



# 2018

# Annual Report



Community Energy  
Association

## MESSAGE FROM THE CHAIR & EXECUTIVE DIRECTOR



**Patrick Johnstone**

Chair, Community Energy Association  
Councillor, City of New Westminster



**Dale Littlejohn**

Executive Director, Community Energy  
Association

In 2018, senior levels of government continued to provide high level direction and funding for climate action for local governments. The Province of BC released "CleanBC", its new strategy to foster a clean energy economy, reduce pollution and take strong action on climate change. The federal and provincial governments also signed bilateral agreements, which provide grant opportunities for municipal and regional governments to support their climate change and sustainability initiatives.

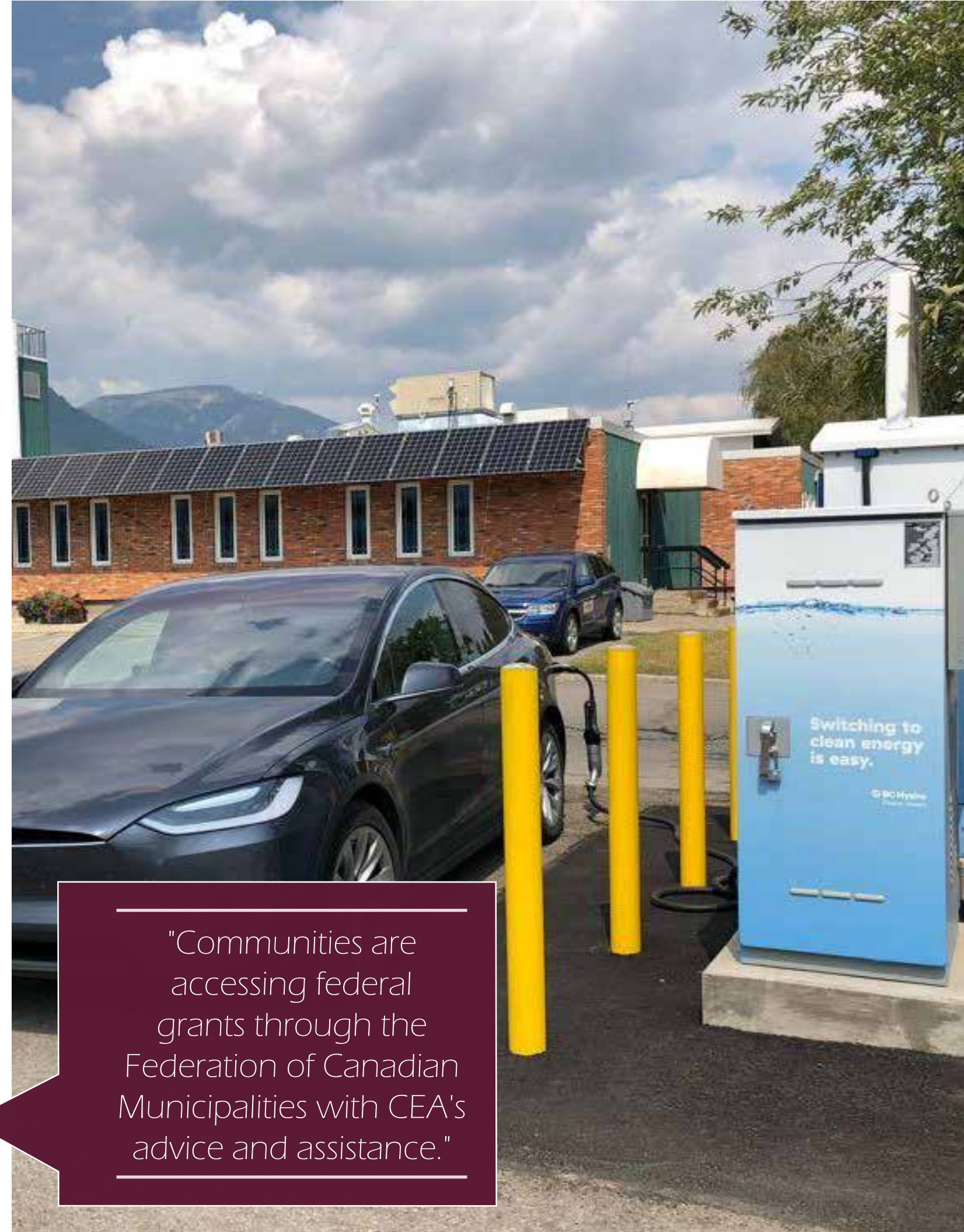
The Community Energy Association continues to assist local governments in responding to emerging opportunities to address climate change. Last year, CEA helped several BC communities to develop climate action plans, community energy plans, and corporate energy and emissions plans. Meanwhile, it provided Community Energy Manager support to two regional districts and a municipality in 2018. To accelerate electric vehicle adoption, CEA collaborated with many regional governments and other partners

