

**DISTRICT OF HIGHLANDS  
MEMORANDUM**

**DATE:** AUGUST 5, 2010 File: 3480-15

**T0:** MAYOR AND COUNCIL

**FROM:** C. D. COATES, CAO

**RE:** SOURCING CONSULTANT FOR SUSTAINABILITY  
PLAN

---

**BACKGROUND**

At the July 19, 2010 regular meeting, Council approved the attached terms of reference for a sustainability planning project. The next steps involve the sourcing of a consultant to take on the project.

**DISCUSSION**

During the formulation of the terms of reference staff had numerous discussions with staff at the Whistler Centre for Sustainability (WCS). These discussions were very helpful to craft the terms of reference in such a way that the project that would result, would be one that could be delivered within the financial constraints the District has.

To that end WCS expressed an interest in undertaking the project for the District and has provided an outline of what a proposal to do so might look like. There would be time and cost savings to sole source a proposal from WCS for this project. Such a process would not preclude the opportunity to cast a wider net for consultants through a broader Request for Proposals, if considered desirable based on the WCS proposal.

Staff are very confident in WCS's ability to move this project along. WCS has acknowledged that they would be willing to submit a full proposal should the District wish based on the pretense noted above. They are not only familiar with the anticipated work they are also very in tune with funding sources to offset costs.

**STAFF RECOMMENDATION**

It is recommended that Council authorize staff to sole source a proposal from the Whistler Centre for Sustainability for Highlands Sustainability Plan and bring forward that proposal for Council's consideration.

Respectfully Submitted



Christopher D. Coates  
Chief Administrative Officer

s:\cao\memo-reports\sustainabilityplanconsultantsourcing



# MEMO

District of Highlands  
Planning Department  
1980 Millstream Road  
Highlands, BC V9B 6H1  
Tel: 474-1773 / Fax: 474-3677  
jmun@highlands.ca

---

To: Chris Coates, Chief Administrative Officer      File: 3480-15 OCP-02-10  
From: Jon Munn, Municipal Planner  
Date: July 14, 2010  
Subject: Sustainability Plan Terms of Reference

<b>To Council July 19, 2010</b>
-------------------------------------

---

## RECOMMENDATION

**THAT Council approve the Sustainability Plan Terms of Reference and request that staff proceed to the procurement stage.**

---

## BACKGROUND

This memo follows the previous report presented to Council on June 21, 2010 on terms of reference for a sustainability plan. The idea for a sustainability plan is traced to the Sustainability Task Force report, which was received by Council on January 25, 2010. On March 5, 2010 Council accepted a revised strategic plan that included sustainability planning.

On June 21, 2010 Council also finalized two amendments to the Official Community Plan (OCP) first regarding greenhouse gas emissions, and second an amendment of the regional context statement and servicing boundary. The first of two actions within the greenhouse gas OCP amendment is to ... *engage the community in sustainability planning based on the work of the 2009 Sustainability Task Force in order to better refine policies, targets and actions regarding greenhouse gas (GHG) reduction and address policy issues identified in the 2010 corporate strategic plan.* Council made the following motion regarding sustainability plan terms of reference:

*That staff revise the Terms of Reference reflecting Council's comments and bring forward for further consideration.*

## Purpose

This memo presents a revised Terms of Reference for a Sustainability Plan, as implementation of the strategic plan and further amendments to the Official Community Plan regarding greenhouse gas reduction. These terms may then be used to request proposals from qualified consultants to help the District create a sustainability plan.

**RECOMMENDATION**

THAT Council approve the Sustainability Plan Terms of Reference and request that staff proceed to the procurement stage.

