized countries, realizing initial commitments were inadequate to protect the Earth's climate system, agreed in December 1997 to the Kyoto Protocol which, if ratified, commits Canada to reducing its greenhouse gas emissions six per cent below 1990 levels between 2008 - 2012;

WHEREAS in November, national governments will meet in The Hague, Netherlands to negotiate terms and conditions for ratifying the Kyoto Protocol. It is critical that Canada has the support it needs to conclude negotiations.

WHEREAS mayors and municipal leaders responsible for the well being of communities across Canada urge federal and provincial/territorial governments to make climate protection a priority;

BE IT RESOLVED THAT the municipality of DISTRICT OF WEST VANCOUVER endorse the MUNICIPAL LEADERS' RESOLUTION ON CLIMATE CHANGE

NAME

MUNICIPALITY

ELECTED TITLE

DATE

Please Fax Back to (613) 244-1515
October 02, 2000

Federation of Canadian Municipalities
24 rue Clarence Street
Ottawa, ON  K1N 5P3

Attention: Mr. John V. Hachey
Honorary Chair, PCP Program

Dear Mr. Hachey:

Re: Municipal Leaders' Statement on Climate Change

This will confirm that Council at its September 25, 2000 meeting, received your letter regarding the above noted matter and passed the following resolution:

THAT
1. the letter dated September 14, 2000 from the Federation of Canadian Municipalities re Municipal Leaders' Statement on Climate Change be received.
2. the resolution be endorsed and the FCM be so advised.

Accordingly, this is forwarded for your information.

Yours truly,

[Signature]

S. Scholes
Deputy Municipal Clerk

SS/blg
January 29, 2001

His Worship Mayor Wood and Members of Council
District of West Vancouver
750-17th Street
West Vancouver, British Columbia
V7V 3T3

Dear Mayor Wood and Members of Council:

As Honourary Chair of the Partners for Climate Protection Program (PCP), I welcome the District of West Vancouver as the 72nd municipality to join PCP. Your community has taken a leadership role by joining a group of municipal governments dedicated to climate protection and the reduction of greenhouse gas emissions.

Enclosed you will find PCP brochures, case studies, a Sustainable Communities tool kit, information on how to acquire free software to measure greenhouse gas emissions, the PCP recognition puzzle and other helpful resources.

The puzzle recognizes achievement through the five program milestones. With each milestone, you will receive a new puzzle piece. The first milestone, for example, is reached when West Vancouver has completed an inventory of greenhouse gas emissions from municipal operations and the broader community. Please refer to the PCP brochure for more details.

The benefits of joining the program accrue to the municipality and to the community—at-large—reduced energy expenditures, local job creation, increased use of local renewable energy resources, decreased air pollution and an overall improvement in the quality of life. In addition, the District of West Vancouver will help Canada meet its international obligation to reduce greenhouse gas emissions.

Sincerely,

[Signature]

PCP Coordinator
City of West Vancouver

---

"Supporting municipal government commitments to reduce greenhouse gas emissions."

"Soutenir les engagements des gouvernements municipaux à l'égard de la réduction des émissions de gaz à effet de serre."

---

ILCE International Council for Local Environmental Initiatives

ILCE Internationale pour les Initiatives écologiques locales

---

Bob Kerr
Director, ICLEI Energy Services
Director, Services Énergétiques

16th Floor, West Tower
100 Queen Street West
Toronto, Ontario M5H 2R2

Tel: (416) 395-2528
Fax: (416) 395-1478

sikerr@iclei.org
http://www.iclei.org/en
Paul Gregory will contact Mr. Colin Wright to discuss how PCP can best serve the needs of your District. Mr. Gregory can be reached by telephone at (613) 241-5221 ext.291 or by e-mail at pgregory@fcn.ca. Should you wish to speak with me directly, I can be reached by telephone at 514-992-8683 or via e-mail at hachey@inchnaut.ca.

