

Community Sustainability Advisory Committee Meeting to be held via Zoom

** If you'd like to watch or listen to the live Committee meeting, please email Committees@Penticton.ca 24-hours prior to the commencement of the meeting for the Zoom meeting participation details. You will have an opportunity to ask questions related to the agenda at the end of the meeting.*

**Wednesday, February 16, 2022
at 9:00 a.m.**

1. **Call Regular Committee Meeting to Order**
2. **Adoption of Agenda**
3. **Adoption of Minutes**
 - 3.1 Minutes of December 8, 2021 Community Sustainability Advisory Committee 1-4

Staff Recommendation:
THAT the Community Sustainability Advisory Committee adopt the minutes of the December 8, 2021 meeting as presented.
4. **New Business**
 - 4.1 Electric Vehicle Charging Rate Review – David Kassian, Community Sustainability Coordinator 5-13

Staff Recommendation:
THAT the Community and Sustainability Advisory Committee receive into the record the report dated February 16, 2022 titled 'Electric Vehicle Charging Rate Review'.
 - 4.2 Energy Audit Financing – David Kassian, Community Sustainability Coordinator 14-16

Staff Recommendation:
THAT the Community Sustainability Advisory Committee recommend to Council to approve of energy audits through FortisBC's Custom Efficiency Program for the Community Recreation Centre, the South Okanagan Events Centre, and the Penticton Trade and Convention Centre with a net cost of \$22,500 to be financed through the Climate Action Reserve.

- 4.3 2022 Community Sustainability Advisory Committee Meeting Schedule– Rebecca Van Huizen, 17
Legislative Assistant

Staff Recommendation:

THAT the Community Sustainability Advisory Committee 2022 meetings be tentatively held on January 19, February 16, March 16, April 13, May 18, June 22, July 20, August 17, September 21, October 19, November 16, December 14 at City Hall or electronically at 9:00 a.m. unless otherwise specified.

- 4.4 Electronic Meeting Policy – Rebecca Van Huizen, Legislative Assistant 18-20

5. **Next Meeting**

6. **Public Question Period**

7. **Adjournment**

Community Sustainability Advisory Committee Meeting

to be held via Zoom
Wednesday, December 8, 2021
at 9:00 a.m.

Present: Chris Allen, Chair
Randy Boras, Vice Chair
Anne Hargrave
Lyndie Hill
Margaret Holm
Nicolas Stulberg
Philip Hawkes

Council Liaison: Julius Bloomfield, Councillor

Staff: Blake Laven, Director of Development Services
David Kassian, Community Sustainability Coordinator
Ian Chapman, Acting General Manager of Infrastructure
Ken Kunka, Building Manager
Shawn Filice, Electric Utility Manager
John Schappert, Legislative Assistant

Regrets: Amelia Boulton
Tracy Van Raes

1. **Call to Order**

The Community Sustainability Advisory Committee was called to order by the Chair at 9:02 a.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee adopt the agenda for the meeting held on December 8, 2021 as presented.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

3.1 Minutes of October 20, 2021 Community Sustainability Advisory Committee

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee adopt the minutes of the October 20, 2021 meeting as presented.

CARRIED UNANIMOUSLY

4. **New Business**

4.1 Climate Emergency Declaration Update

The Community Sustainability Coordinator provided some background information on the Climate Emergency Declaration, and then provided an overview of the next steps.

The floor was opened for questions and comments from Committee members. A Committee Member asked about wording of the actual declaration, and staff responded that specific wording would be developed and brought to Council at a later date, noting that it will be brought back to the Committee. A Committee Member commented that it would be ideal if this progressed more quickly, but this is a logical plan given the constraints in place.

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee receive into the record the report dated December 8, 2021 titled "Climate Emergency Declaration Update".

CARRIED UNANIMOUSLY

Lyndie Hill joined the meeting at 9:13 a.m.

