



2007 Annual Report

**A summary of activities and accomplishments
of the Community Energy Association
January to December 2007**

**Presented to the Community Energy Association
Annual General Meeting
June 9, 2008 by Chair, Dan Rogers**

The 'first step' for local government leaders addressing
energy sustainability and climate change



Message from Dan Rogers, Chair, Community Energy Association



A View Ahead Strong Provincial greenhouse gas reduction targets announced in 2007 completely changed the landscape of local government action on energy and greenhouse gas emissions, and necessarily the role of the Community Energy Association (CEA). Our mission has shifted from raising awareness of the benefits of

taking action on energy efficiency to directly assisting local governments in implementing energy efficiency and renewable energy strategies. CEA continues to work with the Province, Union of BC Municipalities and other partners to manage our ongoing role in this new environment as we help support those agencies as they tackle their new challenges.

This is certainly a time of transition for our organization and for many others. CEA's strength continues to be its collaborative approach and the ability to leverage upon each others' programs for increased effectiveness. We have developed a strong reputation over the past 13 years as a trusted, independent advisor to local governments on energy issues.

Over this transition time, CEA is depending upon each of its members to share their vision, both for their own agency and for how CEA can effectively work with their agency toward common goals. This will further enable us to build and strengthen our collaboration. This fundamental call to action is something that needs to be continually reflected upon by those who represent the many organizations that sit around the CEA table.

One final note, CEA has had very low turnover of agency representatives in the past four years – a sign of the commitment and dedication of representatives. That said, there is a need to manage for succession. All members and directors are encouraged to consider their own succession planning and consider inviting alternates to get acquainted with the CEA collaborative table so as to ensure smooth transition.

Recognition and Appreciations CEA extends sincere appreciations to **Deana Grinnell**, formerly with the Union of British Columbia Municipalities, and **Mark Holland** who represented the Planning Institute of BC; both served on the CEA Executive since 2001. Their strength of vision, strategic planning work and many volunteer hours helped create the organization we have today. Both were instrumental on the Personnel Committee and a key support to staff over the years. We thank you both for your creativity, passion and dedication and look forward to continuing to connect in your work with Parklane Homes and HB Lanarc, respectively. In addition, CEA wishes to thank **Leslie Arsenaault**, also formerly with Union of British Columbia Municipalities, who joined the CEA Executive in 2007 and has since moved to Ontario.

CEA was pleased in 2007 to hire **Will McDowall**, M.Sc. Will was formerly a Research Fellow with the Policy Studies Institute in London, UK, and has been CEA's lead researcher/writer this year. Will has written several CEA renewable energy guide modules, and delivered on a number of CEA fee-for-service contracts. He has made several renewable energy outreach presentations. We are sorry Will is moving to Ontario in August '08. We'd welcome you back anytime, Will, and wish you well!

CEA was also fortunate to contract **Colleen Brown**, for seven months starting September 2006, to help research and write the renewable energy guide and the Surrey ground-source heating study; and **David Sims**, for five months starting November 2007, as Energy Efficiency Advisor to help CEA deliver the Green Buildings BC for Local Governments program on behalf of the Province. Thanks to you both.

CEA is grateful to **Sea Breeze Power Corporation** for having graciously donated downtown Vancouver office space. As Sea Breeze is soon moving, we are now seeking a new space.

And finally, I must also take a moment and offer our sincere appreciation for the dedication of our staff led by our Executive Director **Laura Porcher**. Laura, along with **Dale Littlejohn**, **Michael Wilson**, and **Will McDowall**, have done a fantastic job in representing our organization. The passion they bring to their work clearly demonstrates their commitment to make a difference. We are privileged to have them as part of our team and they should be extremely proud of their efforts. Thanks to all of you for the professionalism you displayed in tackling the many challenges you have faced over the past year.

A handwritten signature in black ink, appearing to read 'DR', with a stylized flourish extending from the end.

CEA Mission and Role

The following is an excerpt from CEA's new brochure, produced in 2007:

The Community Energy Association is a charitable organization tackling energy issues and climate change at the local level in British Columbia. By working closely with our partners – including the Union of B.C. Municipalities, the Province of British Columbia, transit and energy service providers and professional organizations – we have been serving the needs of local governments for more than a decade.