Respectfully submitted,

---

Jon Munn, Municipal Planner

**Administrator's Comments:**

Concur with the recommendation

---

*C.D. Coates, CAO*

**Attachment**

In January 2009, the District of Highlands council established a Sustainability Task Force (STF) to examine multiple aspects of sustainability that relate to Highlands community, and to develop a set of recommendations to help move the community towards a sustainable future. The members of the task force consisted of a diverse cross-section of volunteer community members, many of whom were involved in other organizations, task forces, and committees. The backgrounds of the members included climate change and ocean scientists, professional engineers, a retired director in the provincial civil service, alternative and traditional (land development) house builders, a District Councillor and a former Mayor. Council received the report of the task force, which included 42 recommendations, on January 25, 2010.

### Mandate

On March 5, 2010 Highlands Council accepted a revised strategic plan that included sustainability planning. At the same time Council began the process of amending its Official Community Plan (OCP) regarding greenhouse gas emissions, as required by the Province. The first of two actions within the OCP amendment is to ... *engage the community in sustainability planning based on the work of the 2009 Sustainability Task Force in order to better refine policies, targets and actions regarding greenhouse gas (GHG) reduction and address policy issues identified in the 2010 corporate strategic plan.* The other action states: *[e]stablish a development permit area for objectives to promote all of the following: energy conservation, water conservation, and the reduction of greenhouse gas emissions.*

The 2010 Strategic Plan also identifies high priorities as addressing the issues of secondary suites, economic development in South Highlands, groundwater quality, and transportation/ transit service.

### Scope

The recommendations of the Sustainability Task Force are a starting point for the plan. In broad terms, the plan is anticipated to address the following in the context of the regional context statement and existing OCP goals: land use, energy consumption, transportation, housing and economic development. The issue of affordability needs to consider issues such as housing choice, and aging in place. The OCP addresses general environmental and parks preservation and enhancement issues well, so these issues do not need to be revisited in detail. In specific terms, the planning process will engage the community in a discussion of the 16 recommendations\* of the 2009 Sustainability Task Force taken up in the 2010 Strategic Plan. It is reasonable to assume that a limited number of other issues may emerge from the discussion.

### Questions to Consider

- How can sustainability policies help create synergy between current higher priority issues and the emerging issues related to climate change?
- How best can land use policy address the high proportion of transportation greenhouse gases within the rural context?
- How might renewable energy and low pollution technologies help and hinder achieve the OCP vision?
- How can Highlands residents become part of a more resilient community that includes families, a pool of volunteers, a measure of affordability and some assurance of food security?

## Governance

The process will be led by the consultant with who will meet regularly with an advisory committee to review progress and draft document(s). One or more staff may attend committee meetings. The number of members on advisory committee should be an odd number to a maximum of nine who will then appoint one member a committee chair. This committee may include all Council members. An appointed committee will benefit from people who have experience with business/ economic development, social/ community services and environment/ ecology. Council will review and comment on the final draft plan.

## Reference Documents

District of Highlands Strategic Plan (2010)

\*Memo to Mayor and Council RE: Strategic Plan Update 2010 (Committee of the Whole, 8 Feb. 2010)

Highlands Sustainability Task Force Final Report (November 2009)

District of Highlands Official Community Plan (Bylaw No.277, 2007)

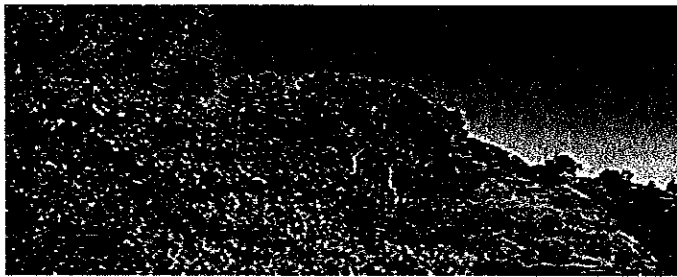
- Amending bylaws no. 324 (greenhouse gas reduction) and 325 (regional context statement)
- Note that staff can provide a list of ideas 'banked' from previous discussions on bylaw no. 324 re: sustainability planning.

