



# REPORT

To: Mayor and Council

Date: January 14, 2020

File: 1220.31

From: Lorraine Hilton  
Chief Administrative Officer

To Special Council  
January 20, 2019

**Subject: Contract Award – Climate Leadership Plan**

## **PURPOSE:**

To seek a Council resolution to award a contract to Pinna Sustainability Inc. in the amount of \$10,000 to undertake the development of a Climate Leadership Plan.

## **BACKGROUND:**

Council recently updated its Strategic Plan to include, for 2020, the development of a Climate Leadership Plan. Council wished for the Plan to be commenced as soon as possible.

Pinna Sustainability Inc. has undertaken various projects for local governments including development of Climate Leadership Plans. Pinna Sustainability Inc. was requested to provide a proposal for the preparation of a Plan for the District of Highlands, as attached.

## **DISCUSSION:**

In the interests of time and given our limited staff resources in respect to undertaking competitive procurement processes, and the specific knowledge and experience required for preparing a Climate Leadership Plan, only one proposal was sought from an experienced firm that was determined to fit the needs of the District.

Pinna Sustainability Inc. submitted a proposal that outlines the work to be undertaken, and which provides information on the firm and its work for local governments.

## **FINANCIAL CONSIDERATIONS:**

The proposed fee for preparing a Climate Leadership Plan is \$10,000. There are funds within the Five Year Financial Plan for 2020 special projects to accommodate this work.

## **RECOMMENDATION:**

That the Mayor and Corporate Officer be authorized to execute a contract with Pinna Sustainability Inc. for preparation of a Climate Leadership Plan at a cost of \$10,000 plus applicable taxes.

Respectfully submitted,

Lorraine Hilton  
Chief Administrative Officer

Attach.



December 20, 2019

**TO: Lorraine Hilton, District of Highlands**

**RE: Proposal to support development of a Climate Action Plan for District of Highlands**

Dear Lorraine,

Thank you for reaching out to Pinna with respect to the opportunity to support the District of Highlands with the development of a Climate Action Plan. We would be pleased to have the opportunity to support District staff and Council in defining an appropriate response to the climate emergency.

We have prepared a brief proposal based on our understanding of your needs. We are flexible and happy to adjust as needed. Please contact me if you have any questions.

Sincerely,

Cariad Garratt  
Principal  
Pinna Sustainability Inc.

**Proposal:**

# Climate Action Plan

---

**District of Highlands**

**Date:** December 20, 2019

**Submitted by:** Pinna Sustainability Inc.  
221-2055 Commercial Dr | Vancouver BC | V5N 0C7

**Contact:** Cariad Garratt, Principal  
604-789-2620 | [cgarratt@pinna.ca](mailto:cgarratt@pinna.ca)



# 1 OUR UNDERSTANDING OF YOUR NEEDS

In spring and summer 2019, several municipalities worldwide (including the District) declared a climate emergency – acknowledging that local efforts to reduce emissions need to ramp up substantially in order to achieve carbon neutrality globally by 2050 and to achieve at least a 45% reduction by 2030, from 2010. These objectives grew out of the *Special Report: Global Warming of 1.5°C* released by the Intergovernmental Panel on Climate Change (IPCC) in fall 2018. This report presented modeled results of the level of greenhouse gas (GHG) emission reductions that are needed in order to maintain global temperatures below an increase of 1.5°C this century. Recognizing the urgency of the situation, in March 2019, the District of Highlands Council declared a climate emergency and committed to “the objectives of achieving carbon neutrality in the District of Highlands by 2030.”

Now the District is seeking support to develop a Climate Action Plan that outlines the key actions the District and others need to take in order to meet this commitment. The District is a small rural community and is interested in developing a plan in a streamlined manner, based on strategic input from staff and Council, that serves as a guiding document for defining and implementing key actions.

Recognizing that reaching carbon neutrality by 2030 will involve a massive effort on many fronts, this Climate Action Plan is expected to focus on efforts to mitigate and offset emissions where the District and community members can have the most impact – with prioritization guided by strategic input from Council and staff at the District, as well as through input obtained as possible from community members.

