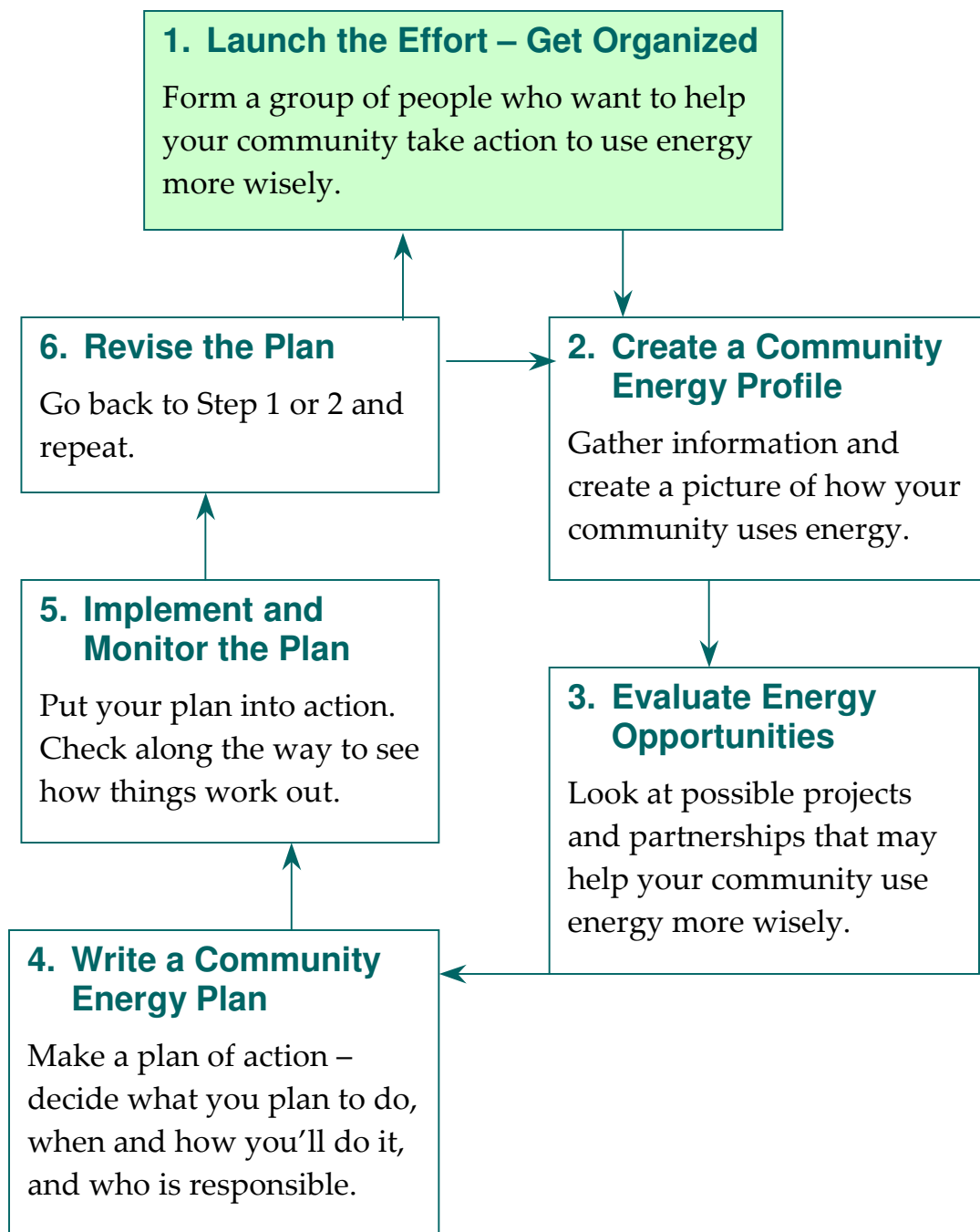


## Step 1 of the 6-step Community Energy Planning Process





## Contents Step 1:

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### Launch the Effort – Get Organized

This is step 1 in the community energy planning process. This section of the toolkit has guidelines, worksheets, and other practical information to help communities get organized and begin the community energy planning process.

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## **Create a community energy committee**

---

To get things moving, you need a group of people to help make things happen. To bring the energy planning team together, be creative and use what works well in your community.

Here are some ideas and tips we've learned from past experience, to help create and maintain an effective energy planning committee. The first two tips are VERY important.

- 1) Ask local government to pass a resolution to create an energy planning committee and to support the energy planning process. The Toolkit includes a sample resolution.
- 2) Find an energy coordinator - someone with a vision of what the community can accomplish, and the skills to encourage and support the committee, and to organize the energy planning process. The energy coordinator should live in the community and does not necessarily need detailed knowledge about energy. We recommend you find funding to pay this person.
- 3) Encourage a variety of community members to get involved so you know you have broad community support. Look for people that community members respect and listen to:
  - Elders
  - Youth
  - Employers and business people
  - Community groups
  - Elected leaders and employees from all local governments: Band, Metis, municipality or hamlet, etc.
  - People who operate utilities

- People who buy and sell fuel
  - Home owners and renters
  - People from the local housing authority.
- 4) Communicate openly and use consensus to build strong relationships among the people active in the committee and the rest of the community.
  - 5) Communicate openly and often with the whole community – people outside the committee. Make sure they know what’s going on and what they can realistically expect.
  - 6) Encourage the committee to identify realistic, achievable goals.
  - 7) Make it easy for people to participate.
  - 8) Expect committee members to come and go throughout the process. Encourage others to join the committee, to replace those that move on.
  - 9) Give each committee member a copy of the Community Energy Planning Toolkit. Use the Toolkit to introduce committee members to the energy planning process and to help them successfully work through the process.



