



2014 Annual Report

**A summary of the activities and accomplishments of the
Community Energy Association
January - December 2014**

Connecting communities, energy and sustainability



Community Energy Association (CEA) thanks Chair Darrell Mussatto

Message from the Chair

Getting to Implementation

As chair of the Community Energy Association, I am honoured to work with the CEA Board of Directors and staff to support local governments in taking action on energy and climate change. Increasingly, the work of the CEA is focused on implementation of plans and strategies developed by local governments to make their communities more energy efficient and resilient. It is rewarding to see the organization's role in the field of sustainable energy evolve and we look forward to continuing our support for local governments in this area.

New Members

CEA Welcomes the following new members: SES Consulting, City of Nanaimo, City of Campbell River, District of Sparwood, District of Saanich, City of Richmond and Metro Vancouver.

Deep Research

In 2014 CEA continued to deliver a remarkable breadth and depth of research with a strong emphasis on the analysis of successful project implementation. In partnership with Quality Energy Systems for Tomorrow (QUEST) and Sustainable Prosperity, the CEA led a nation-wide research and capacity building initiative, Getting to Implementation. The project seeks to document the variety of provincial energy initiatives that exist across Canada and ascertain best practices in community energy planning and implementation. The CEA has also continued its role as the Community Energy Manager for the Regional District of the East Kootenay, conducting research and developing a model development permit area bylaw. Additionally, the CEA researched and produced a best practices report on community based energy retrofit campaigns across BC.

Building Capacity

In 2014, the CEA prepared to launch a certificate course in Community Energy Management. The online offering will provide professional development for students interested in community energy systems, community energy efficiency and community energy planning. The CEA also continued its facilitation of the BC Mayors Climate Leadership Council, which brings together mayors from around the province to demonstrate leadership and share best practices in responding to the threat of climate change.

Financial Performance

CEA ended 2014 in a positive financial position slightly positive from break-even. We are confident going into 2015 that revenues and expenditures will continue to support a financially stable organization.

We would like to express our sincere appreciation to our talented and dedicated staff. They have done an outstanding job representing the organization, and we thank them for their passion and professionalism.

On behalf of the Community Energy Association, thank you for your continued support.

Darrell Mussatto
Community Energy Association Chair and
Mayor, City of North Vancouver

Mission

The Community Energy Association is a charitable organization with the mission to support local governments and First Nations who want to take action on energy.

We have been serving the needs of local governments for nearly twenty years.

CEA is the trusted independent advisor to local governments, helping them close the implementation gap through research, outreach and projects.

Our research includes community energy planning, implementation tools and community energy guides.

CEA's outreach includes providing a forum for dialogue and education on sustainable energy issues and building the capacity of local governments and First Nations on energy sustainability. We also encourage active engagement of communities in energy sustainability by recognizing leadership and by building public awareness on community energy sustainability through educational activities. We also provide referral services to resources for sustainable solutions.

CEA's projects include planning, implementation, and technology acceleration.

Report on 2014 Activities

Outreach and Recognition

2014 Climate & Energy Action Awards

Linda Reimer, Parliamentary Secretary to the Minister of Community, Sport and Cultural Development and Port Moody-Coquitlam MLA, presented awards recognizing the leadership of Richmond, Nanaimo and Telkwa at the Union of BC Municipalities convention.

Richmond won in the Community Planning and Development category for the Alexandra District Geothermal Energy Utility, which provides energy to 600 residential units, reducing GHG emissions by around 1,125 tonnes per year.

Nanaimo won in the Corporate Operations category for the energy recovery facility constructed as part of a new water supply system. Avoided energy costs are nearly \$100,000 per year and the system is generating enough electricity to power 160 to 190 homes.

Telkwa won the Public Sector Collaboration award for their biomass district energy partnership with School District 54, an outstanding example of how public sector joint renewable energy projects can provide energy security and climate action benefits for both partners. The partnership with the school district was essential to system funding, design and development and the school is an important customer of the system while also providing back-up heat in extreme cold.

Honourable Mentions were awarded to:

- Campbell River for Power Down Campbell River & Metro Vancouver for Charging up the Region
- Saanich for its Fuel Efficient Municipal Fleet and Sparwood for its Leisure Centre Energy Retrofit

The awards are organized annually by the Community Energy Association in partnership with the Province of BC, Union of BC Municipalities, BC Hydro and FortisBC.

Each of these local governments will also receive a one-year complimentary membership in CEA.

Many thanks to Patricia Bell who coordinated the awards and to the judging panel: Dave Aharonian, BC Climate Action Secretariat; Mark Allison, City of New Westminster; Mandy Assi, Fortis BC; Jessica Brooks, Ministry of Transportation and Infrastructure; Sarah Buckle, TransLink; Devin Causley, Federation of Canadian Municipalities; Siraz Dalmir, FortisBC; Vladimir Kostka, FortisBC and; Ron MacDonald, Vancouver School Board.