Our mission is to support municipalities, regional districts and First Nations who want to take action on energy in their communities. Our comprehensive Community Energy Planning toolkit will get you started, while other resources – such as our guide Funding Your Community Energy and Climate Change Initiatives – can help you secure financing and financial support for your programs. We also identify innovative value-added partnership opportunities.

Along the way, Community Energy Association staff will answer your questions, put you in touch with the right people, guide you through the process – even help you put together a grant application. We place a special emphasis on education and communication. We'll make a presentation to your municipal council, or deliver a workshop to staff.

We also work to highlight regional success stories with our annual Energy Aware Awards. And our interactive, userfriendly website is always available with up-to-date information, resource guides and current events. ...

... We're the Community Energy Association. We turn global challenges into local opportunities. What can we do for you?

Report on 2007 Activities

Local Government Support In 2007, CEA provided support to over 50 local governments from Stewart in the northwest of the province to Creston in the southeast, and many places in between:

Northern BC

100 Mile House	Quesnel
Burns Lake	Smithers
Dawson Creek	Stewart
Houston	Terrace
Hudsons Hope	Valemount
Prince George	Vanderhoof
	Williams Lake

Interior

Armstrong	Peachland
Castlegar	Penticton
Chase	Regional District of
Creston	Okanagan-Similkameen
Kelowna	Regional District of
Lytton	Thompson-Nicola
Merritt	Revelstoke
Nakusp	Salmon Arm
Nelson	Sicamous
Osoyoos	Spallumcheen

Lower Mainland and Sunshine Coast

Bowen Island	North Vancouver
Coquitlam	Pemberton
Gibsons	Port Coquitlam
Harrison	Richmond
Langley Township	Squamish
Mission	Surrey
New Westminster	Vancouver
	Whistler

Vancouver Island

Campbell River	Port Hardy
Capital Regional District	Regional District of
Central Saanich	Nanaimo
Colwood	Saanich
Esquimalt	Ucluelet
Ladysmith	Victoria

2007 Energy Aware Awards The 2007 Energy Aware Awards were presented in two categories:

- **Community Planning and Development**, won by **Ucluelet**; and
- **Local Government Operations**, won by **Houston** for its Leisure Centre and use of renewable energy, with an Honourable Mention to **Richmond** for its Hamilton and Sea Island Fire Halls.

The awards were co-sponsored by the Province, UBCM and CEA, and were presented by the Minister of Community Services, Ida Chong. We give thanks to our Judging Panel: Mark Allison, Planning Institute of BC, Martin Kobayakawa, Translink, Tara Tompkins, Ministry of Community Services, and Michael Wilson.



From left to right: UBCM Past President, Brenda Binnie; Minister of Community Services, Ida Chong; Ucluelet Mayor Dianne St.Jacques; Community Energy Assn Chair, Dan Rogers; Houston Mayor Sharon Smith; Richmond Councillor Cynthia Chen

Program Delivery on Behalf of the Province of BC

Through 2007 CEA delivered key provincial government programs to local governments:

Green Buildings BC for Local Government: CEA was contracted in November 2006 by the Ministry of Labour and Citizens Services (MLCS) to adapt the Green Buildings BC program for use by local governments. The program was initiated with pilots in New Westminster, Campbell River and Central Kootenay Regional District. Michael Wilson continues to deliver Green Buildings BC for Local Governments on behalf of the Ministry.

Community Energy and Emissions Inventory (CEEI): Through 2007, Michael Wilson worked with the Ministry of Environment, the CEEI Working Group and Elevate Consulting, to establish a province-wide database of community GHG inventory data, to facilitate community energy planning.

Community Energy and Emissions Planning Guide: CEA was funded by Ministry of Environment for Michael Wilson to support energy planning by seven local governments, and to write an energy and emissions planning guide, to be completed in 2008.

Community Action on Energy and Emissions: Community Action on Energy and Emissions (CAEE) is a Ministry of Energy, Mines, and Petroleum Resources program, delivered by the Fraser Basin Council (FBC), to assist local governments in developing community energy policies. In 2007 CEA (Michael Wilson) and FBC jointly developed a series of workshops and a comprehensive guide to strategies, policies, and bylaws that local governments can implement to increase energy efficiency in buildings throughout their communities. CEA also wrote the portion of the guide addressing energy efficiency in local government buildings.