Community energy planning is a lot like a dog team – you need strong leaders and a coordinator to keep everyone pulling in the same direction and a team that will pull for the whole trip ... and you probably have to put up with a lot of crap along the way!



In Yellowknife, City Council created an Energy Planning Committee with members from many sectors of the community. The committee met about once a month to create a vision, set targets, and suggest ideas. The Arctic Energy Alliance managed the project and consultants did most of the detailed work.

## **Sample Council Resolution**

---

### **Community Energy Planning**

WHEREAS the Chief, Mayor, and Councils of \_\_\_\_\_  
wish to create a community energy plan for their community;

AND WHEREAS we have approved \_\_\_\_\_  
funding to support a community energy planning process in our  
community;

BE IT RESOLVED THAT council create a community energy  
planning committee, with representatives from these parts of the  
community:

- |                     |                  |
|---------------------|------------------|
| ▪ Band Council      | ▪ Utilities      |
| ▪ Metis Council     | ▪ Business       |
| ▪ Community Council | ▪ Schools        |
| ▪ Elders            | ▪ Health Centre  |
| ▪ Youth             | ▪ Town employees |
| ▪ Housing Authority | ▪ Trades people  |
| ▪ Home owners       | ▪ Fuel suppliers |
| ▪ General public    |                  |

BE IT RESOLVED THAT the purpose of the Community Energy  
Planning Committee is to oversee the community energy planning  
process and to create a Community Energy Plan for our community.



AND BE IT RESOLVED THAT council authorizes up to \$ \_\_\_\_\_  
to support the community energy committee and create a  
community energy plan.

---

Signature Chief

---

Signature Mayor

---

Signature Councillor

---

Signature Councillor

---

Signature Councillor

---

Signature Councillor

---

Signature Councillor

---

Signature Councillor

Signed this \_\_\_\_\_  
Date: Day / Month / Year

At \_\_\_\_\_  
Community

## Create a vision statement with general targets

---

One of the first things the community energy committee needs to do is create a vision statement and general targets.

### What is a Vision Statement?

---

A vision statement describes what your committee wants for the future – the end results. A vision statement helps the committee remember what they're working towards and what they care about. It encourages you to keep working, even when it's hard.

### Sample Vision Statement

Our community will use energy more efficiently and replace imported, non-renewable sources of energy with local, renewable sources of energy, to save money and reduce environmental impacts.

### Sample Vision Statement

We moved to Gameti over 40 years ago – our community is 40 years old. What will our community be like in another 40 years?

Our community needs to use energy that is in harmony with our community and the land. We need to manage and use energy in ways that respect the land and honour future generations with a clean world.

We want to use clean, local sources of energy, such as wood, to heat our homes. We want to produce energy for heat and electricity in cheaper, cleaner ways than from diesel generators – for example from sun, wind, and hydro.

Take time to develop a vision statement and involve the people in your community. Hold a workshop or a community meeting to talk about it. A vision statement guides all the work for the community energy planning process – like a star to follow. You may never really get there, but it always provides light along the way.

## **What are general targets?**

---

The energy committee also decides what general targets you want to aim for. These may include things such as:

- Reduce greenhouse gas emissions by ‘x’ percent in ‘x’ number of years.
- Provide ‘x’ percent of electricity with local, renewable energy sources within ‘x’ years.
- Increase energy efficiency by ‘x’ percent within ‘x’ years.

Choose realistic, achievable general targets. Set interim targets and revise them as you learn more during the energy planning process.

### **Sample Target**

Meet or exceed the commitments outlined in the Kyoto Protocol - to reduce emissions by 6% below 1990 levels by 2012.

### **Sample Target**

Replace half our imported, non-renewable fuel with local, renewable fuel - to keep energy dollars in our community.

The Partners for Climate Protection program of the Federation of Canadian Municipalities set targets to reduce greenhouse gas emissions over 1996 levels, by 2012:

- 20% reduced greenhouse gas emissions in municipal operations.
- 6% reduced emissions for the whole community.

Many Canadian communities choose to join the Partners for Climate Protection program and adopt the targets.

We encourage the energy planning committee to review their vision and general targets with each cycle of the energy planning process. This allows the committee to adjust things if they want and to confirm what they want to achieve.

The rest of this section of the Toolkit contains information and worksheets that the energy committee might find useful throughout the energy planning process:

- Understand the energy system and stakeholders
- Create a work plan
- Funding, proposals, RFPs, consultants
- Communication

## Understand the energy system and stakeholders

---

The community energy planning process involves the energy system that exists right now in your community and the many stakeholders in that system. Many things about the system affect different stakeholders in different ways and at different times.

