



# 2017

## **Annual Report**



**Community Energy  
Association**

## MESSAGE FROM THE CHAIR & EXECUTIVE DIRECTOR



**Darrell Mussatto**

Chair, Community Energy Association  
Mayor, City of North Vancouver

2017 was a year of tremendous growth for CEA, and we are thrilled to be able to report on the projects and initiatives we were part of as a result of this increased capacity. In addition to adding 3 superstars to our staff this year, we welcomed new and first-time members to our network and made key professional contacts who are adding tremendous value to the projects we facilitate. This growth demonstrates the eagerness of communities - large and small - to take on climate change with real, actionable projects. In communities across BC, from Campbell River to Sparwood and Kitimat to McLeod Lake, and in the Yukon and Alberta, we are exceptionally proud of the work done in support of our mission of saving energy, emissions and money.

In a year that proved full of opportunity to move forward on the climate file, we are also inspired by the work and partnerships that transpired this year to support BC communities. The BC Energy Step Code and the regional collaborations that are



**Dale Littlejohn**

Executive Director, Community Energy Association

supporting electric vehicle deployment are just a few examples of how much success is a result of leveraged time, money and talent.

CEA thanks the Board and Members of CEA without whom this great work in communities across BC, Alberta, and Yukon could not take place. CEA also salutes its hard-working, passionate staff that deliver change on the ground every day.

Yours sincerely,



"Communities are accessing federal grants through the Federation of Canadian Municipalities with CEA's advice and assistance."

### The Window Opens...

In 2017, the Federation of Canadian Municipalities (FCM) started flowing the federal funds to local governments for climate action that had been previously committed. This was some of the first tangible evidence of increased federal commitment to supporting local governments on climate action.

The Province of BC brought in the 'Energy Step Code' which, for the first time, gives local governments the power to set increased energy efficiency requirements for new buildings. The Province also committed to continuing increases in the carbon tax and initiated a process to revisit the Climate Leadership Plan. In 2018, federal-provincial bilateral agreements will likely be signed, which will translate into grant opportunities for local governments.

At CEA, we expect this window of federal and provincial alignment on climate action to remain through 2018 with increasing funding opportunities for local governments on climate change. In 2017, CEA supported the increasing momentum and implementation across communities in BC, Alberta and Yukon. We expect 2018 will see further action.

### Expanding Staff, Geography and Focus

Responding to the increased local government action, CEA added three new staff in 2017 bringing the total complement to twelve including three in the rapidly growing Fernie office.

At CEA's strategic retreat in the summer, an increased focus on transportation emerged as an important direction for CEA in the coming years. CEA staff have begun implementation of the directions from the strategic retreat.

CEA expanded the communities it serves to include not only all of BC but also all of Yukon and southern Alberta. CEA became the FCM Partners for Climate Protection Regional Climate Advisor for BC and Yukon.

### Implementation

Alberta municipalities and economic development regions approached CEA for assistance with developing an electric vehicle charging network after hearing of the exciting work in the Kootenays with Accelerate Kootenays.

Electrification of several EV charging stations was completed in the Kootenays with the Accelerate Kootenays project expected to be complete in 2018. CEA is

supporting communities along Highway 16 that would like to see a similar approach in their region.

CEA is the contracted Community Energy Manager responsible for implementing the Community Energy and Emissions Plans for the Regional District of East Kootenay and its member municipalities, the Regional District of Central Kootenay and its member municipalities, and Maple Ridge. CEA staff are implementing initiatives related to buildings, transportation and waste in all these communities.

### Education

CEA continues to deliver local government staff education programs through BCIT. For elected officials, CEA organizes the BC Municipal Climate Leadership Council which conducts peer learning across the province for locally elected leaders on climate action. This year was the first time a 2 day deep-dive climate change training event was delivered - the Climate Leadership Institute. Participants provided strong positive feedback and look forward to future elite training events. Through BCMCLC, CEA also met with ministers and MLA's to provide information on communities and climate action.

## Key accomplishments in 2017 included:

**5** communities supported in community energy planning: created 2 CEEPs and conducted 3 energy and emissions inventories

**8** EV charging stations installed for Accelerate Kootenays

**7** new members and 46 new milestones awarded in BC for FCM-ICLEI's Partners for Climate Protection Program in new role as the Regional Climate Advisor for this program

Awarded **2** new contracts to act as Energy Manager/Specialist for Maple Ridge and the Regional District of Central Kootenay

**304** builders and municipal building officials attended **11** workshops on a variety of topics including innovative approaches to maximize home energy efficiency through the building envelope, the BC Energy Step Code, energy efficiency provisions of the BC Building Code, and Energy Star for New Homes, among others.