BACK ROW (left to right): Mayor Malcolm Brodie (City of Richmond), Councillor Andy Adams (Campbell River), Rod Allen (SD 54), Mayor Darrell Mussatto (City of North Vancouver & CEA Chair), Donna McGeachie (BC Hydro), John Turner (FortisBC), Councillor Bruce Christensen (City of Fort St. John).

FRONT ROW (left to right): Councillor Heather Deal (City of Vancouver & Metro Vancouver), Mayor Carman Graf (Village of Telkwa), Mayor Lois Halko (District of Sparwood), Mayor Frank Leonard (District of Saanich), MLA Linda Reimer (Parliamentary Secretary for Ministry of Community, Sport and Cultural Development)

BC Mayors Climate Leadership Council

The BC Mayors Climate Leadership Council (BCMCLC) extended its membership to Mayor Dean Fortin of Victoria and Councillors Cullington and Schumann from Colwood and Dawson Creek respectively. The BCMCLC met with several MLA's at its annual UBCM breakfast including 3 former Mayors – MLA's Mike Bernier, Peter Fassbender, and Jordan Sturdy. Three NDP MLA's were there as well as Andrew Weaver representing the Green Party. Planning is underway for the coming year of BCMCLC activities.

QUEST-BC (Quality Urban Energy Systems for Tomorrow)

CEA continues to be an active participant in QUEST-BC, including monthly teleconference calls. Over 2014 CEA worked to set up a new project with QUEST, called Getting to Implementation. Read more about this project in the following section: "Planning for the Future".

Certificate in Community Energy Management

CEA worked towards launching a new online education offering, to start in 2015. This professional development certificate program includes guidance on district energy & heat systems, planning for electric vehicle charging infrastructure, energy and emissions planning for small communities, investment in and governance of green energy systems, green energy and local economic development, community energy dieting, and more. Course content and registration information is on CEA's website.

Presentations

- **International District Energy Association (IDEA) conference:** Peter Robinson presented at the IDEA conference in Toronto on October 30. Peter gave a 30 minute presentation titled: "Municipal Community Energy Planning & the link to District Energy implementation."
- **QUEST Conference:** Dale Littlejohn, Pat Bell, and Peter Robinson all presented at QUEST 2014 in Vancouver, providing research highlights from the Getting To Implementation project so far. Peter presented at a session on December 1, and all three staff presented at the start of a packed workshop on December 3 on "Implementing Community Energy Plans". All CEA staff were involved in helping to facilitate the workshop on December 3, which also involved many members and other colleagues. Thank you for your input!
- **Canadian Rural Revitalization Conference (Prince George):** Patricia Dehnel and Peter Robinson attended this conference, and provided a 3 hour workshop on Small-Scale Biomass District Heating (as a pilot for part of the Certificate in Community Energy Management), a 1.5 hour presentation on Principles of Corporate and Community Energy & Emissions Planning, and a 0.5 hour presentation on Implementing Clean Energy Systems in BC Communities.
- **QUEST Community Energy Symposium: Turning Good Ideas into Real World Solutions:** CEA staff Patricia Bell and Peter Robinson attended this symposium on September 11 in New Westminster, BC.
- **UBCM clinic:** Darrell Mussatto and Dale Littlejohn presented to a *standing-room only* crowd on the Thursday morning of UBCM on the topic of "Investing in Clean Energy without Getting Burned".
- **CEEP QuickStart Community of Practice Webinars:** CEA held four webinars with small and mid-sized local governments, on: electric vehicles, economic benefits of climate action, gathering local government feedback on support they would like, and updating them on BC Hydro incentive programs.
- **Carbon Neutral Kootenays Webinars & Workshop:** as part of the Carbon Neutral Kootenays project, CEA delivered four webinars and one workshop. The webinars were held on electric vehicles, organics diversion, fuel switching for buildings, and solar technology. The workshop was held in Invermere, and provided a summary of the global and local energy & emissions situation and implications for planning.
- **Manitoba Green Infrastructure Conference:** Dale delivered a keynote presentation to about 100 local government staff, elected officials and others at this conference organized by a group focused on economic development across western Canada with bilingual communities.
- **BC Hydro Community Energy Managers webinar:** Peter presented on a webinar for BC Hydro's Community Energy Managers on the *Home Energy Efficiency Retrofit Incentive Campaigns Analysis Report*.
- **Team Community Energy & Emissions Inventory (CEEI):** CEA participated in a workshop sponsored by the Climate Action Secretariat, to help CAS decide how best to move forward with CEEI in order to support communities.