Since then CEA has provided technical support to participating CAEE communities, complementing FBC's administration of the program. Working within CAEE is an excellent way for CEA to carry out its primary objective of supporting energy planning in BC communities.

Promotion and Awareness

Communications/ Display: CEA developed a new display booth, brochure and elected official brief, all featured at the UBCM 2007 Convention Trade Show.

Website and Listserve: Launched June 2007, as a first-stop for local governments on energy and climate action: www.communityenergy.bc.ca; and CEA 'governments-and-energy' listserv, over 100 subscribers, mostly from local governments.

Research and Publications The following CEA publications were completed in 2007:

Funding Your Community Energy and Climate Change Initiatives CEA's updated local government funding and resource guide was printed and distributed to all BC local governments through UBCM and its convention, and was promoted through the UBCM Newsletter. The guide is updated quarterly; current versions are downloadable from the CEA website. 2007 sponsors: Infrastructure Canada, Province of BC, Terasen Gas.

Renewable Energy Guide for Local Governments in British Columbia

- *Heating Our Communities* module of CEA's Renewable Energy Guide series was completed in 2007, and distributed by UBCM to all local governments in the province. Five local governments provided partnership for the project: District of North Vancouver, and Cities of Vancouver, New Westminster, Quesnel and Revelstoke. Sponsors: Infrastructure Canada, Province of BC, Terasen Gas, Vancity, Real Estate Foundation of British Columbia.
- *Utilities and Financing* was completed in early 2008. Local government partners included the Cities of Coquitlam, Dawson Creek, Quesnel and Surrey. Sponsors: Infrastructure Canada, Province of BC, Vancity, Real Estate Foundation of British Columbia.

Modules to come are *Policy and Governance Tools*, and *Powering Our Communities* on renewable electricity.

Energy Efficiency and Buildings This manual provides an overview of local government policy tools and leading civic building operations that advance energy efficiency in buildings. The manual was produced jointly by CEA and the Fraser Basin Council, and was a product of the Community Action on Energy and Emissions (CAEE) initiative. Sponsors: Province of BC, BC Hydro, FortisBC, Terasen Gas.

Encouraging and Implementing Ground-Source Heating in Development Projects: CEA completed a study for the City of Surrey on policy mechanisms to encourage and structure ground-source heating in Grandview Heights, a major new residential development area. This work was closely related to CEA's Renewable Energy Guide development. CEA staff presented and participated in a number of related workshops with Surrey staff and other agencies. Sponsors: Infrastructure Canada, Community Energy Assn, Ministry of Community Services.

BC Local Government Climate Action Index CEA developed a catalogue/directory listing all BC local governments, and tracking their commitments, planning and actions.

Enterprising Program Delivery In 2007, CEA conducted a small amount of fee-for-service work with third parties:

Energy Planning for Omineca Beetle Action Coalition: CEA and EnvInt Consulting successfully bid to create an alternative energy strategy for the Omineca region.

Presentations and Workshops CEA delivered 18 presentations/workshops in 2007:

Langara College Continuing Studies: A course on Policy and Regulatory Instruments to Advance Building Energy Efficiency in BC

International Geo-exchange Conference: Barrier Busting - Working with Local Governments to Go Geo

Conversations on Climate Change: 3 Municipal Forums - Saanich, Victoria, Esquimalt: Energy/GHG best practices in communities throughout BC

Columbia Institute - Leadership Makes a Difference, Governance Forum: Energy Planning Tools for Sustainability

Planning Institute of BC Annual Conference: Sustainability imperatives, Community Energy Planning, energy and urban form, and challenges with alternative energy supplies

CEA Micro-generation Workshop: Workshop for local governments, on small-scale renewable energy generation. Speakers included a UK planner outlining the Merton bylaw requiring 10% renewable generation.