CEA Members are recognized as leaders in driving climate action in British Columbia and are among the province's most driven advocates for inspiring climate solutions. In addition to the local governments on the map, below, members are also from the following sectors:

Public Sector

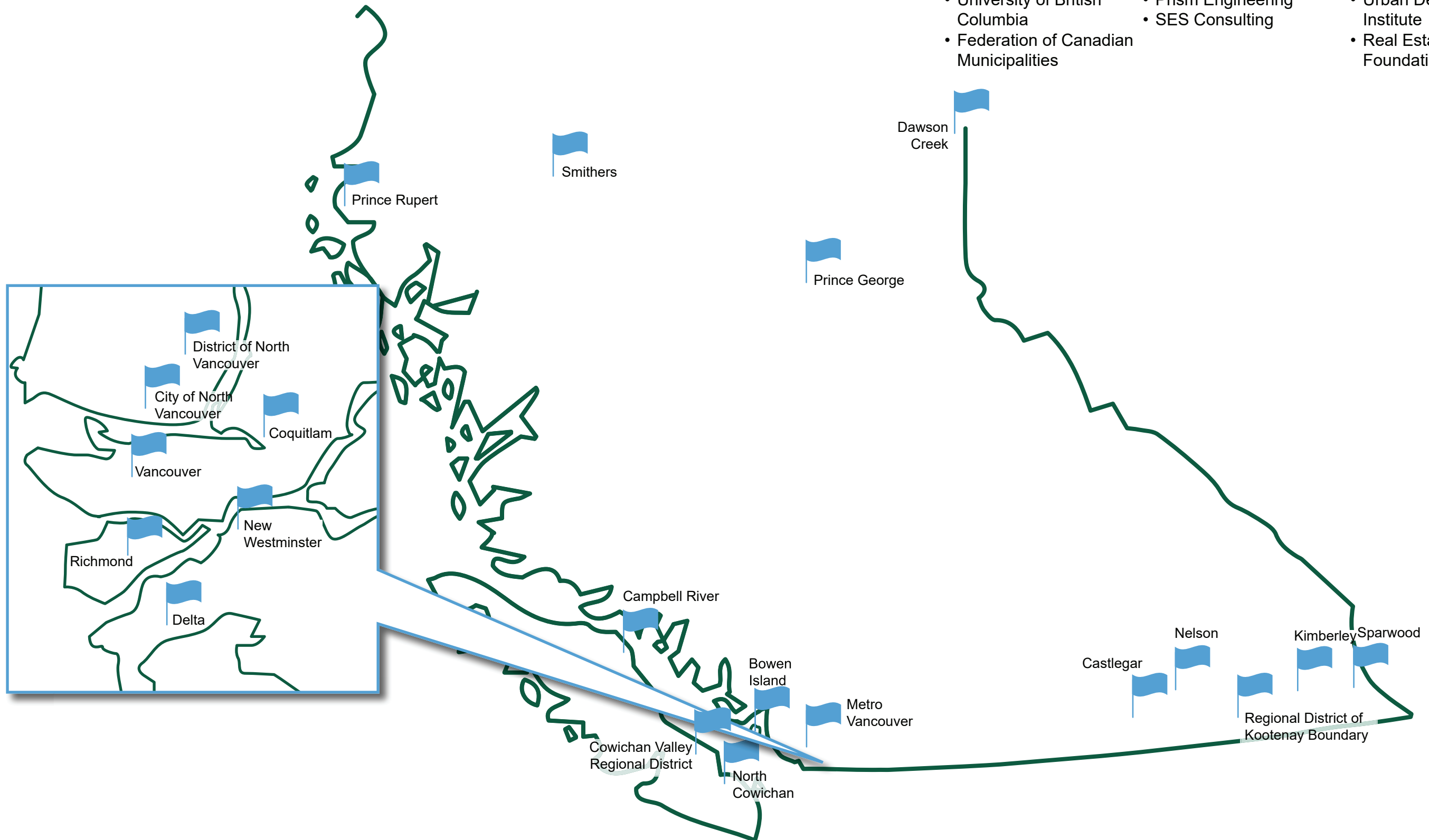
- BC Hydro
- BC Transit
- University of British Columbia
- Federation of Canadian Municipalities