to develop EV networks. Accelerate Kootenays is nearing completion, Charge North in central and northern BC is in the capital planning stage, and Peaks to Prairies in southern Alberta will see charging stations installed in 2019. In addition to this work, CEA provided BC Energy Step Code policy implementation support to local governments, and facilitated workshops for builders and building officials to learn how to build to this code. CEA also offered educational opportunities for locally elected officials in 2018 through BCMCLC peer learning workshops.

To respond to the opportunities in climate and energy planning, CEA added two additional staff to the Fernie office in 2018. The organization looks forward to further growth in 2019.

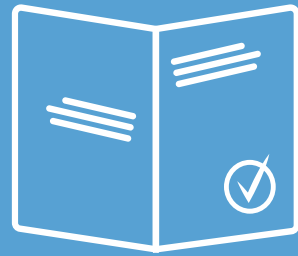
Yours sincerely,

 Dale Littlejohn



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

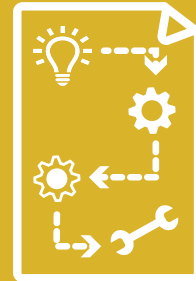
**3** practical guides developed to help local governments reduce GHG emissions from medium and heavy duty vehicles, integrate energy and resource recovery technologies in municipal infrastructure, and fund climate and energy initiatives



Climate Action or Community Energy Plans developed for

**5**

BC communities



Corporate Energy and Emissions Inventories conducted for

**6**

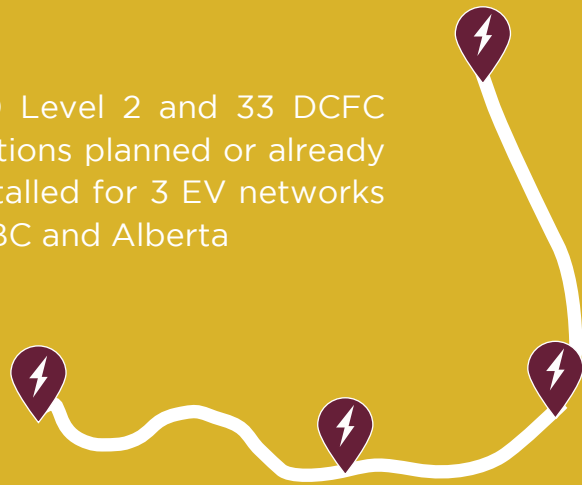
Yukon communities

**391**

builders, building officials and realtors educated on how to build to or apply the BC Energy Step Code as well as sell more energy efficient homes in their communities at **19** workshops



160 Level 2 and 33 DCFC stations planned or already installed for 3 EV networks in BC and Alberta



**7**

BC communities persuaded to join the **FCM-ICLEI Partners for Climate Protection Program**

**91**

new milestones awarded to local governments through this program



**49**

locally elected officials informed about effective programs and policies as well as leadership qualities to advance climate action in their communities at **3 BC Municipal Climate Leadership Council** workshops



**17** communities supported by CEA in BC Energy Step Code implementation through one-on-one policy advising.

CEA supported about **20** communities through the Energy Step Code Peer Network for Smaller Communities



Almost 100 electric vehicle test drives offered to residents in over 30 communities in the Kootenay region and over 1,000 individuals engaged to learn more about electric vehicle technology and charging networks.