Here is a brief list of possible stakeholders:

- Community people – individuals and families
- Community businesses
- Community services such as the school and nursing station
- Different levels of local government
- The Public Utilities Board
- The utility that provides electricity to your community
- Businesses that import and sell fuel in your community
- Aboriginal government
- Housing Corporation
- Local Housing Authority
- Territorial government

The relationship between the energy system and the stakeholders isn't always direct or obvious. Each part of the energy system can affect one or more stakeholders in various ways and at various times. All this creates a web of influence on the energy planning process.

To learn more about the relationship between the energy system and the stakeholders in your community, consider these questions:

- What energy source provides electricity?
- Do people own or rent their home?
- Do businesses own or rent their building?
- Who pays the utility bills on the building?
- Does someone subsidize utility bills? Who is eligible to receive a subsidy? Who actually receives a subsidy? How much? Why? How many different kinds of subsidies exist in your community? How do they compare with one another?
- What is the difference between people, agencies, or businesses that pay the full costs of the energy they use and those that get a subsidy?
- Who controls decisions about renovating older homes and other buildings?
- Who controls decisions about building new homes and other buildings?
- How do energy efficiency or renewable energy projects affect finances of various stakeholders?
- How can the community share the costs and benefits of energy efficiency and renewable energy projects among various stakeholders?
- How can the community use costs and benefits to encourage various stakeholders to participate?
- What effects do energy efficiency and renewable energy projects have on various stakeholders?

Each community is different. The energy planning committee and the energy coordinator need to learn about your community. You need to know and understand the various stakeholders and the many things that influence them.

## A few facts about the NWT electricity system

- Each community has its own electricity rate.
- People / businesses that use hydro electricity get no subsidies.
- Private homeowners that use diesel electricity pay Yellowknife rates for the first 700 kWh per month. After that they pay the rate for their community.
- Most governments and businesses pay the full electricity rate for their community.
- People in public housing pay a lower rate for electricity than everyone else.
- Businesses can apply for a subsidy for the first 1000 kWh.

You may also want to find out what is happening right now in your community. Consider these questions:

- Do any community groups, individuals, or businesses have projects going on right now that help your community to use energy more wisely?
- What do people already know about where your energy comes from, how much energy you use, how you use it, and how much it costs?
- What do people know about the overall impacts of energy use on the social, environmental, and economic conditions in our community?
- How will your community change in the future? Will the population grow or get smaller? What new buildings will you see? What new industries will need energy?

The energy system is complicated and you will consider these questions more in Step 3 of the energy planning process.

## Create a work plan

---

The energy planning committee needs to create a work plan for each step of the process. A work plan is a tool that describes **what** you want to do, **how and when** you plan to do it, and **who** is responsible.

To create a work plan, you need to:

- Decide what tasks to do.
- Decide who is responsible.
- Develop a schedule and budget for the work.
- Look at how to evaluate the work plan.

The Toolkit includes worksheets the energy committee can fill in and use to help create a work plan and budget.

## Decide what tasks to do

---

The work plan lists the tasks you decide to carry out, to complete each step of the energy planning process. As you identify the tasks, think carefully about:

- What do we need to do first? What comes next?
- What is the most important thing we need to accomplish?
- How much time, money, and human resources do we have on hand? How much do we need?



- Do we need to look for funding to carry out this step in the process? Is funding available for this kind of work?

Choose to do the things you know you can successfully accomplish, that help you reach your vision and your targets.

The details of the work plan depend on what step you're working on in the community energy planning process. Each section of the Toolkit describes one step in the process and what you need to do to complete the step. The community energy planning committee needs to look at each step and create a work plan suited to their community's vision and target.

### Decide who is responsible

---

The work plan also identifies who is responsible to oversee and carry out the tasks. As with all aspects of community energy planning, the community benefits if local people do the work. They develop and use their skills and knowledge, and if they get paid, the money stays in the community.

The energy coordinator and the community energy committee oversee the work. They may also carry out some or all of the work. Together they decide who is the best person for the job.

Some communities also hire consultants for certain things. To hire a consultant, the energy committee may decide to use a Request for Proposals (RFP). The Toolkit includes Guidelines to write an RFP and to hire and work with a consultant.

## **Develop a schedule and budget for the work**

---

The work plan includes a schedule and a budget. The schedule shows the date you expect to complete each task. The budget shows what expenses you expect to have to pay.

This section of the Toolkit later includes information and worksheets related to funding, writing proposals, and hiring and working with consultants.

## **Evaluate the work plan**

---

As you create a work plan, you may find it helpful to include ways to evaluate the plan - to identify things that clearly show how well things work out along the way and what you can do next time to help things work out better.