Private Sector

- FortisBC
- Corix Utilities
- Prism Engineering
- SES Consulting

Associations & Foundations

- Union of BC Municipalities
- Urban Development Institute
- Real Estate Foundation BC



## Supporting small and large communities across BC and the Yukon with climate change and energy planning.

### **Community Energy and Emissions Inventories for Yukon Communities:**

CEA continued to support the Yukon Government's Energy Solutions Centre in developing community energy and emissions inventories for specific communities. In 2017, CEA conducted an inventory for Teslin as well as created a Business as Usual Forecast tool for the community. In addition, CEA did further inventory work for Haines Junction. Corporate inventories for Carcross and Dawson City are expected to be completed in the first quarter of 2018.

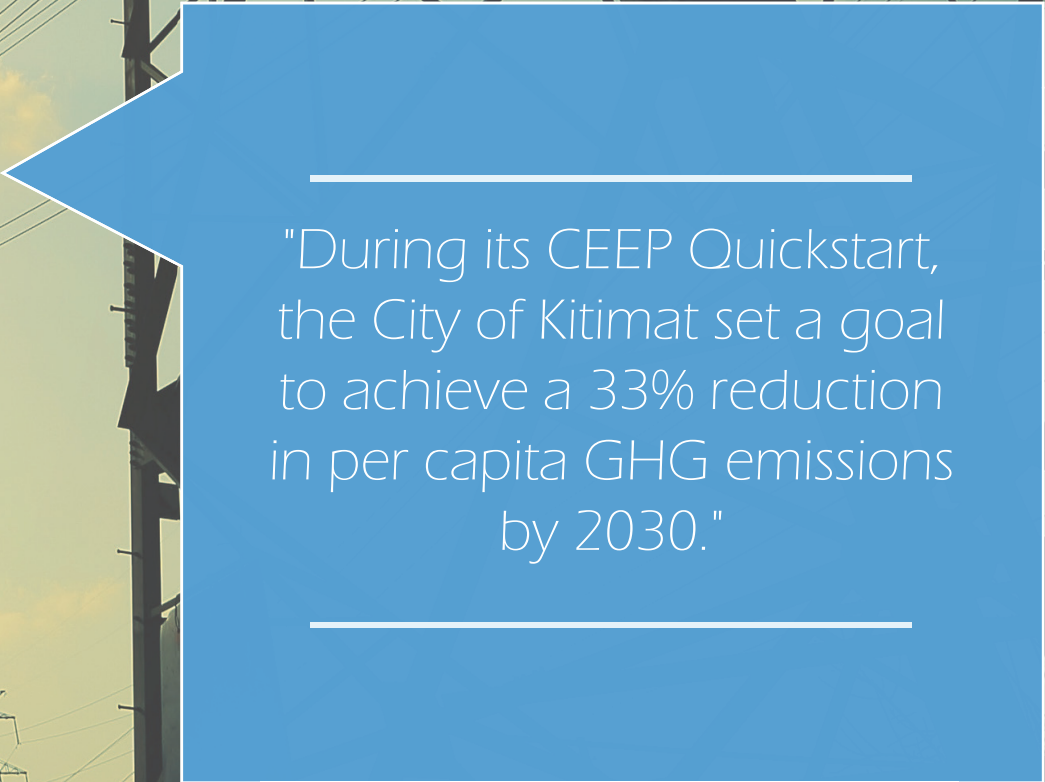
### **CEEP Quickstart:**

CEA led a CEEP Quickstart for the City of Kitimat. This BC Hydro funded program helps local governments with populations under 75,000 develop community energy and emissions plans during a two-day workshop. CEA also began community energy planning for