4.2 Solar Panel Utility Fee Structure and Permitting

The Building Manager reported on the permitting and fee structure of solar panel installations, noting concerns including fire and structural issues that justify the requirement of permits. He noted that permits help create a level playing field, and that a flat-fee rate has been set. He showed some statistics on solar panel applications received and the time required to approve. A comparison of utilities and solar permit requirements across neighbouring jurisdictions was shown.

The floor was opened for questions and comments from Committee members. A Committee Member asked about structural requirements for installation, and staff responded that they have created a bulletin on this matter and are hoping to hold a solar industry stakeholder workshop in February or March 2022. A Committee Member asked about standalone systems and whether this falls under the same permitting process, and staff responded that they haven't received an application for this as of yet and the details for this need to be determined. A Committee Member asked if engineering reports are needed for residential installations, and staff confirmed that if it is a framed structure with detailed drawings, this would be sufficient for smaller projects, but ultimately these are considered on a case-by-case basis. A Committee Member commented on the possibility of the city covering the metering cost in order to encourage these installations, and staff responded that Council has previously directed staff to continue having individuals pay this cost, but did increase payment flexibility and the rate at which it pays customers. A Committee Member asked about staff's capacity to handle increases in permit requests, and staff commented that they have worked to streamline their process to help handle this and that capacity is constantly being reviewed. A Committee Member commented that the RDOS has developed a bylaw regarding standalone solar systems. A Committee Member commented on the need for the city to work cooperatively with individuals looking to install solar as it benefits the climate. Staff commented that they will continue to monitor and provide updates on any significant changes to the current process.

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee receive into the record the report dated December 8, 2021 titled "Solar Panel Utility Fee Structure and Permitting".

CARRIED UNANIMOUSLY

4.3 2021 Community Climate Action Plan (CCAP) Endorsement

The Community Sustainability Coordinator provided a background on the CCAP process, next steps, plan implementation (including EV charging stations), and the implementation of the FCM Community Efficiency Financing program to support home energy upgrades for individuals.

The floor was opened for questions and comments from Committee members. A Committee Member commented on bringing an item to a future Committee meeting regarding EV charging stations.

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee receive into the record the report dated December 8, 2021 titled "2021 Community Climate Action Plan Endorsement".

CARRIED UNANIMOUSLY

4.4 Penticton Food Security Strategy Update

The Director of Development Services provided an update on the Penticton Food Security Strategy, including background information on the grant process, the development of the plan utilizing a working group, community engagement, the draft strategy and next steps.

The floor was opened for questions and comments from Committee members. A Committee Member asked about the timing for adoption, and staff responded that they are hoping to take it to Council early in 2022. A Committee Member asked about potential gaps in the policy related to our highway systems given the recent flooding, and staff responded that the recent events have shown us how resilient our food system really is, but that there is definitely room for improving our local food supply. A Committee Member commented that this should be looked at from a regional perspective as well, and staff responded that the current strategy is from a local perspective.

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee receive the report "Penticton Food Security Strategy Update" into the Public Record.

CARRIED UNANIMOUSLY

5. **Next Meeting**

The next Community Sustainability Advisory Committee meeting date is still to be determined.

6. **Public Question Period**

7. **Adjournment**

It was MOVED and SECONDED

THAT the Community Sustainability Advisory Committee meeting held on Wednesday, December 8, 2021 adjourn at 10:29 a.m.

CARRIED UNANIMOUSLY

Certified Correct:

John Schappert
Legislative Assistant



Date: February 16, 2022
To: Community Sustainability Advisory Committee
From: David Kassian, Community Sustainability Coordinator
Subject: **Electric Vehicle Charging Rate Review**

File No: RMS 6440 – 01

Staff Recommendation

THAT the Community Sustainability Advisory Committee receive into the record the report dated February 16, 2022 titled 'Electric Vehicle Charging Rate Review'.

Background

The City owns and operates four electric vehicle (EV) charging stations located in the City parking lot at 307 Ellis Street. The stations are level 2 charging stations, which are effective for charging EVs over a 4 – 6 hour period. The stations were installed in August of 2019, with no fee required at the time of installation to utilize a station, as well as no fee for parking.