**Worksheet 1-1: Work plan for the Community Energy Planning Process****Vision:****General Targets:****Step #:**

Tasks to complete this step	Person responsible	Schedule	Budget

## Worksheet 1-2: Budget Outline

(1 of 2 pages – see definitions page 2)

Expenses	Revenue
Salaries & benefits	
Travel	
Rent, heat, light, water	
Public education & communication	
Phone, internet, email, fax	
<b>Total expenses</b>	<b>Total revenue</b>

## Worksheet 1-2: Budget Outline (2 of 2 pages)

Expenses	Revenue
<ul style="list-style-type: none"> <li>▪ List everything you need to pay for.</li> <li>▪ Use the categories we provide or make your own categories.</li> <li>▪ Include any expenses you expect to cover with support-in-kind. For example if someone gives you office space or a computer for free, or people work as volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ List each confirmed source of revenue and the amount from that source. Mark these 'confirmed'.</li> <li>▪ Include sources you applied to but don't know yet if you got the funding. Mark these 'unconfirmed'.</li> <li>▪ Include the source and value of any support-in-kind.</li> </ul>
Total expenses	Total revenue

## Funding, proposals, consultants

---

Communities need funding to support the work to carry out the energy planning process. Some communities hire and work with consultants during the process.

The Toolkit includes some useful information about:

- Sources of funding
- Writing a proposal
- How to write a Request for Proposals (RFP), to hire a consultant
- Guidelines to hire and work with a consultant

### Sources of funding for community energy planning

---

Here is a list of some sources of funding for community energy planning. Federal and territorial government programs change over time - call the Arctic Energy Alliance for the most recent information about these programs. Toll free 1-877-755-5855.

#### **Commercial Building Incentive Program (CBIP)**

Communities can get funding from the Commercial Building Incentive Program (CBIP) to make **NEW** buildings more energy efficient. This program helps to offset the costs of designing energy efficient buildings.

To qualify for the incentive, the building must use 25% less energy than a similar building constructed to the standards dictated in the Model National Energy Code for Buildings (MNECB).

For more info: <http://oee.nrcan.gc.ca/commercial/financial-assistance/new-buildings>

### **Energy Innovator's Initiative (EII)**

Communities can get funding for energy audits and retrofits by joining the Energy Innovator's Initiative (EII). Funding covers up to 50% of audit costs and 25% of retrofit costs, but you must join before you start work.

For more info: [www.oee.nrcan.gc.ca/eii](http://www.oee.nrcan.gc.ca/eii)

### **Federal Gas Tax Agreement through Municipal and Community Affairs, GNWT**

Over the next 5 years, NWT communities can access \$37.5 million through the Gas Tax Agreement. Communities must develop and adopt an Integrated Community Sustainability Plan (ICSP) by 2010 to receive the funding.

A community energy plan helps a community meet this requirement. Use the gas tax money to create and implement a community energy plan.

For more info: [www.maca.gov.nt.ca](http://www.maca.gov.nt.ca).

**Green Municipal Fund (GMF) from the Federation of Canadian Municipalities (FCM)**

Funding categories include:

- Sustainable community planning and integrated projects
- Solid waste management
- Brownfields redevelopment
- Water conservation and treatment
- Energy services and renewable energy
- Sustainable transportation services and technologies

For more info: <http://www.fcm.ca/english/gmf/gmf.html>

**Walter & Gordon Duncan Foundation**

The Walter and Gordon Duncan Foundation say they can fund communities to create a community energy plan under their “Sustainable Communities” program for Northern Canada.

Call James Stauch at 416-601-4776 or visit their website at

<http://www.gordonfn.org/northcom2.cfm>



## **Worksheet 1-3: Checklist to develop and write a proposal**

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(2 pages)

- ☐ Create a work plan. Know what you want to do, when, and who is responsible. Know how much money and other resources you need and why you need them.

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- ☐ Tell community groups, individuals, and businesses what you want to do. Ask for their support – for example a letter of support or support in kind.

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- ☐ Do research and find out where you can get funding for this kind of work.

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- ☐ Contact potential funders to find out how their funding process works.

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- ☐ Know what information each funder wants. Follow their guidelines.

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- ☐ Write the proposal or fill out the application form. Make sure you follow the guidelines and give the funder everything they ask for.

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- ☐ Write a cover letter.

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- ☐ Ask someone to review the proposal and cover letter. Make any changes you need to make. Send it in.

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## **Worksheet 1-3: Checklist to develop and write a proposal**

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(2 pages)

- ☐ Call or email the funder a week or two later to make sure they received your proposal. Confirm their process and schedule to make a decision.

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- ☐ Call or email the funder again if they don't respond when they said they would. Ask if they've decided yet and if not, when they might decide.

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- ☐ If the funder doesn't support your work, ask why. Learn from your experience.

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- ☐ If the funder supports your work send a thank-you letter.

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## **Sample proposal outline**

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### **1. Project Title**

### **2. Applicant**

Name of the group or agency asking for funding

Address

Phone number and email

Contact person

### **3. Project Team Members**

Who is responsible for the project? Who oversees it?

Who is doing the work?

### **4. Summary**

What are the key points? Write a paragraph or two, or up to a page or two, depending on the size of the proposal.

### **5. Project Description**

#### **5.1 Background – the present situation**

- Where do you get electricity
- How does the community distribute water?
- What space heating fuels do people use?
- Can you estimate how much your community spends in a year on energy or utilities?
- Can you estimate how much greenhouse gas emissions your community produces in a year?

**5.2 Previous activity and related projects**

- What projects has your community already done?
- What related projects does your community plan to do, if any?