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
- Prism Engineering
- SES Consulting

Associations & Foundations

- Union of BC Municipalities
- Urban Development Institute
- Real Estate Foundation BC
- Planning Institute of BC
- Clean Energy BC



## Publishing cutting edge research to support local government climate action

### Funding Your Community Energy & Climate Initiatives - A Funding Guide for BC Local Governments:

CEA released the 2018 edition of this guide, which featured more than 40 funding programs that support energy planning, energy efficiency measures, renewable energy projects and sustainable transportation initiatives in local governments. General descriptions, eligibility criteria, available funding, and application deadlines were highlighted for each program.

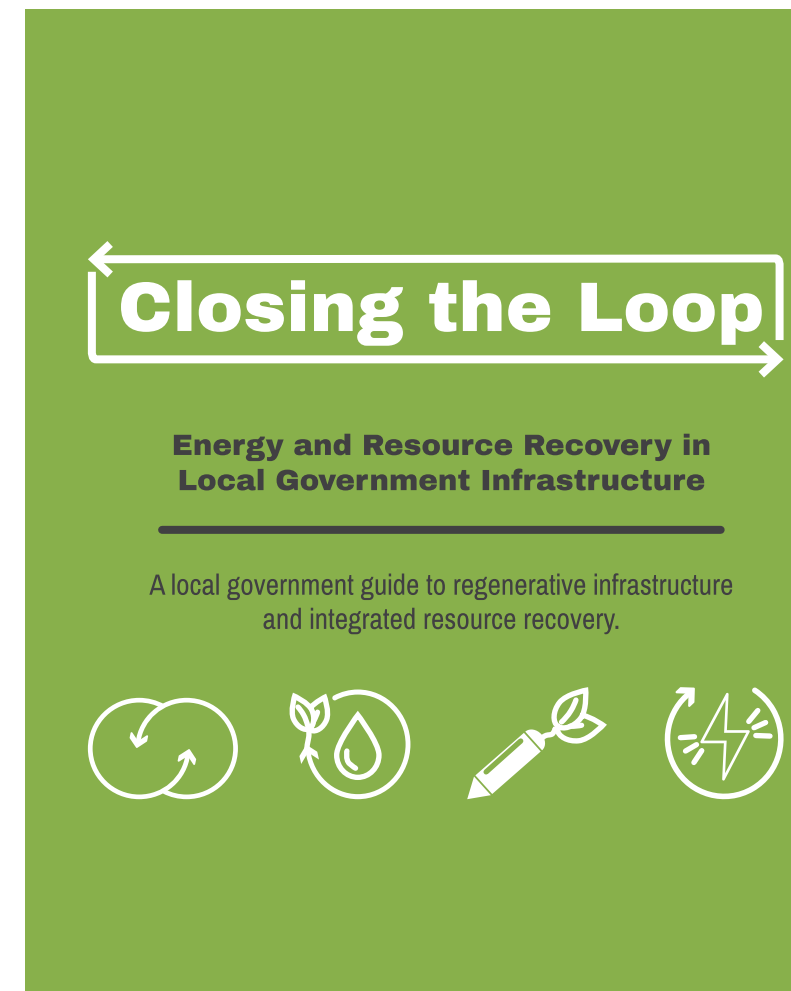
### Decarbonizing the Commercial Transportation Sector:

This practical guide supports local government policy-makers in BC communities in reducing GHG emissions from medium and heavy duty vehicles in their own fleets or fleets across their communities. Four main strategies are reviewed, which can be used to lower emissions, including low carbon fuels, vehicle efficiency, driving efficiency, and route/load optimization. Local governments can utilize five approaches to influence decarbonization: lead, enable, invest, manage and promote.