District of Highlands Zoning Bylaw No. 100, 1998 (Consolidated to July 2009)

Groundwater Protection Study, District of Highlands, Phase 1 (October 2008), Phase 2 (December 2009)



## District of Highlands Proposed Sustainability Strategy



The District of  
**Highlands**  
British Columbia, Canada

Whistler Centre for Sustainability  
4325 Blackcomb Way, Whistler, BC V0N 1B4  
[www.whistlercentre.ca](http://www.whistlercentre.ca)

Contact: Mark Allison, MCIP  
Senior Planner and Manager, Advisory Services  
[mallison@whistler.ca](mailto:mallison@whistler.ca)  
ph: (604) 935.8127 | fax: (604) 935.8109

---

## CONTENTS

---

1.0	Introduction .....	3
2.0	Project Description and Approach.....	3
2.1	Creation of an ICSP.....	4
2.2	OCP Update.....	4
2.3	Implementation Toolkit .....	5
3.0	Described Anticipated Outcomes .....	5
4.0	Funding and Schedule.....	6

## 1.0 Introduction

The District of Highlands established a Sustainability Task Force (STF) in 2009 to develop a set of recommendations to help move the community toward a sustainable future. Over the course of 8 meetings, the STF developed a suite of 42 recommendations. Furthermore, the District of Highlands Official Community Plan (OCP) and Highlands Strategic Plan include sustainability planning as one of the policies. Therefore, District of Highlands staff recommend that an Integrated Community Sustainability Plan (ICSP) be developed, incorporating the recommendations of the STF, and addressing the following issues in the context of the regional context statement and existing OCP goals: land use, energy consumption, transportation, housing and economic development. Along with the ICSP, an OCP alignment and implementation strategies would ensure that the ICSP is incorporated into municipal operations.

The Whistler Centre for Sustainability has been working with Jon Munn, Municipal Planner, and Chris Coates, CAO, to identify a sustainability policy framework and a process for the development of the framework. The Centre is a mission-based, non-profit organization that provides consulting services to local governments on community sustainability planning and implementation. The Centre has built its expertise through the continual development and facilitation of Whistler's award-winning plan and process, Whistler2020, and through work with other communities around BC. Through discussions with the District of Highlands, and review of existing work and policy documents, the Centre recommends an approach to develop a basic ICSP that meets the identified needs of the community, incorporates STF recommendations, provides guidance for OCP alignment, and can be built upon in future years.

## 2.0 Project Description and Approach

The process approved by Highlands Council involves:

1. Information gathering: additional funding sources, relevant documents, community profile, community stakeholder identification;
2. A public launch;
3. At least one public and specific stakeholder workshop;
4. Draft document(s) with review by the advisory committee;
5. One or more public meetings for feedback which could involve different social media or survey techniques;
6. One or more public meetings for the final draft plan and decision-making framework;
7. Steps three through six may be repeated if the process is separated into two stages to review a plan and a decision-making framework separately.
8. A presentation by a consultant would be expected at least one Council meeting and the public hearing regarding Official Community Plan amendment.

To meet the elements of this approved process, the Centre proposes a three-component approach to create a simple, but robust, sustainability framework:

1. Creation of an Integrated Community Sustainability Plan based on STF recommendations and public input;
2. Updating the OCP with key ICSP directions and new community priorities; and
3. Developing a toolkit with implementation strategies for the District of Highlands.