**5.3 Vision and general targets**

- What vision and targets has the energy planning committee set?

**5.4 Proposed work**

- What do you plan to accomplish? Look at your work plan. You may identify tasks related to one step of the energy planning process or you may want to complete all six steps of the energy planning process.
- Include a detailed copy of your work plan as an appendix to the proposal.

**5.5 Project partners**

- What key stakeholders are already involved in the project?
- What other stakeholders do you want to involve?
- What role do different stakeholders have in the project work plan?

**5.6 Capacity Building and Training**

- How will the project build capacity in the community?
- What training, if any, does the project include?
- How are community people involved in the project – individuals, families, businesses, community groups?

**6. Measurable Outcomes**

- What results or products do you expect the project to produce?

**7. Budget**

- What expenses do you expect to pay? Identify categories such as salaries, travel and accommodation, communications, rent and utilities, professional fees, etc. Use the budget outline from the work plan.
- What sources of revenue do you have? Include confirmed revenue and other sources you've approached but are unconfirmed.
- How much funding do you expect from this proposal?

**8. Supporting Information**

- Attach the detailed work plan, if appropriate.
- Attach information about key team members, if appropriate.
- Attach other relevant documents, such as a council resolution related to energy planning.
- Attach information about the community energy planning committee, if appropriate.

## RFP Guidelines and Checklist

---

Use a Request for Proposals (RFP) to find a consultant to do the work for your community energy plan. You may want or need a consultant for only certain parts of the process. Or you may want a consultant to start at the beginning and work to the end of step 4: Write a community energy plan. Or you may want to hire a consultant to work on community energy planning as part of an integrated community sustainability plan.

Use an RFP to ask for proposals from a variety of consultants. You need to find the best person for the work and for your community.

An RFP may include the following things:

1. General information and instructions
2. Terms of Reference
3. Criteria to evaluate proposals
4. Response guidelines
5. Sample contract (optional)

1. The **general information and instructions** section answers questions such as:

- ☐ By what date and time is the proposal due?
- ☐ Where do people deliver the proposal?
- ☐ How must the proposal be delivered? For example is it okay to fax or email the proposal? How many copies do you want to receive?
- ☐ Who do people contact if they have questions as they prepare a proposal?

2. The **Terms of Reference** section answers questions such as:

- ☐ What is the project called?
- ☐ Who administers and oversees the project?
- ☐ What is the background for the project?
- ☐ What exactly do you want the contractor to do?
- ☐ What results or products do you expect the contractor to deliver at the end of the contract?
- ☐ What budget or other resources do you have for the project?
- ☐ What schedule do you expect? When do you need the project completed? Do you need certain things on certain dates along the way?

3. The section with **criteria to evaluate proposals** answers questions such as:

- ☐ What rating system will you use to evaluate each proposal?

A rating system usually evaluates things such as:

- The experience and training that the consultant and their team have in this area.
- The process and the schedule the consultant proposes to carry out and complete the project
- Examples of past work in this area that the consultant completed successfully.
- Fees and expenses.
- Other things you may want to include. For example, do you want the rating to include whether or not the consultant lives in your region or the NWT? Do you

want to the rating to include whether or not the consultant will mentor or train local people?

4. The **response guidelines** section answers questions such as:

- ☐ What information do you want the consultant to include in their proposal? How much detail? Be precise.
- ☐ How do you want the consultant to organize the information?

This section usually clearly outlines precisely what information the consultant needs to include in each category you use to evaluate proposals.

5. The **sample contract** section is a legal document. It outlines the terms and conditions of the agreement and answers questions such as:

- ☐ Who are the parties to this agreement?
- ☐ What services will the contractor deliver?
- ☐ What payment will they receive?
- ☐ What dates does the contract begin and end?
- ☐ Under what terms can either party change or cancel the contract?
- ☐ What other terms and conditions affect the agreement?
- ☐ What is each party to the agreement responsible for?
- ☐ Who signs the agreement on behalf of each party?



## **Guidelines to hire and work with a consultant**

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Most communities have some experience working with consultants. Especially in smaller communities, consultants usually come from outside the community. Community people sometimes feel the consultants don't understand how things work – and this is sometimes quite true. Some consultants have little or no experience of how things work in small communities.

If you hire and work with a consultant, consider carefully what actions you can take to ensure you have a positive and productive experience.

Here are some ideas and tips to consider, if you hire and work with a consultant:

- Make sure the RFP includes any factors that you know are important. For example, if you believe the contractor needs to have experience working with small communities, ask them to include information about that. If you believe the contractor needs to mentor or train a local person as part of their work, ask them to include information about how they plan to do that.
- Clearly communicate what process you expect. For example tell the consultant how you expect them to take into account the local context or to involve local people.
- Clearly communicate what product you expect and how you intend to use it. For example does the consultant's report make recommendations that the community can act on and use? Does the consultant know and understand how their work connects with what comes next for your community?

- Focus on problem solving. Sometimes a project produces uncomfortable results – you learn things you find challenging or difficult. You don't like or don't expect the results. Use your community strengths to approach these results and to begin to deal with them.
- Ask questions. Be outgoing and curious. Meet regularly with the consultant to share information and ideas. Clearly understand what they're doing and how they're doing it.
- Ask for a peer review or second opinion if needed.