### Closing the Loop: Energy and Resource Recovery in Local Government Infrastructure:

In collaboration with a Steering Committee, CEA updated the BC Ministry of Municipal Affairs & Housing's integrated resource recovery guide. The renamed guide introduces the regenerative infrastructure approach and guiding principles for infrastructure planning; presents numerous tools and technologies for recovering energy and resources from waste; describes BC case studies; and provides information on federal and provincial government policies, regulatory requirements, and funding related to this topic. Visit [www://closingtheloop.ca](http://www.closingtheloop.ca) to learn more.

16 tools and integrated resource recovery technologies for municipal infrastructure



## Supporting small and medium sized communities in BC and the Yukon with climate and energy planning

### Energy and Emissions Inventories for Yukon Communities

CEA continued to support the Yukon Government's Energy Solutions Centre in completing corporate energy and emissions inventories for several communities including Teslin, Carcross, Tagish First Nation, and Dawson City. Work began on inventories for Carmacks and Little Salmon Carmacks First Nation.

### McLeod Lake Indian Band CEP

Following a community energy and emissions inventory and initial consultations in 2017, CEA conducted further engagement activities in 2018 and finalized a community energy plan for this community.

### Kelowna Community Climate Action Plan Update

The Community Energy Association supported the City of Kelowna in refreshing its CCAP. The updated plan was completed in spring 2018 following a review of the City's energy and emissions inventories, interviews with municipal staff, stakeholder engagement sessions, and the development of updated climate actions in 2017.

### Logan Lake CEEP+

In collaboration with municipal staff, elected officials and stakeholders at workshops, CEA developed a Community Energy & Emissions Plan as well as a Corporate Greenhouse Gas Reduction Plan for the District of Logan Lake. A Renewable Energy Scan also commenced to review the opportunities for biomass, solar, micro hydro, and wind energy projects in the community.

### Prince George Climate Change Mitigation Plan

In fall 2018, CEA and Radloff & Associates began work on an updated climate change mitigation plan for Prince George, which will include corporate and community actions. Initial work involved developing community and corporate emissions inventories as well as hosting meetings and engagement sessions with City of Prince George staff and stakeholders to brainstorm ideas for climate actions. Work will continue on this project until summer 2019.

### Ucluelet 100% Renewable Energy Plan

CEA created a 100% Renewable Energy Plan for the District of Ucluelet, which is CEA's first plan of this style. The document outlines a broad range of corporate and community actions to achieve this long term goal. Alongside the creation of this plan, CEA facilitated several engagement activities for the municipality, including an EV workshop for district staff, a public EV engagement session, a public open house to consult on possible climate actions, and a workshop for the building community to learn how to build to the BC Energy Step Code.



12 goals and 37 actions to guide the implementation of Ucluelet's 100% Renewable Energy Plan



**Assisting local governments in developing regional EV networks in BC and Alberta, supporting BC municipalities and First Nation communities in improving the energy efficiency of new and existing buildings, and advising local governments on climate and energy initiatives**

#### **Accelerate Kootenays**

On behalf of the Regional Districts of East Kootenay, Central Kootenay and Kootenay Boundary and other partners, CEA continued to manage this EV initiative. In 2018, most of the Level 2 charging stations were installed plus some DCFC stations. By spring 2019, 40 Level 2 and 13 DC Fast Charging stations will be connected in the Kootenay region. To promote the network, community outreach and engagement took place at events across the region. Kootenay residents learned about EVs and the new network as well as enjoyed test drives in hybrid and full electric vehicles.

#### **Peaks to Prairies EV Network**

CEA continued to support the City of Calgary, Calgary Regional Partnership, Alberta South West Regional Economic Development Alliance, and South Grow Regional Initiative with a proposed EV network in southern Alberta. In 2018, capital funding was secured for the deployment of 20 combined Level 2

and DCFC stations. An agreement was also reached with a local supplier for the operation and maintenance of these charging stations. Final site selections and installation will begin in early 2019.