# 2 OUR PROJECT TEAM AND ROLES

Pinna Sustainability Inc. was founded in January 2012 as a strategic consultancy to help clients embed sustainability values into practice. We are strategists, facilitators, analysts, planners, innovators and educators. We translate technical information into plans, policies or programs that have an impact. We draw on diverse information and data sets to inform our accessible, concise and informative communications. Our team has substantial experience supporting a variety of local governments and other organizations to identify goals, programs and/or specific actions to achieve their sustainability vision, with a particular focus on climate change, energy efficiency and air quality. Here is a sample of our experience:

- Over a 30 Energy and Climate Action Plans for BC communities (Capital Regional District (corporate and community), District of Central Saanich, City of Port Moody, City of Richmond, City of New Westminster, and more)
- Numerous projects involving significant staff and stakeholder engagement (City of Port Moody Climate Action Plan, Township of Langley Climate Adaptation Plan, and more)

- Lead facilitators for the development of the BC Energy Step Code – including supporting the Province to write the Provincial Policy, and authoring the Local Government Best Practices Guide to implementation

We propose the following team members to undertake the project work:

- Cariad Garratt (senior): project lead, facilitator, writer
- Samantha Agtarap (support): analyst, researcher, writer

### 3 PROPOSED WORK PLAN & ESTIMATED EFFORT

Task	Description
<p>1. Project kick-off meeting &amp; ongoing project management</p>	<p>Host a teleconference meeting with District staff to:</p> <ul style="list-style-type: none"> <li>• Confirm scope, desired outcomes, work plan and timelines</li> <li>• Identify key opportunities for input from staff, Council and the community</li> <li>• Identify relevant information and document sources</li> </ul> <p>Conduct ongoing project management and communications with the District representative through the course of the project.</p> <p><u>Effort: 4 hours senior</u></p>
<p>2. Background review and current context</p>	<p>Conduct a review of key information to establish the current context:</p> <ul style="list-style-type: none"> <li>• Community energy and emissions inventory (currently in development, led by the Capital Regional District) and considerations for broader inventory scope</li> <li>• Documentation provided by the District on policies and initiatives previously undertaken or planned</li> <li>• Discussions with District staff on past and present efforts undertaken, and projected changes in the community (e.g. population growth, anticipated development)</li> <li>• Climate emergency responses by neighbouring communities, responses by leading communities globally, and low carbon resilience approaches</li> <li>• Senior government policies and how these may impact future energy use and GHG emissions in the District (forecast)</li> </ul> <p>Prepare a brief memo outlining the current context and forecast. This will serve as a background document to prepare for the strategic input session with staff and Council.</p> <p><u>Effort: 6 hours senior; 12 hours support</u></p>
<p>3. Strategic planning session with staff and Council</p>	<p>Prepare for and facilitate a 2 to 3-hour working session with Council to:</p> <ul style="list-style-type: none"> <li>• Summarize the findings of the current context and forecast</li> <li>• Summarize new and emerging policies and practices</li> <li>• Identify priority areas for the District to act to mitigate GHG emissions</li> </ul> <p>Summarize and provide a record of input obtained during the strategic planning session.</p> <p><u>Effort: 16 hours senior; 4 hours support</u></p>

Task	Description
	<i>If desired, on the same trip we can host a stakeholder or community information session on the same topic as the Council session. Additional effort may be required if posters or other additional materials are needed.</i>
4. Brief Community Survey	<p>Prepare content for a brief survey to obtain community input on their priorities. This could take place in advance of or following the Council strategic session (Task 3), depending on the District’s preferred approach. Alternatively, we can reach out to and interview key stakeholders or community members by phone or email to obtain additional input to the plan.</p> <p><u>Effort: 4 hours senior; 4 hours support</u></p>
5. Draft Report	<p>Prepare a Highlands Climate Action Plan based on work to date that incorporates feedback obtained from Council and community. Submit to District staff for review.</p> <p><u>Effort: 6 hours senior; 8 hours support</u></p>
6. Final Report	<p>Incorporate feedback and prepare a final version. Staff will have an opportunity to conduct one more review prior to finalizing.</p> <p><u>Effort: 4 hours senior; 2 hours support (graphics)</u></p>

**Summary of effort and budget:**

- Total: \$10,000 plus GST

## 4 SCHEDULE

We anticipate the plan process to be completed over the course of two to three months, to be defined with staff at the District.