At the November 3rd, 2020 meeting of Council, staff presented a report that detailed the operating costs of the stations, as well as the usage data of the stations at the time. The costs of operating the stations are based on five factors:

- electricity usage
- electric utility basic charge
- depreciation
- annual monitoring and maintenance service
- lost parking revenue

Based on the above five factors, the following table provided the cost per hour summary of the EV charging site as presented on November 3, 2020, based on 5,099 hours of usage in 2020. The resulting estimated hourly operating cost for charging an EV was \$1.38 / hr.

Table 1: 2020 EV Station Annual Costs

Category	Cost	Annual Cost	Hourly Cost (5,099 hours / year)
Electricity (rate code 20)	\$0.1286 / kWh	\$2,070.86	\$0.41
Basic charge (electric utility)	\$8.43 / month	\$101.10	\$0.02
Maintenance/monitoring	\$600.00 / year	\$600.00	\$0.12

Depreciation cost	\$2,100.00 / year	\$2,100.00	\$0.41
Parking Fees	\$2,160.00 / year	\$2,160.00	\$0.42
	Total Cost:	\$7,031.96	\$1.38

With the operating cost information above, staff provided the following options for Council's consideration:

- Continue with no fees on the charging stations to encourage EV usage and adoption, with the Climate Action Reserve funding the cost of use at the stations.
- Implement a fee of \$1.50 to recuperate operating and lifecycle costs.
- Implement a fee of \$2.00 per hour to recuperate all costs and to generate some revenue. This fee was in line with the charging fees of municipalities in the Lower Mainland.

Council discussed the three rate options, and concluded that over a year of free charging was a sufficient amount of time to introduce residents and visitors to the benefits and accessibility of the charging stations. As a result of the discussion, Council passed the following resolution:

Alternative 3:

THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2020-47" as contained in Attachment "B" to create a fee of \$2.00 per hour for Level II electric vehicle charging in Appendix 7 Electrical;

AND THAT Council adopt "Fees and Charges Amendment Bylaw No. 2020-47".

The \$2.00 per hour charging fee was implemented on January 1st, 2021. Data has now been collected from 2021, and this information will be presented and analyzed in the report below, including consideration of rate adjustments.

Also of note, the City is currently expanding the number of publicly available electric vehicle charging stations. There are two level 2 EV stations being installed at City Hall this spring as part of the parking lot upgrade. These stations will have the same fee for use as the stations at 307 Ellis Street. There is also a pending grant application to purchase and install four DCFC (fast charging) EV stations on City-owned properties. If the grant is successful, the DCFC stations will require their own rate setting exercise as the stations have higher fees and operating costs than level 2 stations.

Financial implication

The fee of \$2.00 per hour for EV charging was established to include revenue and cover the annual and lifecycle costs of the EV stations based on the assumed usage from 2020. This did not occur and the service had a net cost to the City in 2021 of approximately \$4,000.

The report recommends that the fee be maintained at \$2 per hour, and that any net cost of providing the service be funded from administrative savings.

Alternative options have been presented, and their individual financial impacts summarized below.

Analysis

Table 2 below shows the data for all stations for both 2020 and 2021.

Table 2: EV Station Data Comparison (2020 - 2021)

	2020	2021	% Change (2020 - 2021)
Number of sessions (total)	1,931	699	-64%
Number of hours (total)	5,886	1,422	-76%
Total kWh	21,584	8,263	-62%
Total revenue (charging fees)	\$0.00	\$2,603	
Total expenses	\$7,032	\$6,619	
Net cost	(7,032)	(4,016)	

In comparing usage from 2020 to 2021, the number of charging sessions decreased by 64%, the number of hours electric vehicles charged for decreased by 76%, and the total number of kilowatt hours consumed decreased by 62%. This is in contrast with increasing electric vehicle uptake. Insured electric vehicles in Penticton increased from 49 EVs in 2018 to 110 in 2020 (ICBC data). While it is difficult to say with certainty the cause of the decreased usage, it is likely that the fee of \$2.00 per hour contributed. Usage may have also been impacted by the pandemic, and perhaps by an increase in personal charging infrastructure or other private charging opportunities.