#### **Charge North**

In collaboration with six regional districts, CEA is facilitating the planning and implementation of an EV network along Highways 16 and 97 in northern and central BC. A draft plan has been developed for 100 Level 2 stations and efforts to secure capital funding are underway. CEA is also working closely with BC Hydro and the BC Ministry of Transportation & Infrastructure regarding the installation of their DCFC stations in the region. Outreach activities are ongoing with local governments, community stakeholders, EV drivers, and car dealers at workshops, Ride & Drive events, and conferences.



160 Level 2 and 33 DCFC stations are planned or already installed for these 3 EV initiatives.



### **Energy Conservation Assistance Program for Ktunaxa Nation Communities**

After a round of home energy assessments and initial draft proofing was completed in fall 2017, CEA has been working with Akisqnuq First Nation to plan and implement the first phase of deeper retrofits. At Aq'am, CEA has been supporting the housing officer in delivering home assessments and draft proofing at over 40 homes. The average improvement in energy performance in both communities after simple draft proofing was 12%.

### **FortisBC Collateral Distribution to Local Governments**

To help local governments in advising their residents and businesses about FortisBC's energy efficiency and conservation programs, CEA provided several communities with FortisBC brochures, and content for websites, social media and newsletters. In 2018, CEA disseminated collateral to 26 local governments. It also promoted FortisBC programs and collateral at select events and through a webinar, which was co-hosted with FortisBC. An additional outreach component of this project involved advising BC MLA's about the Energy Conservation Assistance Program so they could inform their constituents.

### **BC Energy Step Code Implementation Support**

CEA continued to support local governments in implementing the BC Energy Step Code. In collaboration with BC Hydro, CEA facilitates a Community of Practice for smaller communities on implementing the code. Four webinars were held in 2018 for the Energy Step Code Peer Network for Smaller Communities. CEA regularly participated in the equivalent peer network for large communities to transmit learnings from early adopters to smaller municipalities. Beyond this role, CEA provided one on one support to communities by advising on proposed Energy Step Code policy and stakeholder consultations.

17 communities supported by CEA in BC Energy Step Code implementation through one-on-one policy advising. CEA supported about 20 communities through the Energy Step Code Peer Network for Smaller Communities

*CEA supported 17 communities with one-on-one advising and about 20 local governments through the peer network for smaller communities*

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

In its second year as the RCA for the PCP program in BC and the Yukon, CEA continued to support PCP members in advancing their climate action through one on one support, workshops at conferences and webinars such as the "Towards Milestone 5" webinar.

*7 new BC members and 91 new milestones awarded*

### **Maple Ridge Community Energy Manager**

CEA continued to assist 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. Training sessions included a workshop and on-site air tightness test at a home being built to Step 3 of the Energy Step Code. CEA has been working with the City, a builder, an Energy Advisor, and a videographer to document the construction of this home. Other work in the CEM portfolio included developing recommendations for an EV support strategy and high performance civic buildings.

### **Regional District of Central Kootenay Senior Energy Specialist**

In April 2018, CEA completed this one-year position, which provided community energy management support to this regional district along with its member municipalities and electoral areas. Key activities included: 1) a gap analysis of RDCK's Corporate Buildings and GHG Emissions Reduction Plan; 2) the development of policies related to sustainability; 3) community outreach to promote FortisBC conservation programs; 4) the creation of transportation plans/report; and 5) the preparation of reports related to renewable natural gas supply and demand in the region.



Climate & Energy Action Awards



2018 CEA Award winners recognized the strong, innovative action taken by local governments to act against climate change.

**10** Outstanding applications received from local governments across BC

Builder Workshops

**356** Builders and building officials at 16 workshops received hands-on training in BC Energy Step Code.



Certificate in Community Energy Management

In partnership with BCIT, CEA delivered

**3** 

online courses related to community energy management in 2018

Realtor Workshops

**35** Realtors at 3 workshops in the East Kootenay region received education on EnerGuide, incentives and selling energy efficiency.



CEMA EV Workshops

Customized EV planning workshops.