Arctic Energy Alliance energy planning staff can help, especially with the Terms of Reference and the peer review. Call toll free 1-877-755-5855.

## **Communication**

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During the energy planning process, the energy planning committee and the energy coordinator need to communicate with the community. Clear, regular communication gives people a chance to learn about energy planning and get involved in the process.

Community energy planning brings people together to explore ideas, make good decisions, and take action for their community. Community energy planning involves a commitment from leaders, community members, and other stakeholders.

### **Community meetings and workshops**

---

Community meetings and workshops are good ways to share information with your community and to gather ideas from people. A workshop is an essential part of Step 3: Evaluate Energy Opportunities. You may also choose to hold a community meeting as you begin the process, to let people know what you plan to do and to encourage them to participate.

## **Worksheet 1-4: Checklist to plan a community meeting or workshop**

- ☐ Who will do the work to plan the workshop or meeting?

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- ☐ When is the best day and time?

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- ☐ Where should we hold the meeting or workshop?

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- ☐ What food and drink do we need, if any? What other supplies do we need?

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- ☐ Who do we want to attend the meeting or workshop? How many people do we expect or want?

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- ☐ What's the best way to advertise? How do we get the people to come that we want to come?

---
- ☐ Do we need funding? How and where can we get it?

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- ☐ Who will facilitate the meeting or workshop?

---
- ☐ What is the agenda for the meeting or workshop? What is the purpose? What do we want to happen?

---
- ☐ What process is best for the participants and the purpose? For example a presentation, a question and answer session, general discussion, small group discussion, or what?

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## **Advertise community meetings and workshops**

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Start to advertise the community meeting or workshop at least two weeks before it happens, if possible. How you advertise depends on your community, the purpose of the meeting or workshop, and the people you want to participate.

- What methods work best in your community?
- What methods work best for the people you want to reach?

Common ways to advertise a community meeting or workshop include:

- Posters around the community
- Radio announcement
- TV announcement
- Personal letters or phone calls
- Email list
- Fax

Each ad you create and use needs to clearly answer the following questions.

- What is happening?
- When is it happening?
- Where is it happening?
- Why is it happening?
- Why participate?

Use words that people easily understand. Include only the information that people really need to know. Create a message that reaches out to the people you want to participate.

## **Brochure and presentation**

---

The Toolkit includes a brochure and presentation. The brochure briefly outlines the community energy planning process. See Appendix 1-A Community Energy Planning Brochure. Copy and distribute the brochure. Use it to help people learn about and understand the energy planning process.

The presentation is a PowerPoint presentation. It also briefly outlines the community energy planning process. See Appendix 1-B Community Energy Planning Presentation. Use the presentation to help people learn about the energy planning process and to encourage them to get involved - local agencies and groups, community meetings, school or college classes, local businesses, etc.

The CD that comes with the Toolkit includes the brochure and presentation.

## **Media**

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Radio, newspapers, TV, and the Internet play a large role in our lives. The energy committee and energy coordinator can use media to help increase community awareness and interest in energy planning. Use media to advertise community meetings or workshops. You can also use media to influence government programs and policy

Make a list of local and regional or territorial media with contact information and deadlines.

## **Appendix 1-A: Community Energy Planning Brochure**

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Copy the brochure and use it to help people learn about community energy planning.

The CD that comes with the Toolkit has a PDF file of the brochure.





## **Appendix 1-B: Community Energy Planning PowerPoint Presentation**

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Use the PowerPoint presentation with community groups, agencies, or school classes, and at community meetings or workshops, or other events.

It gives basic information about the community energy planning process and the economic, environmental, and social benefits of developing and implementing a community energy plan.

The CD that comes with the Toolkit has a file with the presentation.



## **Appendix 1-C: Community Energy Planning Poster**

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Use this poster to help raise awareness in your community about community energy planning. Make copies and put them up at the local store, the arena, the school, and other places where people gather. Use the poster to help advertise community meetings and workshops.



## **Appendix 1-D: Step 1 Worksheets and Samples**

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The Toolkit provides these worksheets and samples for Step 1. Also find them on the CD that comes with the Toolkit.

- Sample council resolution
- Worksheet 1-1: Work plan
- Worksheet 1-2: Budget outline
- Worksheet 1-3: Checklist to write a proposal
- Sample proposal outline
- RFP Guidelines and Checklist
- Guidelines to hire and work with a consultant
- Worksheet 1-4: Checklist to plan a community meeting or workshop



## **Sample Council Resolution**

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### **Community Energy Planning**

WHEREAS the Chief, Mayor, and Councils of \_\_\_\_\_  
wish to create a community energy plan for their community;

AND WHEREAS we have approved \_\_\_\_\_  
funding to support a community energy planning process in our  
community;

BE IT RESOLVED THAT council create a community energy  
planning committee, with representatives from these parts of the  
community:

- |                     |                  |
|---------------------|------------------|
| ▪ Band Council      | ▪ Utilities      |
| ▪ Metis Council     | ▪ Business       |
| ▪ Community Council | ▪ Schools        |
| ▪ Elders            | ▪ Health Centre  |
| ▪ Youth             | ▪ Town employees |
| ▪ Housing Authority | ▪ Trades people  |
| ▪ Home owners       | ▪ Fuel suppliers |
| ▪ General public    |                  |

BE IT RESOLVED THAT the purpose of the Community Energy  
Planning Committee is to oversee the community energy planning  
process and to create a Community Energy Plan for our community.