The hourly cost of running the stations increased mainly due to static annual costs (lost parking revenue, monitoring/monitoring fees, and depreciation cost) while the \$2 per hour fee generated new revenue of \$2,738.05 in 2021. The net impact was that the service cost the City \$4,016 in 2021, relative to \$7,032 in 2020.

When the charging data is reviewed in more detail, it shows that there were 1,931 charging sessions in 2020, and of those, there were 21 EVs that utilized the station a total of 1,336 times. These 21 individual EVs were accountable for 69% of the usage at the site in 2020, with one vehicle using the site 199 times in the year. 2021 saw an increase in the number of unique visits relative to the total number of sessions. Of the 699 charging sessions in 2021, there were 252 unique visits. This shift identifies that a fee for EV charging brings in more unique visits, and those relying on the site for frequent and free charging sessions have switched to charging their EV at home or at an alternate location.

Table 3: Unique Visits Comparison (2020 – 2021)

Year	Total Sessions	Total Unique Visits
2020	1931	284
2021	699	252

In comparing rates from different municipally owned stations in British Columbia it was found that Level II charging stations have an average cost of \$2.00 per hour (for parking or charging). Municipalities on the lower mainland have an average rate of \$2.00 per hour:

Table 4: Municipal Charging Rate Comparison

Municipality	Cost per hour	Other costs
Vancouver	\$2.00	N/A
Burnaby	\$2.00	N/A
Richmond	\$2.00	\$5.00 / hour after 2 hours
North Vancouver	\$2.00	N/A
Port Moody	\$2.00	\$5.00 / hour after 2 hours
Vernon	\$0.00	\$2.00 / hour parking
Summerland	\$2.00	N/A

Using the previously directed methodology to recover all costs associated with the infrastructure and generate a small amount of revenue, the fees would need to be adjusted to reflect the reduced usage and increased costs, as calculated below in Table 3. This would result in an increase from \$2 per hour, to \$4.65 per hour.

Table 5: Hourly Cost Calculation per Station

Costs / Hour / Station	2020	2021	Increase (2020 – 2021)
Electricity	\$0.41	\$0.73	\$0.32
Basic Charge (Electric Utility)	\$0.02	\$0.07	\$0.05
Parking Fees	\$0.42	\$1.69	\$1.26
Maintenance/Monitoring	\$0.12	\$0.42	\$0.30
Depreciation Cost	\$0.41	\$1.48	\$1.06
Transaction Fees	\$0.00	\$0.27	\$0.27
Total cost / hour	\$1.38	\$4.65	\$3.27

Encouraging the use of EVs and increasing access to charging infrastructure is an effective method in reducing community based greenhouse gas emissions. EVs contribute significantly less emissions than fossil fuel powered vehicles, and it is estimated that passenger vehicle emissions account for 49% of Penticton's overall community emissions. Reducing transportation based emissions is supported by the *2021 Community Climate Action Plan (CCAP)* and *Official Community Plan*.

The 'Electrify 1: Enable charging on-the-go' strategy in the 2021 CCAP recommends the City design, fund and build a public EV charging network as one strategy to reduce GHG emissions from passenger vehicles. The charging network currently consists of the four stations at 307 Ellis Street, with two additional stations coming online at City Hall in spring 2022.

It is important to keep these goals in mind when considering rates for the charging stations, and the impact the rates may have on utilization and behavior. Staff have prepared three options for consideration by Committee, and each is analyzed in further detail below.

Option 1 (recommendation): Maintain \$2 per hour rate

It is highly likely that the reduced usage in 2021 is largely attributable to the introduced fee. However, when the more detailed data is reviewed, it is clear that a small number of owners are the primary users and likely have simply switched to home charging now that a fee has been introduced. There is going to be continued growth in EV ownership, and a \$2 per hour fee to publicly charge is not unreasonable relative to other communities (particularly considering it includes parking). Staff would continue to monitor usage and consider changes annually, and as new infrastructure is added.