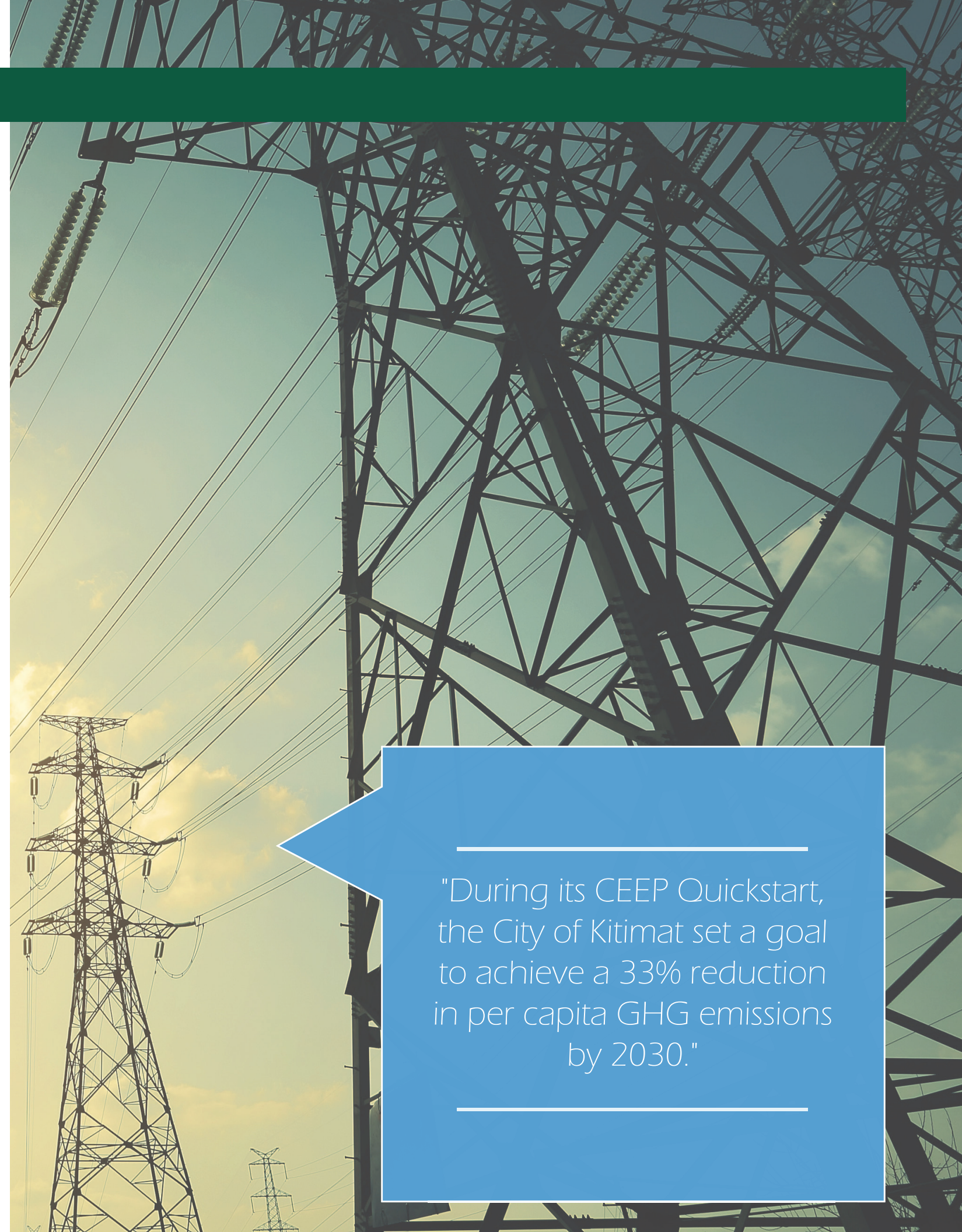
McLeod Lake Indian Band near Prince George. While this work is in the early stages, CEA has conducted an energy and emissions inventory for the community and held initial consultations and a workshop with community members.

### **Kelowna Community Climate Action Plan (CCAP) Update:**

CEA supported the City of Kelowna in refreshing its CCAP. As part of the process, CEA reviewed the city's energy and emissions inventories, conducted interviews with municipal staff, helped to coordinate stakeholder engagement sessions, and developed a list of updated actions in collaboration with staff. Based on the actions, the city hopes to achieve a 4% absolute reduction in community GHG emissions (equivalent to 28% per capita) by 2023. An updated plan will be completed in early 2018.



"During its CEEP Quickstart, the City of Kitimat set a goal to achieve a 33% reduction in per capita GHG emissions by 2030."