## ***2.1 Creation of an ICSP***

The recommendations of the Sustainability Task Force provide an excellent basis for the development of Highland's Integrated Community Sustainability Plan. The Centre will:

1. Create an ongoing Task Force for the development of the ICSP. This Task Force could include members of the Sustainability Task Force, and be broadened to include key stakeholders in the community.
2. Working with the Task Force, develop key strategy or priority areas (may be able to use existing OCP chapters) and draft the Descriptions of Success (what is the desired vision for Highlands in 20 years in each of the strategy/priority areas).
3. Develop descriptions of current reality (where is Highlands now in each of those areas).
4. Review the Sustainability Task Force final report and categorize all the recommendations according to the four classifications (a) high significance / easy to implement, (b) lower significance / easy to implement, (c) high significance / hard to implement, and (d) lower significance / hard to implement, as well as the Descriptions of Success filter. Provide a recommendation on the priority actions and timeline to implement them.
5. Draft indicators for confirmation by Task Force.
6. Hold an engaging community sustainability event (e.g. a "Sustainability Fair") to provide an introduction to sustainability planning, celebrate the community's progress towards sustainability to date and to get additional community input on the strategy/priority areas, descriptions of success and prioritized actions.
7. Prepare a draft ICSP based on existing work and community and stakeholder input.
8. Solicit and incorporate community input on draft.
9. Write final ICSP for Council approval.

## ***2.2 OCP Update***

Once the ICSP has been approved, we will review the OCP and update with key ICSP directions. This is an alignment of the OCP with the ICSP and does not involve a revision or rewrite of the OCP.

In addition to reviewing existing policy for consistency, new policies and plans can be created for the identified anticipated outcomes related to land use that are identified below. New content will be assessed using the filter of the ICSP and involve innovative and inclusive community engagement techniques, such as a community design charrette.

## **2.3 Implementation Toolkit**

To support on-the-ground implementation of the ICSP, the Centre will develop a set of tools that would guide corporate decision-making and alignment. We recommend the following tools:

- Decision-making framework for staff and Council. Since Highlands is using The Natural Step, we could adapt existing frameworks developed for Whistler and Williams Lake for Highlands.
- Sustainable Development Checklist for new applications and neighbourhoods. There are several great off-the-shelf baselines we could adapt with Highlands-specific objectives.
- Monitoring and reporting system. We would provide a basic Excel spreadsheet, which we can adapt from a template we have developed, but Highlands staff would need to enter the data and take the resulting charts and cut/paste these into reports and web pages manually.
- Institutionalizing community involvement and support. We would recommend a process and format where the Task Force (and other stakeholders and interested members of the public) would meet annually, supported by staff and/or external facilitators, for an evening or a day to review annual performance and progress and to action plan for the following year.

## **3.0 Described Anticipated Outcomes**

The proposed framework will support the achievement of the following outcomes (the degree of detail will need to be discussed and agreed upon):

- A plan in which all or part will amend the Official Community Plan;
- A review of the 2009 Sustainability Task Force appraisal form in the context of a sustainability decision-making framework,
  - Land use designation changes in key areas to address:
  - Consumption of energy and water;
  - Transportation;
  - Affordability; and
  - Mix of uses that may include village hamlet, or ecovillage.
- A summary of housing affordability issues, including those involving secondary suites;
- An outline of a net zero land use zone;
- Illustrated Development Permit Area Guidelines for the following issues: energy conservation, water conservation, and the reduction of greenhouse gas emissions.
- A greenhouse gas reduction strategy to include:
  - Refined targets, actions and policies;
  - Where greatest efficiencies can be found; and
  - To what degree the District corporation, residents and businesses need to consider low emission and electric vehicles and other machines.
- Policies related to:

- Improved public transport access;
- Food security, e.g. local food distribution and production;
- Consumption self-audit methods for households: energy, fossil fuels, and water;
- Energy utility options through methods such as local improvement charges; and
- Invasive species control.

## **4.0 Funding and Schedule**

The Whistler Centre for Sustainability would be pleased to support the District of Highlands with a funding proposal to the Federation of Canadian Municipalities (FCM) Green Municipal Fund for matching funding towards the development of an ICSP. In ongoing discussions with FCM, they have indicated strongly that the ICSP process that the Centre follows and uses, based on the Whistler2020 process, clearly fits their funding criteria. FCM has also indicated that a letter of intent describing the use of this process would receive a go-ahead in one to two weeks, with an approval to begin the project and to incur expenses (for later reimbursement). FCM would provide matching funding for the ICSP process, provided in three installments.