Option 2: Cost recovery and revenue (increase to \$4.50 per hour)

To continue with the methodology of a fee based on cost recovery and revenue, a charging rate of \$4.50 is recommended. This rate is in excess of what other municipalities charge for level 2 EV charging, and a rate of \$4.50 may further deter usage at this site, which in turn would increase the cost per charging hour to operate the site and continue a vicious circle of chasing the fee. For this reason, this option is not recommended.

Option 3: Eliminate any fees

The fee for level 2 EV charging can be removed in order to encourage EV usage and uptake. This option would likely see increased usage but would not provide revenue to offset the cost of operating the stations. Increased usage would reduce the cost per hour of the static charges (lost parking revenue, monitoring/monitoring fees, and depreciation cost) but also increase electricity costs. The cost to operate four level 2 charging stations in 2021 was \$6,230, and this cost is estimated to increase if the stations are free to use and as the EV charging network expands with two new stations to be installed at City Hall.

Attachments

Attachment A – Council Report: Fees and Charges Amendment Bylaw No. 2020-47 - Electric Vehicle Charging Rates

Respectfully submitted,

David Kassian
Community Sustainability Coordinator

Concurrence

General Manager/ Director <i>BL</i>	Acting GM of Finance <i>AMC</i>	GM of Infrastructure <i>KD</i>
--	---	--



Council Report

penticton.ca

Date: November 3, 2020 **File No:** 6440-01
To: Donny van Dyk, Chief Administrative Officer
From: David Kassian, Community Sustainability Coordinator
Subject: Fees and Charges Amendment Bylaw No. 2020-47 - Electric Vehicle Charging Rates

Staff Recommendation

THAT Council select one of the following Alternatives:

Alternative 1:

THAT Council not implement a fee for Level II electric vehicle station usage.

Alternative 2:

THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2020-47" as contained in Attachment "A" to create a fee of \$1.50 per hour for Level II electric vehicle charging in Appendix 7 Electrical;

AND THAT Council adopt "Fees and Charges Amendment Bylaw No. 2020-47".

Alternative 3:

THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2020-47" as contained in Attachment "B" to create a fee of \$2.00 per hour for Level II electric vehicle charging in Appendix 7 Electrical;

AND THAT Council adopt "Fees and Charges Amendment Bylaw No. 2020-47".

Strategic priority objective

Asset & Amenity Management: The City of Penticton will ensure the services we provide to our residents and visitors are reliable and cost effective by proactively investing into our natural and built assets.

Community Vitality: Encourage environmentally sustainable development including renewable energy initiatives.

Background

Reducing community based greenhouse gas emissions can be achieved by encouraging the use of electric vehicles (EVs) by residents and visitors. EVs contribute significantly less emissions than fossil fuel powered vehicles. It is estimated that transportation based emissions account for 60% of Penticton's overall community emissions, and reducing transportation based emissions is supported by the *Community Climate Action Plan* and *Official Community Plan*.

The number of electric vehicles is increasing substantially in the Okanagan and throughout British Columbia:

Location	Insured EVs – 2015	Insured EVs - 2019	Percentage Increase
British Columbia	3,185	29,450	825%
Southern Interior	153	1,400	815%
Penticton	7	82	1071%

The City currently owns four EV charging stations located at the parking lot of 307 Ellis Street (former Greyhound Bus Depot). The stations are Level II charging stations, which are effective for charging EVs over a 4 – 6 hour period. The stations are frequently used, with an average of 40 charging sessions per station per month. Currently there is no charge for their usage.

The existing Level II charging stations have five primary costs to the City:

- Electricity usage
- electric utility basic charge
- depreciation
- annual monitoring and maintenance service
- lost parking revenue

Based on the costs above, the total cost to the City for one year of charging EV's between all four stations is approximately \$7,031.96. The initial cost of purchase and installation was approximately \$21,000 for all four stations, and it is assumed that EV charging stations have a 10 year life.