Yours sincerely,

John V. Hachey
Honorary Chair
Partners for Climate Protection Program

JH/pg
C: Mr. Colin Wright, Director of Engineering
January 24, 2002

His Worship Mayor Wood and Members of Council
District of West Vancouver
750-17th Street
West Vancouver, British Columbia
V7V 3T3

Dear Mayor Wood and Council:

As President of the Federation of Canadian Municipalities, I am pleased to present you with the Milestone One puzzle piece (grass) for completing a greenhouse gas (GHG) inventory for both municipal operations and the community.

Congratulations on achieving the first Partners for Climate Protection (PCP) Milestone. You are among 24 communities across Canada to have reached this stage.

PCP is now preparing to release Milestone Two and Milestone Three to those communities that have set emissions reduction targets for municipal operations and the community and have developed plans for reaching those targets. Recommended reduction targets are: 20 per cent reduction in greenhouse gas emissions from municipal operations, and a minimum six per cent reduction from the community, both within 10 years of joining the program.

Most communities undertake Milestones Two (setting a target) and Three (developing a plan) together because a good assessment of options is required before publicly committing to reduction targets.

To assist you, we enclose:

1. Sample plans for reducing emissions from operations and the community.
2. Case studies highlighting approaches taken by four communities to engaging stakeholders in developing their community wide plans.
4. An information kit on funding opportunities from the Green Municipal Funds.
5. An information kit on FCM's Municipal Building Retrofit Program.

.../2
Your efforts, and those of the growing number of PCP participants, will make a significant contribution to meeting Canada’s Kyoto commitments. At the same time, investments in building retrofits, waste management, community energy systems, renewable energy, transit and water conservation generate real local benefits in dollar savings, jobs, improved environmental quality and health.

PCP is a milestone program. The various pieces to the PCP Puzzle represent the five milestones of the program. The milestones are: develop a greenhouse gas inventory and forecast future emissions; establish a reduction target; develop a local action plan; implement the plan; and monitor, verify and report on emission reductions. Each milestone applies to municipal operations and the community.

To receive recognition for setting these Milestones, FCM must have on file a copy of any council resolutions setting targets or approving action plans.

The FCM PCP Secretariat is available to provide assistance. For further information, contact: Paul Gregory, PCP Program Officer, 613-241-5221, ext 291, or pgregory@fcm.ca. Mr. Gregory will also follow with the PCP contact by phone in the next week to go over the documents.

Yours sincerely,

Jack Layton
President

JL/pg
c: Colin Wright, Director of Engineering & Transportation
9.3 Summary of Council Support for GHG Emission Reduction

- January 16, 2001 - Council became a signatory to the Municipal Leaders Resolution on Climate change (see Appendix 9.2.3) and through this resolution resolved to take part in the PCP program.

- July 14, 2008 - Council unanimously agreed to become a signatory of the BC Climate Action charter, committing the District to be carbon neutral with respect to municipal operations by 2012.

- December 7, 2009 - Council instructed staff and the Climate Action Working Group to consider the Provincial commitment as its own standard: GHG reduction targets of at least 33% reduction below 2007 levels by 2020, and at least an 80% reduction by 2050.

- March 15, 2010 - Council resolved to receive the CCAP as its first step towards OCP amendments required to meet the provincial Local Government (Green Communities) Statutes Amendment Act, 2008 (Bill 27) and requested staff to return to Council with an implementation plan (hence this CCEEP).

- April 15, 2010 - Council adopted the OCP amendment that sets community GHG reduction targets and policies that would help the District achieve those targets as required by the Provincial government’s Local Government (Green Communities) Statutes Amendment Act, 2008 (Bill 27). (Bill 27 is found in Part 26, S. 877 (3) of the Local Government Act.).

9.4 Engagement in the CCEEP

The following engagement mechanisms and touch points are expected to resource the development of the CCEEP. The exact phasing or amount of engagement will be confirmed with the Consultant.