We anticipate that the required budget for the process outlined above would be approximately \$50,000, plus HST, depending on the extent of desired new plan and policy content, with a District contribution of \$25,000 and an anticipated FCM contribution of \$25,000.

Assuming that the process is initiated in the early fall, it is expected that all three components could be completed by the spring of 2011.

# Mark Allison, MCIP

## BSc, MSc (Physics), MSc (Planning)

c u r r i c u l u m   v i t a e

Whistler Centre for Sustainability,  
4325 Blackcomb Way,  
Whistler, British Columbia  
[mallison@whistler.ca](mailto:mallison@whistler.ca)  
(604) 935-8127

## Demonstrated Abilities

### Sustainability and Energy/Climate Change Planning

- Lil'wat Nation Community Energy Baseline project manager and senior energy planner
- Squamish Lillooet Regional District Peak Oil Task Force project manager and lead facilitator
- District of Ucluelet OCP Climate Action Chapter project manager and lead author
- City of Williams Lake Integrated Community Sustainability Plan (ICSP) project manager
- City of Surrey Sustainability Charter team lead and principal author
- City of Surrey Sustainable Development Checklist team lead and principal designer
- Surrey City Centre District Energy Strategy project manager
- Surrey Community Action on Energy and Emissions (CAEE)/Geo-Exchange BC team
- Surrey/BC Hydro Semiahmoo Town Centre Integrated Energy Master Plan Pilot project lead
- Surrey City Centre Community Energy Plan project manager
- New Westminster Poplar Landing Sustainability Pilot Project development team
- Queensborough Drainage/Streetscape Alternative Development Standards Study team
- New Westminster Sustainability Indicators project team
- New Westminster Smart Growth Development Guidelines team
- False Creek Southeast Model Sustainability Community consultant
- New Westminster Partners for Climate Protection (PCP) coordinator
- FVRD Regional Growth Strategy, Parks and Environment Plan Concept supervisor
- FVRD "Valley Choices" advisory committee and "Quality of Life" project coordinator
- FVRD Environmental Mapping project coordinator
- New Westminster Go Green Employee Trip Reduction program coordinator
- ICURR – GVRD Alternative Development Standards focus group coordinator
- Ottawa-Carleton Transportation Environment Action Plan (TEAP) team
- University of Alberta/University of Waterloo Solar Energy Group research assistant
- KFA Jülich (Germany)/Hydro Quebec Plasma Fusion Group research scientist

### Community Development

- Plan Development:
  - Williams Lake Official Community Plan (OCP) project manager
  - Whistler ICSP/OCP Update project team advisor and land use/transportation chapters lead
  - Surrey OCP ("Strategy for a Sustainable City") team leader
  - Surrey City Centre Plan Update team leader
  - New Westminster Official Community Plan Update team
  - New Westminster Braid Industrial Area Neighbourhood Plan team
  - New Westminster Lower 12th Street Plan team
  - New Westminster Brow of the Hill Neighbourhood Action Plan team
  - FVRD Regional Growth Strategy/Intergovernmental Advisory Committee coordinator
  - New Westminster SkyTrain Station Area Visions process team
  - Vancouver Thornton Park Neighbourhood Plan team
- Major Development Project Teams:
  - New Westminster Woodlands hospital site redevelopment team
  - New Westminster Star of Fortune/Gateway casino projects team
  - Queensborough Landing Retail Centre team
  - New Westminster Port Royal II industrial site redevelopment team
  - New Westminster Secondary School site redevelopment team
  - New Westminster Quay waterfront redevelopment team
- Site Development and Building Plan Review teams