The following table provides the cost summary of an EV station:

Category	Cost	Annual Cost	Hourly Cost (1275 hours / year)
Electricity (rate code 20)	\$0.0964 / kWh	\$517.72	\$0.41
Basic charge (electric utility)	\$2.10 / month	\$25.28	\$0.02
Maintenance/monitoring	\$150.00 / year	\$150.00	\$0.12
Depreciation cost	\$525.00 / year	\$525.00	\$0.41
Parking Fees	\$540.00 / year	\$540.00	\$0.42
	Total Cost:	\$1,758.00	\$1.38

Over 12 months, each station was used approximately 1275 hours per year per station. For hourly calculation purposes it is assumed that the station will be used 1275 hours per year per station. Based on the table

above, this yields an hourly cost per station of \$1.38 per hour. It is noted that should usage of the station drop below 1275 hours per year the City will **not** reach full cost recovery.

In comparing rates from different municipalities in the South Okanagan and interior of British Columbia it was found that Level II charging stations typically do not have a fee for usage at the station. Municipalities on the lower mainland have an average rate of \$2.00 per hour:

Municipality	Cost per hour	Other costs
Vancouver	\$2.00	N/A
Burnaby	\$2.00	N/A
Richmond	\$2.00	\$5.00 / hour after 2 hours
North Vancouver	\$2.00	N/A
Port Moody	\$2.00	\$5.00 / hour after 2 hours

The average charging session at 307 Ellis Street is 3 hours in length. To recuperate all costs with running an individual EV station, the average cost to EV users would be \$4.14. Staff are recommending rounding this costs up to \$1.50 per hour in order to fully recuperate costs, for an average cost to users of \$4.50 per charge.

The City is submitting an application to the Clean BC Community Fund to offset the cost for the purchase and installation of 4 Direct Current Fast Charging (DCFC) stations in Penticton. At this time the City does not own or operate any DCFC stations. For consideration, the standard rate in British Columbia for DCFC usage is \$9 per 30 minutes. Based on the known usage at the existing DCFC in Penticton, this could equate to \$68,774.00 per year. If the standard charging rate was applied this would result in revenue of approximately \$36,030.91 per year once operating costs are subtracted.

Financial implication

The Level II charging stations cost approximately \$1,758.00 per station per year to operate. This includes the cost of electricity, electrical basic charge, maintenance and monitoring, depreciation, and lost parking revenue. This is the equivalent of \$1.38 per hour the stations are in use.

Analysis

The City can continue to support EV usage by not imposing a fee at the charging stations, and use the climate action reserve fund to cover the cost of use at the stations. The cost to the City on an annual basis would be approximately \$7,031.96 in total for the four EV stations currently owned and operated by the City. Usage at the site would most likely remain high due to the free charging rate.

The City can charge a fee of \$1.50 per hour in order to recuperate all costs associated with operating the site. The charge is prorated, so customers are only charged for the exact amount of time. The customer on average would pay \$4.50 to charge their EV over a three hour period. However, should the station not be used 1275 hours per year full cost recovery will **not** be achieved.

The City can charge a fee of \$2.00 per hour as does the lower mainland in order to recuperate all costs and to generate revenue. The revenue could be deposited into the Climate Action Reserve Fund in order to fund future projects that lower greenhouse gas emissions.

Alternate recommendations

The Alternate recommendations are provided for Council’s consideration in the Staff Recommendation Above.

Attachments

Attachment A – Fees and Charges Amendment Bylaw No. 2020-47 – Option 1

Attachment B – Fees and Charges Amendment Bylaw No. 2020-47 – Option 2

Respectfully submitted,

David Kassian
Community Sustainability Coordinator

Concurrence

General Manager of Infrastructure 	Director of Development Services <i>BL</i>	Chief Administrative Officer DyD
---	--	---



Memo to Committee

penticton.ca

Date: February 16, 2022
To: Community Sustainability Advisory Committee
From: David Kassian, Community Sustainability Coordinator
Subject: Energy Audit Financing

File No: RMS 6440-01

Staff Recommendation

THAT the Community Sustainability Advisory Committee recommend to Council to approve of energy audits through FortisBC's Custom Efficiency Program for the Community Recreation Centre, the South Okanagan Events Centre, and the Penticton Trade and Convention Centre with a net cost of \$22,500 to be financed through the Climate Action Reserve.

