

# PowerSmart CEEP QuickStart Pilot Program Overview

Fall 2010



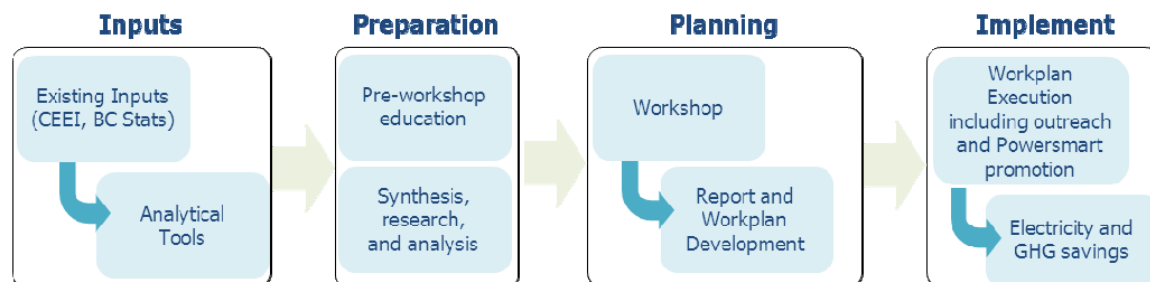
## What is CEEP QuickStart?

Community Energy and Emissions Plan (CEEP) QuickStart is a program that BC Hydro is developing to assist communities under 20,000 population in BC Hydro territory with CEEP's.

### CEEP QuickStart is designed to:

- Leverage existing data such as Community Energy & Emissions Inventory (CEEI), BC Stats, and BC Assessment Authority
- Deliver a practical project plan based on specific policy, regulatory, fiscal, and operational actions
- Recognize the time and resource challenges faced by local governments
- Rapidly get to practical actions

The CEEP Quickstart process is depicted in the graphic below:



CEEP QuickStart supports local governments in achieving the GHG reduction and energy conservation targets that they have set in their Official Community Plans or Regional Growth Strategies.

## What is the CEEP QuickStart Pilot?

BC Hydro is looking to pilot the CEEP QuickStart program in a small group of communities in advance of a full program launch in fall 2010. These pilots will assist BC Hydro in refining the CEEP QuickStart program before a full program launch is conducted. Pilots will take place during September and October 2010. Some pilot communities may be profiled within the program launch and at conferences in 2010 and 2011 to support program launch.

## **Pilot Requirements:**

Your community has come forward as a potential pilot community. To ensure that the CEEP QuickStart Pilot is right for your community, it is important to a) understand the responsibilities of the pilot community, BC Hydro & the Community Energy Association; b) understand the pilot process and c) the deliverables and limitations of the pilot project. Please read and discuss the following with key stakeholders in your organization and your BC Hydro Key Account Manager:

### **a) Responsibilities:**

#### **Pilot Community:**

- Agree to be a pilot community
- Identify participants for the planning workshop (i.e. Planning, Operations, Council, External Resources, Community Stakeholders i.e. business, ENGOs, etc.)
- Obtain commitment to pre-reading and 1 full day workshop participation from participants (approximate 2 day time commitment total from all participants)
- Arrange space and catering for full-day workshop (held within pilot community) in cooperation with BC Hydro
- Provide requested data (see Appendix A – examples: GHG targets from OCP if any, current zoning map, ortho photo of jurisdiction ideally with sewer alignment / lift stations / municipal and public sector buildings identified)
- Ensure all participants actively participate in full-day planning workshop
- Complete Council Briefing Document (from BC Hydro-provided template) within 4 weeks after workshop date
- Obtain council commitment to implement actions outlined in the Council Briefing Document

#### **BC Hydro & Community Energy Association (CEA):**

- Provide pre-reading material on practical actions, key questions, and considerations in calculating benefits of actions
- Provide guidance in selecting participants and preparing for workshop
- Review existing relevant information and plans
- Provide experienced facilitator for workshop
- Provision of Community Energy and Emissions Plan Briefing Document Template