Research and Publications

Energy in the Columbia Basin Report

CEA published a two-volume report for Columbia Basin Trust to support discussions on the future of energy (utilization, conservation, generation and heat, electricity, mobility) in the basin (roughly Valemount to Rossland) which covers the current state and opportunities. Implementation opportunities may arise from their consideration of the report, which CEA may be able to help facilitate. CEA is currently participating on the Steering Committee which is comprised of experts in the energy and community sustainability field from across the country.

Home Energy efficiency Retrofit Incentive Campaigns Analysis Report

CEA completed a BC Hydro funded report analyzing the experience of 11 recent BC based residential energy efficiency campaigns and providing recommendations for design and delivery of future programs. The document analyses the experience of the programs on details such as program cost, results, partnerships and roles, financial incentives including discounts and financial products, marketing channels, communications and branding, the approach taken to identifying and removing barriers to action, and results achieved. CEA delivered a webinar overview on this to the BC Hydro Community Energy Managers on June 24.

Small Scale Biomass District Heating Handbook

CEA published a companion document to the Small Scale Biomass District Heating Guide – a more detailed handbook for local governments considering small scale systems. Funding was obtained from the Province of Alberta and the Wood Pellet Association of Canada to complete the work. The handbook is aimed at communities in Alberta as well as BC.

Community Based Renewable Energy Snapshot

CEA released this report, which was funded by the Province of BC's Climate Action Secretariat, providing a snapshot of community-based renewable energy projects in BC at the end of 2013. The report comments on how BC's legislative and policy framework and various dedicated programs across the province and over the years have supported the development of these projects, and suggests a strategy for moving forward.

Using a Waiver Approach to Implement an Energy Efficiency Development Permit Area (Model Bylaw)

As part of the East Kootenay Community Energy Manager program, CEA produced a model bylaw report describing a relatively new approach to using development permit area (DPA) designations and guidelines to encourage energy efficiency in new buildings – establishing an on-site requirement for renewable energy while offering to waive that requirement in exchange for increased in-building energy efficiency.

Linking Climate Action and Cost of Government

The CEA began a research project analyzing public data sets to identify correlations between total cost per capita of local government and community-wide per-capita linear kilometers of roads, square kilometers of taxable land, CEEI indicators and more. This research project is ongoing and we expect to publish results in 2015.

Municipal World Magazine

CEA's most recent article for Municipal World, entitled *Biomass District Heating – an economic development and climate change solution for Canadian communities* was submitted in 2013 and published in the January 2014 edition.

Projects

Old Crow Community Energy & Emissions Plan

Old Crow is an off-grid community of approximately 250 people in the northern Yukon. CEA and Urban Systems were the successful proponents in an RFP released by the Yukon Government to deliver a Community Energy and Emissions Plan for this community, including an up-to-date inventory. This project was a milestone as it was CEA's first major project outside of BC. It was also CEA's first collaboration with Urban Systems (although we have worked with a team member before when he was with Morrison Hershfield).

The inventory was completed in August 2014, and the final report was completed in March 2015. The main challenge with progressing the project was the high staff turnover at the Vuntut Gwitchin First Nation government.

RDEK Community Energy Manager and the East Kootenay Energy Diet

CEA completed Q2 of Year 2 of the RDEK CEM program. Year 2 focus is on implementation of local government policies and home energy retrofits (focus on insulation, heat pumps, and pellet stoves). The East Kootenay Energy Diet was re-launched in August and at year end had 39 new participants. Outreach extended to the 147 participants from 2013 who did not complete a post energy assessment. Some individual local governments are subsidizing pre and/or post residential energy audits and supporting home fuel switching from propane and heating oil. In addition, the District of Sparwood energy efficiency development permit area for new single family homes on district owned land was in final review prior to Council adoption.

Research on local government building policy to help reach EnerGuide80 and meet the new BC Building Code (effective December 2014) continued as did work with local governments to initiate an energy conservation program for commercial buildings using Portfolio Manager. A tour of local government councils is scheduled in early 2015 for new elected officials to provide background on corporate and community energy planning.

BC Hydro CEEP QuickStart

By the end of January 2014, CEA had completed 37 Community Energy & Emissions Plans (CEEPs) through the CEEP QuickStart program (1 out of every 5 CEEP's completed in all of Canada). Later in 2014, CEA signed a contract with BC Hydro to focus on the implementation of CEEP's with small and mid-sized communities including:

- Implementation coaching / support
- Policy implementation
- QuickStart Community of Practice
- BC Mayors Climate Leadership Council
- Being the local government portal for access to PowerSmart materials

Late in 2014 CEA signed a contract with BC Hydro to deliver some more CEEP's for communities, as a response to demand. These are due to take place in the first part of 2015.