Background

The City has recently adopted a Community Climate Action Plan (CCAP), and is in the process of developing a Corporate Energy and Emissions Plan (CEEP). The draft CEEP will be brought forward to the Community Sustainability Advisory Committee (CSAC) at the March 16th meeting of the Committee for review. Committee members have a 10 day period to review the plan and provide formal feedback.

In both the CCAP and draft CEEP, it is identified that a strategy to reduce greenhouse gas emissions (GHGs) is to retrofit existing buildings for energy efficiency:

Plan	Strategy	Action	Timeframe
CCAP	Existing Buildings 1.1	Encourage and enable deep energy retrofits	1 - 5 years
CCAP	Existing Buildings 1.2	Encourage and enable building electrification or renewable gas	1 - 5 years
CEEP	Existing Buildings and Infrastructure 2.1	Conduct building energy audits	2022
CEEP	Existing Buildings and Infrastructure 2.2	Implement energy retrofits recommended by building energy audits	2023

The strategy 'Existing Buildings and Infrastructure 2.1' identifies that energy audits are to be completed in 2022. In order to fulfill the strategy 'Existing Buildings and Infrastructure 2.2', it is critical that building energy audits are completed in 2022 as recommended. The completed audits will provide Facilities staff with a comprehensive understanding of what components of buildings can be retrofitted, including approximate

GHG, energy and cost savings. Facilities can then include retrofits in their budget process for 2023 and keep in line with timelines in the CEEP.

There are three energy audits already planned through FortisBC's Commercial Energy Assessment Program for McLaren Arena, City Yards, and the Soccer Bubble. The energy audits through this program are for medium-sized commercial and industrial buildings to identify low-cost and no-cost energy conservation improvements for the audited facilities. The cost of the audits is paid for by FortisBC, and there is no cost to the City. These audits are scheduled to take place in February.

There is a separate funding stream for energy audits on larger buildings through FortisBC's Custom Efficiency Program. This program is for large buildings that have the potential to save a minimum of 1,000 GJ of natural gas annually, and/or have the potential to reduce electricity consumption by 50,000 kWh annually. Based on this criteria, the Community Recreation Centre, the South Okanagan Events Centre and the Penticton Trade and Convention Centre have been selected as candidate buildings for this program. This program has an upfront cost to the City, with a 75% rebate from FortisBC after the audit is complete.

Building (2018 Data)	Natural Gas (GJ)	Electricity (kWh)
Community Recreation Centre	9,704	3,854,444
South Okanagan Events Centre	6,904	3,958,611
Trade & Convention Centre	3,638	1,774,722

Financial implication

The Custom Efficiency Program for the larger buildings has an estimated cost of \$30,000 per building for a total cost of \$90,000. Once the audit has been completed FortisBC will rebate 75% of the cost for a maximum cost to the City of \$22,500. If any of the recommended upgrades in the audit are completed by the City, FortisBC will rebate the remaining 25% cost of the audit.

The cost of the energy audits was not included in the 2022-2026 Financial Plan. The projected balance for 2021 of the Climate Action Reserve is \$560k, which can be drawn upon to pay for the upfront cost of the audits. All rebates from FortisBC for this project would be returned to the Climate Action Reserve.

Analysis

The CCAP and draft CEEP have strategies that involve retrofitting existing buildings for energy and GHG savings as critical steps towards reducing community and corporate emissions. Auditing medium and large City-owned facilities provides clear direction on the most effective retrofits for a buildings, including potential energy and cost savings.

The Climate Action Reserve Fund can be used for projects that lower energy use and GHG emissions. As the Custom Efficiency Program audits were not originally planned or budgeted for 2022, the Climate Action Reserve can be utilized to pay for the audits. The rebates from the audits would be deposited back into the Reserve.

The Facilities Department would receive the audits and budget for implementation in 2023 out of the Facilities budget and not the Climate Action Reserve.