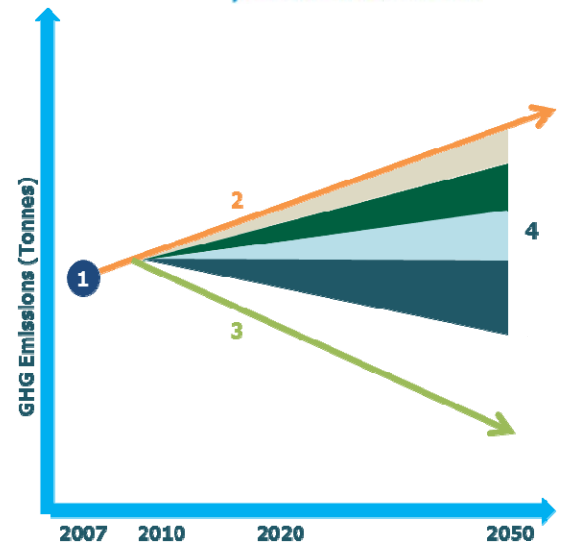
### **b) Pilot Process:**

#### **The CEEP QuickStart Pilot Process consists of the following steps:**

1. Pilot communities send required pre-workshop information to BC Hydro in advance of the scheduled workshop (see Appendix A)
2. Participants complete pre-reading in advance of the scheduled workshop
3. Facilitator-led 1 day workshop and establishment of CEEP Action Plan
4. Pilot community project lead completes a Council Briefing Document based on workshop outcomes/project plan (BC Hydro/CEA will provide a template)
5. Project lead presents to council for approval of action items

There are four elements of a CEEP plan including:

1. **BASELINE:** 2007 Energy and Emissions from CEEI (from Province of BC)
2. **BUSINESS AS USUAL FORECAST:**
  - a. Population forecast (BC Stats and local government)
  - b. Impact of provincial commitments (tailpipe standards, fuel standards, building code)
3. **TARGET:** From Official Community Plan (legal requirement for GHG reduction target) expressed as an annual percentage
4. **ACTION PLAN:** List of actions and approach to estimating impacts plus locally specific opportunities



These steps create an action plan. A plan to implement with actions by quarter for several years is also developed as part of this process.

BC Hydro consultants, the Community Energy Association (CEA) will lead participants through an intensive workshop of approximately 6 hours which will cover:

- Introductions and process overview
- Review of current emissions and targets
- Discussion of key questions to uncover opportunity areas
- Collaborative exercise to identify specific actions and timing
- Calculating likely impacts of actions
- Comparing projected results of actions to targets
- Identifying next steps

This workshop assumes that participants have completed the pre-reading and come to the meeting ready to meaningfully and productively participate. A typical workshop agenda (which will be customized to meet the unique needs of individual communities) is outlined below:

• 8:30-9:00	Refreshments & Setup
• 9:00 – 9:10	Opening remarks by Mayor, Councilor or senior staff
• 9:10 – 9:15	Review goals of the day and timing
• 9:15 – 9:45	Introductions and review of current actions,
• 9:45 – 10:00	Review inventory including sources and BAU scenario
• 10:00 – 10:15	Confirm actions to examine and desired targets
• 10:15 – 10:25	Break
• 10:25 – 12:00	Review first two to three priority actions and refine model formula to reflect unique local situation
• 12:00 – 12:45	Lunch
• 12:45 – 2:30	Review next three to four priority actions
• 2:30 – 2:45	Break
• 2:45 – 3:30	Finalize remaining actions and establish sequencing / timing
• 3:30 – 3:45	Wrap-up and next steps
• 3:45 – 4:15	Debrief between facilitator and local government lead

**c) Deliverables & Limitations:**

The CEEP QuickStart Pilot Process **WILL**:

- Increase climate action capacity among participants
- Result in an action-oriented community energy and emissions plan including specific recommendations, workplan, and an overview appropriate for council.

To deliver a CEEP that is cost-effective and fits within time constraints of small communities the CEEP QuickStart pilot **WILL NOT**:

- Include extensive public engagement beyond the workshop (though local governments can do this on their own)
- Present results to council (local government staff are expected to do this)
- Conduct detailed spatial / GIS modeling

Support for facilitating implementation of the plan is being discussed, but no decisions have been made yet on the scope or scale of such support.

**APPENDIX A:**  
**Required Data for CEEP QuickStart**

Participating communities in the CEEP QuickStart Pilot Program are requested to provide the following **if available** to April Shaw ([april.shaw@bchydro.com](mailto:april.shaw@bchydro.com); 604-453-6482) **at least two weeks** before the scheduled workshop:

1. Map of community showing zoning (softcopy PDF to consultant and large format foam board for the workshop)
2. Aerial photo (or similar) map of community with sewer alignment, local government buildings, and key public sector buildings identified (softcopy PDF to consultant and large format foam board for the workshop)
3. Current Official Community Plan (OCP)
4. Relevant parts of Regional Growth Strategy (RGS)
5. List and short description of current initiatives to reduce energy and emissions in the community
6. Overview of any factors that may provide unique or atypical opportunities or challenges for the community from an energy and emissions perspective
7. Summary of initiatives that are already planned that may impact energy and emissions in the community
8. Any relevant studies that have been recently completed (such as district energy studies, bio-energy studies, trip diaries...)
9. List of attendees (including name, position and organization)
10. Carbon Neutral Strategy/Climate Action Plan for local government operations
11. Any specific topic areas that are of special interest to cover in the workshop/plan