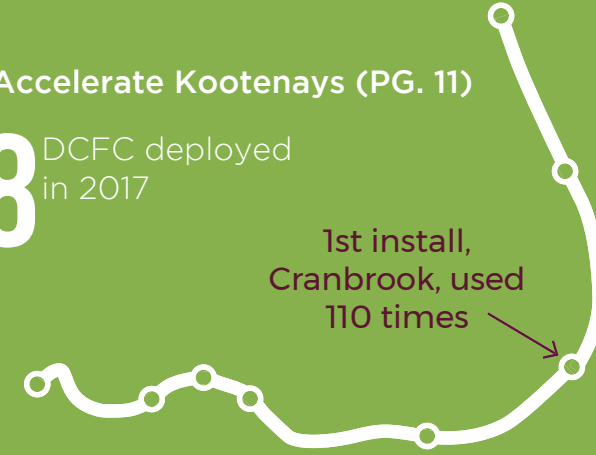


### Electric Vehicles

Accelerate Kootenays (PG. 11)

**8** DCFC deployed in 2017

1st install, Cranbrook, used 110 times



Southwest Alberta EV Network (PG. 11)

**4** Partners



**15-20** Combined L2/DCFC stations

Regional Climate Advisor, FCM-ICLEI Partners for Climate Protection Program (PG. 11)

**7** new PCP Members in BC

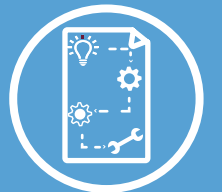
**46** new milestones awarded

RDCK Senior Energy Specialist (PG. 12)

NEW POSITION! Community Energy Management for the district, includes:

**9** Municipalities

**11** Electoral Areas



BC Energy Step Code Implementation Support (PG. 12)

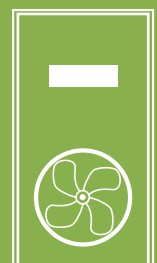
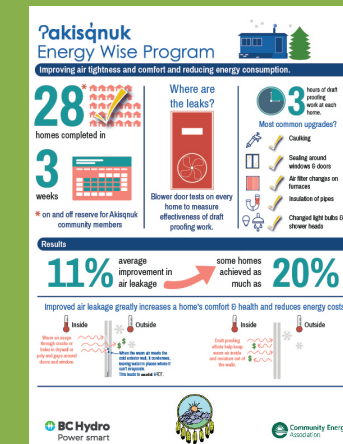
**15**

BC municipalities committed to hold community consultations on the Step Code.



Energy Conservation Assistance Program, Ktunaxa Nation Communities (PG. 12)

**28** homes assessed and implemented initial draft proofing



## Helping communities install EV networks, improve the energy efficiency of new and existing buildings, and implement a broad range of climate and energy initiatives as Energy Managers and Climate Advisors.

### Accelerate Kootenays

CEA continues to manage this EV initiative on behalf of three regional districts – RDEK, RDCK and RDKB – and its partners. By the end of 2018, 40 Level 2 and 13 DC Fast Charging stations will be installed in the Kootenay region. In 2017, 8 stations were deployed. Community outreach and engagement also began with the #ruralEV Ambassador program, which leverages local EV owners and their experiences to promote travel by EV throughout the region. A winter driving experience video was also released, highlighting electric vehicle driving in Nelson, BC. It can be seen at [www.acceleratekootenays.ca](http://www.acceleratekootenays.ca).

### Southwest Alberta EV Network

City of Calgary, Calgary Regional Partnership, Alberta South West Regional Economic Development Alliance, and South Grow Regional Initiative plan to install a network of 15-20 combined Level 2 and DC Fast Charging stations in southwestern Alberta. In 2017, CEA supported the four

project partners in the development of a number of funding applications with the goal of releasing a Request for Proposal to identify a qualified vendor and owner/operator in early 2018.

### Regional Climate Advisor for FCM-ICLEI Partners for Climate Protection Program

In spring 2017, CEA was awarded the contract to be the Regional Climate Advisor for the BC and Yukon region for the PCP program. In this role, CEA delivers resources and one on one support to PCP members to help them advance their commitments to climate action. In its first year, CEA promoted the PCP and related MCIP program to communities at conferences, conventions, and municipal council/regional district board meetings to encourage them to sign up and advance through the milestone framework. CEA also delivered two webinars: 1) to introduce local governments to the PCP program and 2) to highlight FCM's MCIP, MAMP and GMF grants and review CEA's funding guide for community energy and climate change initiatives.

### Maple Ridge Community Energy Manager

In summer 2017, CEA started assisting the City of Maple Ridge with its CEM work plan. A key component has been delivering a builder training program to encourage more energy efficient new buildings and preparing for the potential adoption of the BC Energy Step Code.

### Regional District of Central Kootenay Senior Energy Specialist

In May 2017, CEA began a one-year pilot position to provide community energy management to this regional district along with its 9 member municipalities and 11 electoral areas. Through this FortisBC funded position, CEA coordinates a variety of activities including municipal and regional corporate GHG gap analysis review and recommendations, exploration of renewable natural gas supply and demand opportunities, and opportunities for a regional approach to BC Energy Step Code.