<table>
<thead>
<tr>
<th>Prepare</th>
<th>Vision</th>
<th>Assess / Launch</th>
<th>Strategize</th>
<th>Action Plan</th>
<th>Reporting and Approvals</th>
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### 9.5 District Proposed Phases, Tasks and Timeline

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of District RFP</td>
<td>April 24, 2014</td>
</tr>
<tr>
<td>Proposal submission due date</td>
<td>May 20, 2014</td>
</tr>
<tr>
<td>Interviews / model demo, if required</td>
<td>June 2-6, 2014</td>
</tr>
<tr>
<td>District selects Consultant</td>
<td>June 9, 2014</td>
</tr>
<tr>
<td>District submits project application to BC Hydro</td>
<td>June 9-11, 2014</td>
</tr>
<tr>
<td>Notice to proceed</td>
<td>June 18, 2014 (presumed 1 year from this date?)</td>
</tr>
<tr>
<td>Inform Council (update no 1)</td>
<td>June (when?)</td>
</tr>
<tr>
<td><strong>Phase 1: Prepare for Planning Process</strong></td>
<td><strong>June 23 – July 31</strong></td>
</tr>
<tr>
<td>Consultant Initiation meeting</td>
<td>June 23, 2014</td>
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<tr>
<td>Form Organizational Structure</td>
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<tr>
<td>Develop stakeholder / community engagement strategy; and communications strategy</td>
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<tr>
<td>Communications update</td>
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<tr>
<td><strong>Phase 2: Create CCEEP Vision</strong></td>
<td><strong>Aug 1 – Sept 15</strong></td>
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<tr>
<td>Intro and Visioning session</td>
<td></td>
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<tr>
<td>• Executive Steering Committee (ESC) no 1</td>
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<td>• Project Support Team (PST) no 1</td>
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<tr>
<td>Intro session with new Work Group (WG) and confirm vision (no 1)</td>
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<tr>
<td>Identify resource needs and relevant background information</td>
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<tr>
<td>• WG event no 2; PST event no 2</td>
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<td>Communications update</td>
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<tr>
<td>Inform Council (update no 2)</td>
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<tr>
<td><strong>Phase 3: Assess Current Situation and Process Launch</strong></td>
<td><strong>Sept 16 – Nov 15</strong></td>
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<tr>
<td>Energy and emissions profiling – consultant</td>
<td></td>
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<tr>
<td>Forecast energy and GHG emissions - consultant</td>
<td></td>
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<tr>
<td>Conduct energy and GHG mapping – consultant, GIS</td>
<td></td>
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<tr>
<td>Confirm - Modeling/ Visual Tool Development- consultant</td>
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<tr>
<td>Identify existing or planned initiatives, identify opportunities or constraints and process launch: Engage discussion with:</td>
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<td>• PST event no 3; WG event no 3; ESC event no 2; Staff event no 1; Community event no 1</td>
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<td>Communication Tool</td>
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### Tasks

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<tr>
<th>Communication update</th>
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### Phase 4: Strategy Development

**Develop goals and target**

- Modeling (consultant)
- Scenario reporting (consultant)

**Engagement**
- WG no 5; PST no 4; Staff no 2; Community (public open house no 2)

**Refinement of targets/criteria development**
- WG no 6

**Progress Report to Council (update 3)**

| Communications update |

### Phase 5: Detailed Action Planning: Develop Action Plan, Implementation and Monitoring Strategy

**Develop draft action plan (consultant)**

**Prepare draft implementation and monitoring strategy (consultant)**

**Review/Confirm action plan and strategies:**
- WG to review Draft No 1 (no 7)
- ESC to review Draft No 1 (event no 3)
- Council approval sought for Draft No 1 (no 4)
- Community engagement event (public open house no 3)

### Phase 6: Reporting and Approvals:

| Consultant submits CCEEP no 2 – final draft to District |
| Work Group meets to review/finalize (event no 8) |
| District submits final CCEEP to BCH and FCM (PCP Secretariat) |
| Council Presentation; seek final draft approval (no 5) |

**Timeline**

- Nov 16 – Dec 31
- Jan 2015 – April 31, 2015
- May – September 2015
- May 2015
- June 2015
- Sept 2015 (no presentation July – Aug)

### 9.6 CEEP Resources

- [http://www.communityenergy.bc.ca/resources-introduction/ceep-research-summary](http://www.communityenergy.bc.ca/resources-introduction/ceep-research-summary)
• http://www.surrey.ca/community/11119.aspx
• http://www.burnaby.ca/City-Services/Policies--Projects---Initiatives/Environment/Environmental-Sustainability-Strategy/More-Information.html?PageMode=Print