Alternate recommendations

That Facilities budget for and undertake audits in 2023, with retrofits occurring in 2024.

Attachments

Attachment A – [FortisBC Commercial Energy Assessment Program webpage](#)

Attachment B – [FortisBC Custom Efficiency Program webpage](#)

Respectfully submitted,

David Kassian
Community Sustainability Coordinator

Concurrence

Acting General Manager, Finance & Admin <i>AMC</i>	GM Community Services <i>SH</i>	GM Infrastructure <i>KD</i>
---	---	---------------------------------------



2022 Community Sustainability Advisory Committee Meeting Dates

Meeting commences at 9:00 a.m.

Council Chambers, City Hall, 171 Main Street (Second Level) or via Zoom

Month	Date
January	19
February	16
March	16
April	13
May	18
June	22
July	20
August	17
September	21
October	19
November	16
December	14

Category: Corporate Services

Subject: Electronic Meeting Policy

Purpose

The Council Procedure Bylaw authorizes electronic meetings of Council or committees. The purpose of this policy is to provide guidance for electronic meetings and electronic participation at Council or committee meetings.

Scope

This policy applies to members of Council or committees who wish to participate by electronic means.

Application

Electronic meetings are meetings where all members of Council or committee participate electronically.

Electronic participation is a hybrid meeting where some members of Council or committee attend in-person and other members attend by electronic means.

Policy Statement

Council Meetings (Regular, Special, Closed)

1. Council members are expected to attend meetings in-person whenever possible.
2. In extenuating circumstances, a meeting of Council may be held electronically in accordance with the Council Procedure Bylaw. Such circumstances may include but are not limited to emergency, cost, minimal agenda items or time sensitivity.
3. Electronic meetings and participation should reflect in-person meetings and participation as closely as possible.
4. In extenuating circumstances, Council members may participate electronically in meetings. Such circumstances may include but are not limited to illness, injury or out of town travel.
5. Electronic participation by a Council member is permitted twice annually. Continued electronic participation beyond that will be decided by Council.

6. To determine quorum, Council members will have their cameras on (when possible/applicable) for the entire meeting.
7. Council members will stay muted unless they have been acknowledged by the Chair to speak.
8. When voting, Council members will say "in favour" or "opposed".
9. A Council member that declares a conflict of interest will be put in the electronic meeting 'waiting room' while the item is being discussed.
10. Anyone participating electronically in a meeting that is closed to the public must be able to maintain confidentiality.
11. If connectivity issues or interruptions to video/audio results in loss of quorum, the meeting will recess up to 30 minutes. If after 30 minutes there is no quorum, the provisions of the Council Procedure Bylaw apply and the meeting is adjourned until the next scheduled meeting.

Committee Meetings

1. A committee meeting may be held electronically in accordance with the Council Procedure Bylaw. Such circumstances may include but are not limited to emergency, cost, minimal agenda items or time sensitivity.
2. Electronic committee meetings and participation should reflect in-person committee meetings and participation as closely as possible.
3. Committee members may participate electronically in meetings. Such circumstances may include but are not limited to illness, injury or out of town travel.
4. There are no limits to the number of consecutive electronic committee meetings or number of times committee members participate electronically.
5. To determine quorum, committee members will have their cameras on (when possible/applicable) for the entire meeting.
6. Committee members will stay muted unless they have been acknowledged by the Chair to speak.
7. When voting, committee members will say "in favour" or "opposed".
8. A committee member that declares a conflict of interest will be put in the electronic meeting 'waiting room' while the item is being discussed.

9. Anyone participating electronically in a meeting that is closed to the public must be able to maintain confidentiality.
10. If connectivity issues or interruptions to video/audio results in loss of quorum, the meeting will recess up to 30 minutes. If after 30 minutes there is no quorum, the provisions of the Council Procedure Bylaw apply and the meeting is adjourned until the next scheduled meeting.

Approval History			
Previous revisions/replaces: n/a			
Approved by Council on:	October 19, 2021	Resolution No.:	348/2021

Certified Correct:

Angie Collison, Corporate Officer