### Energy Conservation Assistance Program (ECAP) for Ktunaxa Nation Communities

The ECAP program aims to address training and capacity gaps related to energy conservation in First Nation communities, identify the challenges and barriers to energy efficiency, and deliver programming that will lead to more energy efficient and comfortable homes. In 2017, CEA initiated work with Ktunaxa Nation to develop a plan for on and off-reserve housing retrofits. CEA supported Akisqnuq First Nation in delivering hands-on training for community members and completing 28 home assessments and initial draft proofing work. Immediate benefit was

realized with an average air leakage improvement of 11%.

### BC Energy Step Code Implementation Support

CEA has been supporting communities in implementing the BC Energy Step Code since it came into effect in April 2017. As the Community Energy Manager for RDEK, CEA has been working to promote the building incentives in Sparwood and Kimberley, while working with other RDEK communities to adopt a voluntary incentive policy.

In collaboration with BC Hydro, CEA also set up a Community of Practice for smaller communities on implementing the BC Energy Step Code. Two webinars were held in fall 2017 for the new Energy Step Code Peer Network – Small Communities and were well attended.

In addition, CEA coordinated a Training Gap Analysis and Capacity Assessment study for instituting the BC Energy Step Code on behalf of BC Hydro and the Step Code Implementation Advisory Committee - Education Sub-committee. The study reviewed existing and planned training programs that support the new code, identified gaps in training, assessed opportunities for new training, and provided a regional assessment of capacity in the construction industry to implement the code. CEA staff continue to participate on the Step Code Communications and Training Sub-committee and are assisting BC Housing with delivery of the second annual local government step code implementation survey.

**Climate & Energy Action Awards (PG. 15)**



Special recognition awarded to BC Energy Step Code Council which was comprised of **20** partner organizations.

**15** Applications received & reviewed by expert panel.

**Builder Workshops (PG. 16)**

Over **240** Builders received training in 8 communities across BC.



**Certificate in Community Energy Management (PG. 15)**

In partnership with BCIT, CEA delivered

**6**

online courses related to community energy management in 2017

**BCMCLC Climate Leadership Institute (CLI) (PG. 16)**

**88%** of elected officials intend to apply knowledge learned from CLI in their communities in the next 18 months.

**Building A Legacy (PG. 16)**

New education series as part of the RDEK CEM position:

**60** Builders in 3 East Kootenay workshops.



BCMCLC Provincial Ministers breakfast session



## Training municipal staff, locally elected officials and the building community for strong leadership on climate change and recognizing outstanding climate and energy initiatives in local governments.

### Climate & Energy Action Awards

These annual awards recognize outstanding projects and programs that incorporate climate change and energy planning into community or corporate planning. In 2017, CEA presented awards to the following communities:

**Community Planning and Development category:** City of Richmond for the Community Energy Save Program.

**Corporate Operations category:** Regional District of Kitimat-Stikine for the Terrace Area Integrated Solid Waste Management Program.

**Public Sector Collaboration category:** City of North Vancouver for the Safe and Active School Travel Program.

**Special award:** BC Energy Step Code Council in recognition of the multi-sector collaboration required to develop the BC Energy Step Code. Many municipalities participated on the council.

Honourable mentions were also awarded to the District of West Vancouver for its Better Climate, Better Community Plan; the Township of Langley for its Green Municipal Investment Fund; and City of

Cranbrook for the Pool Dehumidification Project at Western Financial Place.

### Certificate in Community Energy Management

In partnership with BCIT, CEA delivered six online courses related to community energy management in 2017. Students that complete all six of the Certificate in Community Energy Management courses are eligible to write the exam to become a certified Community Energy Manager. In 2017, four students wrote the certification exam to become certified.

CEA, with BC Hydro support, began consultation with professionals working in the community energy management field to gauge interest in this new professional designation. The focus over the long term is to provide support for professionals interested in qualifying as a CCEM through completion of the six courses or documented professional experience.

### Builder Workshops

CEA continued to deliver builder workshops related to the energy efficiency provisions of the BC Building Code including performance versus prescriptive paths for Part 9.36, Energy Star for New Homes, utility incentives, and the value of working with Certified Energy Advisors. Eight workshops were held in winter/spring 2017 in communities around BC. Many partners supported the delivery of these events.