**90** Local Government staff and elected officials participated in **8** workshops.



BCMCLC Provincial Ministers breakfast session



## Recognizing high impact climate initiatives in communities and building the capacity of local government staff, elected officials and the building community to advance climate action

### 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 2018, CEA presented awards to the following communities:

*Community Planning and Development category:* City of Victoria for All Ages & Abilities Bicycle Network

*Corporate Operations category:* District of Hudson's Hope for Solar Initiative

*Public Sector Collaboration category:* Capital Regional District for Zero Emissions Fleet Initiative

### Certificate in Community Energy Management

In partnership with BCIT, CEA delivered three online courses related to community energy management in 2018. 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. CEA also proposed a process for practicing BC Hydro Community Energy Managers to

qualify for this professional certification through completion of the six courses or documented professional experience. FortisBC is also interested in this process for their Senior Energy Specialists. Final details are still being finalized.

### Workshops for the Building & Realtor Community

Throughout 2018, CEA delivered 12 workshops around BC for members of the building community to learn how to build to various steps of the BC Energy Step Code (ESC). Workshops featured presentations from speakers with a high level of knowledge on the code and hands on training components such as high performance wall assemblies and/or air tightness tests at demonstration homes.

In fall 2018, CEA facilitated 4 workshops in the Kootenay region to educate building officials on applying the Energy Step Code in their communities. These events also featured an air tightness test at a local home and wall assemblies to facilitate interactive discussions among participants.

In winter 2018, CEA hosted 3 Realtor workshops in the East Kootenay region. These events educated Realtors on practical ways to incorporate energy efficiency into the sales process, home energy labeling, the EnerGuide system, and current energy efficiency incentives. A tour of a local high performance home was also included.

Many partners supported the delivery of these events.

### CEMA EV Workshops

CEA delivered electric vehicle planning workshops in several BC communities. These workshops help municipalities to determine their role in EV policy and infrastructure deployment by providing an introduction to EVs and the CEMA online tool, which was developed by BC Hydro.

### BC Municipal Climate Leadership Council

In early 2018, the BCMCLC hosted peer learning workshops for locally elected officials following the LGLA Leadership Forum, AKBLG Annual Convention and SILGA Annual Convention. These sessions focused on leadership for climate action and effective programs and policies to advance climate action in communities.

BCMCLC also actively engaged with the Province of BC. It hosted its annual Minister's breakfast at the UBCM Convention to discuss local government and provincial government collaboration on climate action. Furthermore, the Council prepared a briefing document to inform the update of the Province's Climate Leadership Plan, provided a submission on the Clean Growth Intention Papers, and produced a document to inform regulation enabling

ride-hailing in BC following a webinar on ride-hailing that was co-hosted with BC Hydro's Sustainable Communities Program.

### Conferences

CEA staff presented on a variety of topics related to climate action at conferences and summits:

- FCM Sustainable Communities Conference, Ottawa - Accelerate Kootenays
- Electric Mobility Canada, Ottawa - Accelerate Kootenays Marketing & Outreach
- Columbia Institute's Higher Ground Conference, Vancouver - Locally Elected Official Leadership in Climate Action
- Association of Yukon Communities Conference, Dawson City - Partners for Climate Protection Program
- Bioenergy Conference, Prince George - EV session at Community Energy Workshop (facilitator) and Renewable Communities-Local Deployment (panel moderator)
- CIP SOUL Conference, Winnipeg - Collaborative Rural Community Energy Planning
- Making the Links: Climate Change, Community Health & Resilience Symposium, Kelowna - Collaborative Rural Community Energy Planning: The Health Benefits of Walking the Talk

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

**Community Energy Association**  
**Statement of Financial Position**  
 For the period Ended December 31, 2018
**ASSETS****Current Assets**

Cash	\$ 587,584
Accounts Receivable	546,790
GST Receivable	29,611
Prepaid Expenses	6,019
Work in Progress	167,227
<b>Total Current Assets</b>	<b>1,337,231</b>

