

Expression of Interest

Community Energy Planning Project

Background

The Arctic Energy Alliance (AEA) has funding to work with NWT communities to develop their Community Energy Plans (CEP). This is a six (6) month project beginning September 23, 2024 and ending March 22, 2025. The project funding will support the community partner (CP) to hire a local Community Energy Champion.

Project Goals

- Develop the Community Energy Plan (CEP) through a community engagement process;
- Formal adoption of the CEP by the Community Government;
- Identify a strategy or strategies from the CEP that can be initiated within the next year and determine what needs to be done to implement it or them;
- Source potential funding to implement a strategy or strategies identified in the CEP;
- Support capacity building at the local, community and territorial level through mentorship.

Partnership Agreement

Key to the success of this project is a Partnership Agreement (Agreement). This Agreement will clearly lay out the roles and responsibilities of the Community Partner and AEA (the Partners).

Year One Agreement

Step	Project Activity	AEA Responsibility	Community Partner (CP) Responsibility (in kind)
1.	Hire a Community Energy Champion	<ul style="list-style-type: none"> – Wage funding – Work with community partner on hiring 	<ul style="list-style-type: none"> – Wage processing (regular invoicing to AEA), hiring, office space, desk, computer, phone, etc. in CP office
2.	CEP Planning Workshop	<ul style="list-style-type: none"> – Host and deliver workshop – Travel costs for local Community Energy Champion; – Travel costs for CP representative 	<ul style="list-style-type: none"> – Identify CP representative (SAO or designated community representative). – Wages for CP representative for duration of workshop and travel.
3.	Community Engagement Process	<ul style="list-style-type: none"> – Work with the local champion, prepare and deliver workshops and other effective engagement in community 	<ul style="list-style-type: none"> – Provide suitable space to deliver workshops; – Participation of Community Partner members at CEP workshops.



4.	Draft CEP	– Prepare and circulate draft CEP	- Confirm and adopt draft CEP by Resolution/Motion
5.	Source potential funding and resources to implement a strategy or strategies from the CEP	– Support the community to apply for funding to implement projects identified in the CEP	- Select the projects to implement from the CEP and source potential funding

If you are interested in this opportunity, please ***fill out the Application Form (next section)*** and provide the attachments requested by:

12:00 noon MT Monday September 16, 2024

If you have any questions or would like further information, please contact Kevin Corrigan, Program Coordinator at (867) 920-3333 or kevin.corrigan@aea.nt.ca.



Application Form: Please fill out pages 3 – 4 below and send into AEA along with your Letter of Commitment that speaks to the Expression of Interest Criteria

Community Energy Planning Project

Community Partner Name:		
	Main contact	Alternate contact
Name:		
Role/Title:		
Phone Number:		
E-mail Address:		
Mailing Address:		

Expression of Interest Criteria

Community selection depends on the submission. ***Incomplete applications will be considered, but will be given a lower priority. Please note Page 4 is a signature page and should be included with your EOI.***

Required with Expression of Interest:

- ☐ Adopted Motion or Resolution that confirms the Community partner wants to work with AEA to develop its CEP and then deliver one or more CEP identified project(s).
- ☐ Written commitment (letter) attached to the application that confirms the following:
 - ✓ Participate as a Community Partner in the process of developing the Community Energy Plan;
 - ✓ Meet as a Community partner to formally adopt (or reject) the Community Energy Plan upon its completion
 - ✓ Provide in-kind support that includes wage and benefit administration of the Community Champion, office space and equipment (including phone and computer) to support the local Community Energy Champion.
 - ✓ Participate in the interview and selection process to hire a local person to fill the position referred to above; Final decision on hiring shared by AEA and CP.
 - ✓ Support the initiative by paying wages for a representative of the CP to attend an orientation session (***Date and location to be determined***). Note the Energy Champion will also attend these meetings.
 - ✓ Provide wage and benefit administration and prepare invoicing to AEA on a regular basis for wages paid to Community Energy Champion.



The Community Partner and AEA will develop and sign a Partnership Agreement that outlines the roles and responsibilities of AEA and the Community Partner through the course of this project.

Send your Completed Expression of Interest Application to the AEA by
12:00 noon MT Monday, September 16, 2024

Application forms may be submitted by mail, e-mail, or fax to:

Executive Director, Arctic Energy Alliance, #101, 5102 – 51st Street, Yellowknife, NT X1A 1S7

Office Hours: 8:30 a.m. to 5:00 p.m.

Fax: (867)-873-0303

E-mail: mark.heyck@aea.nt.ca

Signature of Authorized Person:

Name (Please Print)

Signature

Position

Date