Through the RDEK CEM position, a building industry education series was designed in 2017, entitled "Building a Legacy". This initiative delivered training to 60 builders at three workshop in November 2017. Ten demonstration wall assemblies were used as educational tools. They will be housed in the East Kootenay and used for further training and education opportunities with builders, trades, the public and real estate agents.

### BC Municipal Climate Leadership Council (BCMCLC)

In November, BCMCLC hosted the Climate Leadership Institute (CLI) for locally elected officials. This two-day climate change leadership training event featured keynote speakers, peer panels and engaging breakout sessions on the following topics:

- Techniques to effectively communicate the importance of acting on climate change;
- Practices and policies to ensure that climate change is included in all municipal decision making processes;
- Successful programs and policies to reduce emissions and energy use; and
- Local, provincial and national funding initiatives to support climate action.

### Conferences

CEA staff presented on various topics related to energy planning at major conferences in 2017:

#### Local Government Association

##### Conventions:

- AKBLG, Rossland - Accelerate Kootenays and the BC Energy Step Code
- NCLGA, Terrace - Participation on Eco-Asset Management Panel

#### EV Conferences

- EV/VE Conference & Trade Show, Markham - Accelerate Kootenays
- EV Roadmap, Portland - Accelerate Kootenays

#### Canadian Rural Revitalization Foundation Annual Conference, Nelson

- Accelerate Kootenays
- Collaborative Rural Community Energy Planning: The health and economic benefits of walking the talk

#### Walk 21, Calgary

- Collaborative Rural Community Energy Planning: The health and economic benefits of walking the talk

#### UBCM Convention, Vancouver

- Accelerate Kootenays
- Local and provincial government collaboration on climate action at BCMCLC Provincial Ministers breakfast session
- Funding available through FCM's MCIP at Green Innovation session

#### Building Sustainable Communities Conference, Kelowna

- Accelerate Kootenays
- BC Energy Step Code
- Participation on panel: Mobilizing Nexus Thinking - The vital intersection of energy, water and food systems

## Stable operations, positive income, and strong balance sheet.

**Community Energy Association**  
**Statement of Financial Position**  
 For the period Ended December 31, 2017
**ASSETS****Current Assets**

Cash	\$ 880,075
Accounts Receivable	138,113
GST Receivable	17,914
Prepaid Expenses	5,945
Rent Deposit	-
Work in Progress	125,806
<b>Total Current Assets</b>	<b>1,167,853</b>

**Capital Assets**

Office Equipment	1,630
Accum. Amort. Equipment	-15,204
<b>Total Capital Assets</b>	<b>1,426</b>

**TOTAL ASSETS** 1,169,279

**LIABILITIES AND ASSOCIATION EQUITY****Current Liabilities**

Accounts Payable	378,704
Vacation & Payroll Payable	18,620
Due to Receiver General	595
Deferred Revenue	136,554
Deferred Contribution	201,998
<b>Total Current Liabilities</b>	<b>736,471</b>

**Special Purpose Fund**

Reserve Fund	104,000
<b>Total Special Purpose Fund</b>	<b>104,000</b>

**ASSOCIATION EQUITY** 328,808

**TOTAL LIABILITIES AND EQUITY** 1,169,279

**Community Energy Association**  
**Statement of Operations and Changes in Equity**  
 For the period Ended December 31, 2017
**Revenue**

Membership Revenue	\$ 86,298
Charitable Donations	69
Education & Outreach	-
Advisory Services	348,392
Charitable Projects	1,132,730
Interest and miscellaneous	5,347
	<u>1,572,836</u>

**Expenses**

Direct project costs	1,095,012
Organizational expenses	3,425
Personnel	265,404
General and administrative	139,395
Direct program expenses	43,285
	<u>1,546,521</u>

**Income (Deficit)** 26,315

Association Equity beginning of year 302,493

**Association Equity end of period** \$ 328,808

**Community Energy Association**  
**Statement of Operations and Changes in Equity**  
 For the period Ended December 31, 2017
**Cash Flows from (used in) Operating Activities**

Net Income (Loss)	\$ 26,315
<b>Adjustments to reconcile net income to net cash provided by (used in) operating activities:</b>	
Increase (Decrease) of Deferred Revenue	106,554
Increase (Decrease) of Deferred Contributions	182,205
<b>Decrease (Increase) in Operating Assets:</b>	
Accounts Receivable	(9,363)
Work in Progress	(39,682)
Prepaid Expenses	1,817
GST Receivable	(13,215)
<b>Increase (Decrease) in Operating Liabilities:</b>	
Accounts Payable & Accrued Liabilities	284,054