AND BE IT RESOLVED THAT council authorizes up to \$ \_\_\_\_\_  
to support the community energy committee and create a  
community energy plan.

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Signature Chief

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Signature Mayor

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Signature Councillor

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Signature Councillor

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Signature Councillor

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Signature Councillor

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Signature Councillor

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Signature Councillor

Signed this \_\_\_\_\_  
Date: Day / Month / Year

At \_\_\_\_\_  
Community



**Worksheet 1-1: Work plan for the Community Energy Planning Process****Vision:****General Targets:****Step #:**

Tasks to complete this step	Person responsible	Schedule	Budget



## Worksheet 1-2: Budget Outline

(1 of 2 pages – see definitions page 2)

Expenses	Revenue
Salaries & benefits	
Travel	
Rent, heat, light, water	
Public education & communication	
Phone, internet, email, fax	
<b>Total expenses</b>	<b>Total revenue</b>

**Worksheet 1-2: Budget Outline (2 of 2 pages)**

<b>Expenses</b>	<b>Revenue</b>
<ul style="list-style-type: none"><li>▪ List everything you need to pay for.</li><li>▪ Use the categories we provide or make your own categories.</li><li>▪ Include any expenses you expect to cover with support-in-kind. For example if someone gives you office space or a computer for free, or people work as volunteers.</li></ul>	<ul style="list-style-type: none"><li>▪ List each confirmed source of revenue and the amount from that source. Mark these 'confirmed'.</li><li>▪ Include sources you applied to but don't know yet if you got the funding. Mark these 'unconfirmed'.</li><li>▪ Include the source and value of any support-in-kind.</li></ul>
<b>Total expenses</b>	<b>Total revenue</b>

## **Worksheet 1-3: Checklist to develop and write a proposal**

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(2 pages)

- ☐ Create a work plan. Know what you want to do, when, and who is responsible. Know how much money and other resources you need and why you need them.

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- ☐ Tell community groups, individuals, and businesses what you want to do. Ask for their support – for example a letter of support or support in kind.

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- ☐ Do research and find out where you can get funding for this kind of work.

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- ☐ Contact potential funders to find out how their funding process works.

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- ☐ Know what information each funder wants. Follow their guidelines.

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- ☐ Write the proposal or fill out the application form. Make sure you follow the guidelines and give the funder everything they ask for.

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- ☐ Write a cover letter.

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- ☐ Ask someone to review the proposal and cover letter. Make any changes you need to make. Send it in.

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## **Worksheet 1-3: Checklist to develop and write a proposal**

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(2 pages)

- ☐ Call or email the funder a week or two later to make sure they received your proposal. Confirm their process and schedule to make a decision.

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- ☐ Call or email the funder again if they don't respond when they said they would. Ask if they've decided yet and if not, when they might decide.

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- ☐ If the funder doesn't support your work, ask why. Learn from your experience.

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- ☐ If the funder supports your work send a thank-you letter.

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## **Sample proposal outline (3 pages)**

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### **1. Project Title**

### **2. Applicant**

Name of the group or agency asking for funding

Address

Phone number and email

Contact person

### **3. Project Team Members**

Who is responsible for the project? Who oversees it?

Who is doing the work?

### **4. Summary**

What are the key points? Write a paragraph or two, or up to a page or two, depending on the size of the proposal.

### **5. Project Description**

#### **5.1 Background – the present situation**

- Where do you get electricity
- How does the community distribute water?
- What space heating fuels do people use?
- Can you estimate how much your community spends in a year on energy or utilities?
- Can you estimate how much greenhouse gas emissions your community produces in a year?

**5.2 Previous activity and related projects**

- What projects has your community already done?
- What related projects does your community plan to do, if any?

**5.3 Vision and general targets**

- What vision and targets has the energy planning committee set?

**5.4 Proposed work**

- What do you plan to accomplish? Look at your work plan. You may identify tasks related to one step of the energy planning process or you may want to complete all six steps of the energy planning process.
- Include a detailed copy of your work plan as an appendix to the proposal.

**5.5 Project partners**

- What key stakeholders are already involved in the project?
- What other stakeholders do you want to involve?
- What role do different stakeholders have in the project work plan?

**5.6 Capacity Building and Training**

- How will the project build capacity in the community?
- What training, if any, does the project include?
- How are community people involved in the project – individuals, families, businesses, community groups?



**6. Measurable Outcomes**

- What results or products do you expect the project to produce?

**7. Budget**

- What expenses do you expect to pay? Identify categories such as salaries, travel and accommodation, communications, rent and utilities, professional fees, etc. Use the budget outline from the work plan.
- What sources of revenue do you have? Include confirmed revenue and other sources you've approached but are unconfirmed.
- How much funding do you expect from this proposal?