**Capital Assets**

Office Equipment	18,920
Accum. Amort. Equipment	-7,926
<b>Total Capital Assets</b>	<b>10,994</b>

**TOTAL ASSETS** 1,348,225

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

Accounts Payable	277,875
Vacation & Payroll Payable	32,591
Due to Receiver General	658
Deferred Revenue	203,591
Deferred Contribution	256,732
<b>Total Current Liabilities</b>	<b>771,446</b>

**Special Purpose Fund**

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

**ASSOCIATION EQUITY** 472,779

**TOTAL LIABILITIES AND EQUITY** 1,348,225

**Community Energy Association**  
**Statement of Operations and Changes in Equity**  
 For the period Ended December 31, 2018
**Revenue**

Membership Revenue	\$ 82,549
Charitable Donations	301
Education & Outreach	-
Advisory Services	740,324
Charitable Projects	1,476,823
Interest and miscellaneous	5,780
	<u>2,305,777</u>

**Expenses**

Direct project costs	1,632,483
Organizational expenses	2,172
Personnel	339,111
General and administrative	152,327
Direct program expenses	45,384
	<u>2,171,477</u>

**Income (Deficit)** 134,300

Association Equity beginning of year 338,478

**Association Equity end of period** \$ 472,779

**Community Energy Association**  
**Statement of Operations and Changes in Equity**  
 For the period Ended December 31, 2018
**Cash Flows from (used in) Operating Activities**

Net Income (Loss) \$ 134,300

**Adjustments to reconcile net income to net cash provided by (used in) operating activities:**

Increase (Decrease) of Deferred Revenue 64,567

Increase (Decrease) of Deferred Contributions 57,204

**Decrease (Increase) in Operating Assets:**

Accounts Receivable (408,677)

Work in Progress (41,421)

Prepaid Expenses (74)

GST Receivable (11,697)

**Increase (Decrease) in Operating Liabilities:**

Accounts Payable & Accrued Liabilities 86,795

**Net Cash provided by (used in) Operating Activities** (426,894)

**Cash Flows from non-operating Activities**

Increase in Capital Assets 103

**Increase (Decrease) in Cash and Cash Equivalents** 292,594

**Cash and Cash Equivalents at beginning of year** 880,075

**Cash and Cash Equivalents at end of period** \$ 587,584

The Community Energy Association is a non-profit organization with charitable status whose mission is to support local governments and First Nations communities in taking action on climate change and advancing the use of sustainable energy.

Since 1995, CEA has been a trusted independent advisor to local governments and helped them with climate action planning and implementation 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 2018, CEA employed fourteen staff in four offices throughout BC and was managed by eight Board of Directors and our Executive Director. CEA's Board is comprised of elected representatives of more than forty 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.



Above: The growing CEA Team during the 2018 strategic retreat.

Below: CEA team members celebrating Accelerate Kootenays with local and provincial elected officials as well as partners from utilities and the private sector and EV Ambassadors.





Dale Littlejohn  
Executive Director



Patricia Bell  
Head of Planning &  
Director of Education



Peter Robinson  
Chief Technology  
Officer



Megan Lohmann  
Head of Community  
Energy Management



Councillor Patrick  
Johnstone,  
Board Chair



Robyn Wark,  
Interim Board  
Treasurer



Caroline Jackson



Nicholas Heap



Janice Keyes, Senior  
Manager, Community  
Energy Engagement



Patricia Dehnel, Commu-  
nity Relations Manager &  
Carbon Neutral Specialist



Jen Grebeldinger  
Communications Lead



Maya Chorobik  
Community Energy  
Manager



Richard White



David Woodson



Marie Crawford



Susan Haid



Susan Chalmers  
Administrator



Lyla Samuels  
Chief Financial Officer



Gaëtane Carignan,  
Community Energy  
Manager



Kelsey Bartha  
Accounting Assistant



Dana Wong



Greg Dong  
Community Energy  
Planner



**Community Energy**  
Association