**Net Cash provided by (used in) Operating Activities** 512,370

**Cash Flows from non-operating Activities**

Increase in Capital Assets	3,975
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	<b>538,685</b>

**Cash and Cash Equivalents at beginning of year** 337,415

**Cash and Cash Equivalents at end of period** \$ 880,075

Through 2018, CEA will continue to collaborate with local governments on community energy planning and implementation activities, with particular focus in the following areas:

### 1. Capacity Building

- Supporting local governments in climate action as the Regional Climate Advisor for BC & Yukon for FCM-ICLEI's Partners for Climate Protection program
- Providing peer networking and educational opportunities for locally elected officials through the BC Municipal Climate Leadership Council
- Offering networking and learning opportunities for local government staff through Community of Practice and Energy Step Code Peer Network webinar series

### 2. High Performance Buildings

- Initiating deep building retrofit projects in the Columbia Basin region
- Delivering workshops to the building community and supporting local government policies to adopt the BC Energy Step Code

### 3. Electric Vehicle Infrastructure

- Completing the installation of more than 50 charging stations in southeastern BC as part of Accelerate Kootenays
- Beginning the installation of EV charging stations in southwestern Alberta
- Building local government support for a study to develop an EV network along Highways 16 and 97 in northern BC

The Community Energy Association (CEA) is a non-profit organization with charitable status whose mission is to support local governments and First Nations communities that want to take action on climate change and use sustainable energy.

Since 1995, CEA has been a trusted independent advisor to local governments and helped them close the planning and implementation gaps through research, projects and outreach. The organization has published numerous guides and tools on community energy planning. In addition, CEA has assisted local governments with technology acceleration (e.g. renewable energy projects and EV charging station deployment), policy implementation (e.g. incentives to construct more energy efficient buildings), and the development of CEEPs and carbon neutral action plans. Through webinars, workshops and courses, CEA provides a forum for dialogue on sustainable energy and climate change as well as builds the capacity of local government staff and elected officials.

In 2017, CEA employed twelve staff in offices throughout BC and was managed by eleven Board of Directors and our Executive Director. CEA's Board is comprised of elected representatives of more than thirty member organizations including BC municipalities, utilities, transportation providers, consulting firms, and other non-profit organizations.

## The purposes of the Community Energy Association are to:

- build public awareness on community energy sustainability through community energy efficiency and renewable/alternative energy solutions;
- research, develop, compile and provide community energy planning tools on land use, transportation, buildings, infrastructure and renewable energy;
- build public awareness and capacity of communities and local government staff on energy sustainability through educational activities including presentations, seminars, conferences, workshops, toolkits, case studies, publications, websites and displays;
- encourage active engagement of communities in energy sustainability, by recognizing leadership in community energy awareness;
- provide referral services to organizations on availability of funding and resources for energy sustainability solutions;
- provide a forum for dialogue and education on sustainable energy issues;
- operate exclusively for charitable purposes within Canada.



Dale Littlejohn  
Executive Director



Patricia Bell  
Head of Planning &  
Director of Education



Peter Robinson  
Chief Technology  
Officer



Megan Lohmann  
Head of Community  
Energy Management



Mayor Darrell  
Mussatto  
Board Chair



Mark Allison  
Board Treasurer



Caroline Jackson



Nicholas Heap



Janice Keyes  
Senior Manager,  
Community Energy  
Engagement



Patricia Dehnel  
Community Relations  
Manager & Carbon  
Neutral Specialist



Jen Grebeldinger  
Communications Lead



Maya Chorobik  
Community Energy  
Manager



Orion Henderson



Robyn Wark



Marie Crawford



Susan Haid



Susan Chalmers  
Administrator



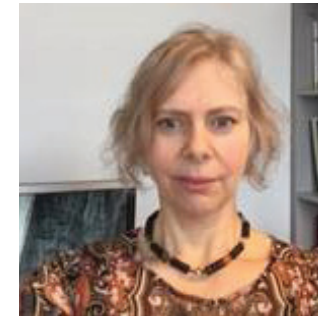
Lyla Samuels  
Chief Financial Officer



Gaëtane Carignan  
Assistant Energy  
Manager



Kelsey Bartha  
Accounting Assistant



Sarah Dal Santo



Councillor Cheryl  
Shuman



Councillor Patrick  
Johnstone



**Community Energy**  
Association