North Central Municipal Assn Annual Conference: Climate Change and Energy: Planning Opportunities for Local Governments

Okanagan Mainline Municipal Association Annual Conference: Communities and Energy: Planning for a New Future

Union of BC Municipalities, Local Government Leadership Forum: Community Energy Planning

Omineca Beetle Action Coalition Bioenergy speaker series: Renewable Energy Potentials for Communities

UBCM Environment Conference: Community Energy Planning

Town of Gibsons: Community Energy Planning (CEP) workshop attended by Mayor, Council, and senior staff

Union of BC Municipalities Convention: Panel expert in a "rotating roundtable" on Funding

Union of BC Municipalities Convention: Funding Energy and Climate Initiatives in Small Communities

Langara College Buildings Workshop: Workshop on CEA's new buildings policy manual.

Building Sustainable Communities Conference: Policy Tools for Energy Efficiency

Green Buildings Policy Workshops: 3 workshops leveraging buildings policy manual

Green Buildings BC for Local Governments: Presentations to 3 local governments

Networking and Collaboration In supporting local governments in 2007, CEA did extensive networking with relevant organizations:

Association of Professional Engineers and Geoscientists of BC

BC Association of First Nations

BC Climate Action Secretariat

BC Government Employees Union

BC Hydro

BC Ministry of Community Services

BC Ministry of Energy, Mines and Petroleum Resources

BC Ministry of Environment

BC Ministry of Forestry and Range, Housing Policy Group

BC Ministry of Labour and Citizens' Services

BC Sustainable Energy Assn

Building Sustainable Communities

Canada Mortgage and Housing Corp

Canadian District Energy Association

Central Heat Distribution Ltd.

Community Futures Stuart-Nechako

Energy Centre of the North

EnvInt Consulting

FortisBC

Fraser Basin Council

Government of South Australia

Hemmera

ICF Consulting

Independent Power Producers of BC

International Centre for Sustainable Cities

International District Energy Assn

Jacques Whitford

Light House Sustainable Building Centre

Mayors' Energy Initiative

Mondial Energy Inc

Municipal Finance Authority

Peace Energy Co-op

Planning Institute of BC

Sheltair

Sierra Club

Smart Growth BC

Stantec

Take the Lead BC Climate Change Conference

Terasen Energy Services

Terasen Gas

Tilbury Eco-Industrial Partnership

UBC Center for Advanced Landscape Planning and

UBC Design Center for Sustainability

UBC Community Climate Planning and Visualization

University of Northern British Columbia

University of Saskatchewan

US Consul General

Vancouver LEED Users Group

Wheels for Change

Winergy Canada

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Frank M. Lee, CGA
Associate Staff
Vanessa Lee, CGA

RESTRICTED AUDITOR'S ENGAGEMENT

The Board of Directors
Community Energy Association
Victoria, BC

I have audited the balance sheet of Community Energy Association as at December 31, 2007, and the statements of receipts and disbursements for the year then ended. These financial statements are the responsibility of the Board of Directors of the Association. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by Directors as well as evaluating the overall financial statement presentation.

The Association derives part of its receipts from the Members, the completeness of which is not susceptible to complete audit verification. Accordingly, my verification of these receipts was limited to the amounts recorded in the records of the Association. I was not able to determine whether any adjustments might be necessary to the financial statements of the Association, on the basis of membership receivable.

In my opinion, except for the effect, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of receipts referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of Community Energy Association as at December 31, 2007 and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

Yours truly,



Frank M. Lee,
Certified General Accountant

Victoria, BC
April 29, 2008



Member of the Certified General Accountants Association of British Columbia

Balance Sheet December 31, 2007

Assets	2007
Current	
Cash on hand and on deposit	\$69,544
Accounts receivable	179,415
Due from government agency	1,009
Prepaid expenses	2,002
Bank Share	58
	<u>\$252,028</u>
Liabilities and Society Equity	
Current	
Accounts payable	\$2,945
Worksafe BC payable	409
Deferred revenue	97,200
	<u>\$100,554</u>
Special purpose funds and reserve funds	<u>\$60,000</u>
Society Equity	<u>\$91,474</u>
	<u>\$252,028</u>

Statement of Society Equity

for year ended December 31, 2007

	2007
Society Unencumbered Equity, Beginning of Year	<u>\$55,281</u>
Current Years Excess of Receipts Over Disbursements	<u>\$36,193</u>
Society Unencumbered Equity, End of Year	<u>\$91,474</u>