Getting to Implementation

Research for the national 3-year \$1.1 million project began in 2014, in collaboration with QUEST and Sustainable Prosperity. The research includes a detailed review of Community Energy & Emissions Plans (CEEPs) and their implementation across Canada as well as a definitive review of policy, regulation, and incentives in each province and territory across Canada. At the end of 2014, QUEST and CEA had reviewed 50 CEEP's, and interviewed staff at 33 of those communities. Preliminary results were presented at QUEST 2014 in Vancouver in December, and an energetic workshop was also held at the conference to help communities move towards implementation. Findings from the GTI project are available at <http://gettingtoimplementation.ca>.

Work on this project will ramp up in 2015, including the release of several reports, and a series of cross-Canada workshops to obtain feedback from communities on the research findings to date.

Inside CEA

CEA has its first maternity leave with Megan returning in fall 2015.

CEA Staff



Dale Littlejohn
Executive Director



Patricia Bell
Head of Planning & Director of Education



Peter Robinson
Chief Technology Officer



Trish Dehnel
Community Relations Manager and Carbon Neutral Specialist



Megan Lohmann
Head of Community Energy Management



Lyla Samuels
Chief Financial Officer

Financial Statements

for year ended December 31, 2014

Statement of Financial Position for the period ended December 31st 2014

ASSETS

Current Assets

Cash	\$ 318,689
Accounts Receivable	15,819
GST Receivable	6,034
Prepaid Expenses	10,311
Rent Deposit	-
Work In Progress	56,448
Total Current Assets	<u>407,301</u>

TOTAL ASSETS 407,301

LIABILITIES AND ASSOCIATION EQUITY

Current Liabilities

Accounts Payable	\$ 10,628
Vacation & Payroll Payable	2,307
Due to Receiver General	-
Deferred Revenue	-
Deferred Contribution	149,989
Total Current Liabilities	<u>162,924</u>

Special Purpose Fund

Reserve Fund	100,000
Total Special Purpose Fund	<u>100,000</u>

ASSOCIATION EQUITY 144,377

TOTAL LIABILITIES AND EQUITY 407,301

Statement of Operations and Changes in Equity for the period ended December 31st 2014

Revenue

Membership Revenue	\$ 56,000
Charitable Donations	-
Education & Outreach	1,200
Advisory Services	223,772
Charitable Projects	507,348
Interest and miscellaneous	4,575
	<u>792,895</u>

Expenses

Direct project costs	579,304
Organizational expenses	-
Personnel	138,995
General and administrative	45,608
Direct program expenses	28,367
	<u>792,274</u>

Income (Deficit)

	619
Association Equity beginning of year	143,758

Association Equity end of period \$ 144,377

Statement of Operations and Changes in Equity for the period ended December 31st 2014

Cash Flows from (used in) Operating Activities

Net Income (Loss)	\$ 619
Adjustments to reconcile net income to net cash provided by (used in) operating activities:	
Increase (Decrease) of Deferred Revenue	- 2,652
Increase (Decrease) of Deferred Contributions	134,909
Decrease (Increase) in Operating Assets:	
Accounts Receivable	46,496
Work in Progress	12,870
Prepaid Expenses	- 5,884
GST Receivable	- 342
PST Receivable	-
Increase (Decrease) in Operating Liabilities:	
Accounts Payable & Accrued Liabilities	- 20,821

Net Cash provided by (used in) Operating Activities 164,576

Increase (Decrease) in Cash and Cash Equivalents 165,196

Cash and Cash Equivalents at beginning of year 153,493

Cash and Cash Equivalents at end of period \$ 318,689

CEA Board and Members

Board of Directors CEA's Board of directors is led by chair Darrell Mussatto, Mayor, City of North Vancouver.

Members of the board are:

- **Darrell Mussatto**, City of North Vancouver (Board Chair)
- **Susan Haid**, City of Vancouver (Vice-Chair)
- **Robyn Wark**, BC Hydro
- **Stephen Brydon**, BC Transit
- **Cheryl Shuman**, City of Dawson Creek
- **Mandy Assi**, FortisBC
- **Mark Allison**, City of New Westminister
- **Julie Pavey**, District of North Vancouver
- **Richard White**, RWPAS
- **Marie Crawford**, Union of BC Municipalities
- **Orion Henderson**, University of British Columbia
- **Caroline Jackson**, City of North Vancouver

CEA Members

Community Energy Association Members include:

- **Jeff Arason**, Manager, Utilities City of Surrey
- **Kristina Watt** City of Prince George
- **Village of Burns Lake**
- **John Malcolm**, Chief Administrative Officer City of Castlegar
- **Nick Capaldo** Corix Utilities
- **Jason Emmert** Metro Vancouver
- **Amber Zirnhelt** City of Campbell River
- **Dom Repta**, TransLink
- **Scott Sinclair**, SES Consulting
- **Mark Boysen**, Saanich
- **Levi Higgs and Nick Heap**, City of Richmond
- **Nigel Wright**, Sparwood
- **Stacey Bernier**, Creative Energy
- **Bruce Joiner**, City of Naniamo