**8. Supporting Information**

- Attach the detailed work plan, if appropriate.
- Attach information about key team members, if appropriate.
- Attach other relevant documents, such as a council resolution related to energy planning.
- Attach information about the community energy planning committee, if appropriate.

## **RFP Guidelines and Checklist (3 pages)**

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Use a Request for Proposals (RFP) to find a consultant to do the work for your community energy plan. You may want or need a consultant for only certain parts of the process. Or you may want a consultant to start at the beginning and work to the end of step 4: Write a community energy plan. Or you may want to hire a consultant to work on community energy planning as part of an integrated community sustainability plan.

Use an RFP to ask for proposals from a variety of consultants. You need to find the best person for the work and for your community.

An RFP may include the following things:

1. General information and instructions
2. Terms of Reference
3. Criteria to evaluate proposals
4. Response guidelines
5. Sample contract (optional)

1. The **general information and instructions** section answers questions such as:
  - ☐ By what date and time is the proposal due?
  - ☐ Where do people deliver the proposal?
  - ☐ How must the proposal be delivered? For example is it okay to fax or email the proposal? How many copies do you want to receive?
  - ☐ Who do people contact if they have questions as they prepare a proposal?

2. The **Terms of Reference** section answers questions such as:

- ☐ What is the project called?
- ☐ Who administers and oversees the project?
- ☐ What is the background for the project?
- ☐ What exactly do you want the contractor to do?
- ☐ What results or products do you expect the contractor to deliver at the end of the contract?
- ☐ What budget or other resources do you have for the project?
- ☐ What schedule do you expect? When do you need the project completed? Do you need certain things on certain dates along the way?

3. The section with **criteria to evaluate proposals** answers questions such as:

- ☐ What rating system will you use to evaluate each proposal?

A rating system usually evaluates things such as:

- The experience and training that the consultant and their team have in this area.
- The process and the schedule the consultant proposes to carry out and complete the project
- Examples of past work in this area that the consultant completed successfully.
- Fees and expenses.
- Other things you may want to include. For example, do you want the rating to include whether or not the consultant lives in your region or the NWT? Do you

want to the rating to include whether or not the consultant will mentor or train local people?

4. The **response guidelines** section answers questions such as:

- ☐ What information do you want the consultant to include in their proposal? How much detail? Be precise.
- ☐ How do you want the consultant to organize the information?

This section usually clearly outlines precisely what information the consultant needs to include in each category you use to evaluate proposals.

5. The **sample contract** section is a legal document. It outlines the terms and conditions of the agreement and answers questions such as:

- ☐ Who are the parties to this agreement?
- ☐ What services will the contractor deliver?
- ☐ What payment will they receive?
- ☐ What dates does the contract begin and end?
- ☐ Under what terms can either party change or cancel the contract?
- ☐ What other terms and conditions affect the agreement?
- ☐ What is each party to the agreement responsible for?
- ☐ Who signs the agreement on behalf of each party?

## **Guidelines to hire and work with a consultant**

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Most communities have some experience working with consultants. Especially in smaller communities, consultants usually come from outside the community. Community people sometimes feel the consultants don't understand how things work – and this is sometimes quite true. Some consultants have little or no experience of how things work in small communities.

If you hire and work with a consultant, consider carefully what actions you can take to ensure you have a positive and productive experience.

Here are some ideas and tips to consider, if you hire and work with a consultant:

- Make sure the RFP includes any factors that you know are important. For example, if you believe the contractor needs to have experience working with small communities, ask them to include information about that. If you believe the contractor needs to mentor or train a local person as part of their work, ask them to include information about how they plan to do that.
- Clearly communicate what process you expect. For example tell the consultant how you expect them to take into account the local context or to involve local people.
- Clearly communicate what product you expect and how you intend to use it. For example does the consultant's report make recommendations that the community can act on and use? Does the consultant know and understand how their work connects with what comes next for your community?
- Focus on problem solving. Sometimes a project produces uncomfortable results – you learn things you find challenging

or difficult. You don't like or don't expect the results. Use your community strengths to approach these results and to begin to deal with them.

- Ask questions. Be outgoing and curious. Meet regularly with the consultant to share information and ideas. Clearly understand what they're doing and how they're doing it.
- Ask for a peer review or second opinion if needed.

Arctic Energy Alliance energy planning staff can help, especially with the Terms of Reference and the peer review. Call toll free 1-877-755-5855.

## **Worksheet 1-4: Checklist to plan a community meeting or workshop**

☐ Who will do the work to plan the workshop or meeting?

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☐ When is the best day and time?

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☐ Where should we hold the meeting or workshop?

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☐ What food and drink do we need, if any? What other supplies do we need?

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☐ Who do we want to attend the meeting or workshop? How many people do we expect or want?

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☐ What's the best way to advertise? How do we get the people to come that we want to come?

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☐ Do we need funding? How and where can we get it?

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☐ Who will facilitate the meeting or workshop?

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☐ What is the agenda for the meeting or workshop? What is the purpose? What do we want to happen?

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☐ What process is best for the participants and the purpose? For example a presentation, a question and answer session, general discussion, small group discussion, or what?

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