Statement of Receipts and Disbursements

for year ended December 31, 2007

	2007
Receipts	
Membership	\$17,500
Charitable donations	50
Non-government sources	49,460
Provincial and Municipal sources	172,649
Canadian government sources	177,271
Workshops and presentations	3,666
Professional services	3,400
Bank interest and miscellaneous revenue	82
	<u>\$424,078</u>
Disbursements	
Operation expenses	\$79,124
Organizational expenses	3,603
Personnel	265,546
Direct Program Delivery Expenses	39,612
	<u>\$387,885</u>
Excess of Receipts Over Disbursements	<u>\$36,193</u>

2007 Revenue by Contributor

Infrastructure Canada	\$177,271
Ministry of Labour and Citizens' Services	95,349
Municipal Governments (Revelstoke, District of North Vancouver, New Westminister, Vancouver)	40,000
Ministry of Environment	35,300
Fraser Basin Council	28,484
Vancity and Real Estate Estate Foundation of BC - Green Building Grant	12,500
Terasen Gas	10,000
BC Hydro	5,000
Vancity - Capacity Building Grant	3,476
EnvInt Consulting	3,400
Pacific Northern Gas Ltd.	3,000
Sustainability Solutions Group Workers Cooperative	2,880
BC Transit	2,500
Ministry of Community Services	2,000
Planning Institute of BC	2,000
Langara College	786
Bank interest, charitable donation and miscellaneous	132
Total	<u>\$424,078</u>

• In addition, Pacific Northern Gas contributed \$461 for board hosting.

Carbon Neutral Operations

CEA has been carbon neutral for 2006 and 2007 through purchasing offsets on the voluntary market.

Approved on behalf of the Board:

 Director

 Director

Board of Directors

CEA's Board of Directors is led by **Chair, Dan Rogers** (Former Councillor, City of Prince George; Past President / Life Member, North Central Municipal Association).

The 2007 CEA Executive was comprised of:

Dan Rogers (Chair);

BC Transit, represented by **Peter Murray (CEA Secretary-Treasurer)**, Transportation Planner, Municipal Systems Program;

Union of BC Municipalities, represented by **Marie Crawford**, Associate Executive Director;

Deana Grinnell, Planner;

Province of BC (ex-officio), represented by **Ted Sheldon**.

Remaining Directors:

Planning Institute of BC, represented by **Mark Allison** MCIP, Sr. Planner, City of Surrey;

Greater Vancouver Transportation Authority, represented by **Martin S. Kobayakawa**, Sr. Transportation Planner;

Pacific Northern Gas, represented by **John Craig**, Manager of Construction;

Council of Tourism Assns of BC, represented by **Peter Larose**, Director of Policy and Planning.

Members

Members in 2007 who were not Directors were:

Terassen Gas, represented by **Sarah Smith**, Manager, Marketing and Energy Efficiency;

BC Hydro, represented by **Helen Iosfin**, P. Eng., Manager Distribution Planning, and as alternate, **Toby Lau**, M.Sc., P.Eng. Manager, Government Accounts, Power Smart.

Provincial Partners

Three British Columbia ministries are represented in CEA; several partner representatives from the Province contribute significantly to the organization's success:

Ted Sheldon, Ministry of Environment; **Tara Tompkins**, **Tatiana Robertson** and **Glen Brown**, Ministry of Community Services; and **Erik Kaye** and **Janice Larson**, Ministry of Energy, Mines and Petroleum Resources.

Infrastructure Canada Partnership

CEA gratefully acknowledges a significant 3-year grant from the Infrastructure Canada *Knowledge-Building, Outreach and Awareness Program*. This grant is enabling CEA to further its best practice research and local government outreach, through to August 2008.

Staff Members

CEA has four staff led by **Laura Porcher**, Executive Director: including **Dale Littlejohn**, Manager, Community Outreach and Strategy; **Michael Wilson**, Senior Energy Planner; and **Will McDowall**, Energy Planner and Research.



Laura Porcher



Dale Littlejohn



Michael Wilson



Will McDowall

Community Energy Association 2007 Partners and Members

2007
Funding
Partners



Vancity



2007
Members



Community Energy Association – the 'first stop' for local government leaders
addressing energy sustainability and climate change

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