## Transportation Planning and Municipal Engineering

- City of Vancouver Transportation Plan team
- FVRD Regional Growth Strategy, Land Use and Transportation Plan Concept coordinator
- New Westminster Walkable City Project coordinator
- New Westminster Crosstown Greenway P3 project manager
- New Westminster McBride Boulevard Pedestrian/Cyclist Overpass P3 project manager
- New Westminster City Millennium SkyTrain project team, SkyTrain Special Commission representative
- New Westminster City-wide Transportation Model project manager
- New Westminster Columbia Street "Road Diet" Design Project manager
- New Westminster Central Valley Greenway/GVRD Brunette-Fraser Regional Greenway city coordinator
- TransLink Showcase Central Valley Greenway section project manager
- TransLink BC Parkway Improvement Committee section coordinator
- New Westminster Sidewalk/Signal Accessibility program manager
- New Westminster Trail and Greenway Master Plan steering committee
- New Westminster Traffic Calming Plan project manager - Sapperton, Downtown, Queens Park, New Westminster Glenbrooke North and Queensborough neighbourhood plans
- Ministry of Transportation New Westminster Area Network Study steering committee
- New Westminster Intersection Safety Review project manager
- New Westminster 10th Avenue Corridor Study lead

## Formal Education

- 1997      **M.Sc. (Community and Regional Planning)**  
*University of British Columbia, Supervisor: Dr. Tom Hutton*
- 1982      **M.Sc. (Experimental Physics - Alternative Energy Specialization)**  
*University of Waterloo, Supervisor: Dr. Don Brodie, Dean of Science*
- 1980      **B.Sc. (Honours Physics)**  
*University of Windsor*

## Employment Experience

- 2010      **Senior Planner and Manager, Advisory Services**  
Whistler Centre for Sustainability, Whistler, B.C.  
Responsible for the Centre's mission of providing community sustainability planning services for local governments and sustainability support for the tourism industry in BC and beyond.
- 2007-2010      **Instructor, SFU City Program**  
Surrey/Vancouver, BC  
Lecturer, coach, design review panel judge for Urban Design Studio and "Sustainability Boot Camp" courses.
- 2006-2009      **Senior Policy Planner**  
City of Surrey, Surrey B.C.  
Long Range Planning and Policy development; Official Community Plan Review; Climate Action planning; City Centre Plan Update; Sustainability Charter; Regional Growth Management policy review; Affordable Housing analysis; Area Transit Plan review; Gateway Project Environmental Impact Assessment; Food Security analysis; Transit Oriented Development; Energy Efficiency and Alternative Energy planning.

- 1999-2006 **Planner/Transportation Planner**  
City of New Westminster, New Westminster, B.C.  
Planning for sustainable transportation hierarchy - walking, cycling, transit, goods movement and general traffic; Design of streets, Bikeways, Greenways and streetscape measures; Sustainable development planning; Neighbourhood plans and corridor studies; Major development and site plan reviews; Liaison with Council, City committees, residents, community groups, businesses, and regional, provincial and federal agencies; Conduct of public surveys; GIS data analysis and database support.
- 1998 **Regional Growth Strategy Coordinator**  
Fraser Valley Regional District, Chilliwack, B.C.  
Responsible for all aspects of the development of the FVRD's first Regional Growth Strategy, including contract management, research, data analysis, conduct of consultation processes and development of sustainable land use, transportation, environment, infrastructure, social, housing policies.
- 1996 - 1998 **Principal, Sustainable Urban Designs**  
Vancouver/Chilliwack, B.C.  
Transportation and Accessibility Consultant, False Creek Southeast Model Sustainability Community Study; Transportation and Land Use Consultant, Park Royal Traffic Study; LRT and Land Use Consultant, Tukwila (Washington) Transportation Study.
- 1996 **Transportation Planner**  
City of Vancouver Transportation Plan, Vancouver, B.C.  
Compilation of transportation and land use data; Route analysis; Opinion survey organization and analysis; Preparation of alternative transportation policies for reports and documents.
- 1995 - 1997 **Graduate Studies**  
UBC School of Community and Regional Planning (SCARP)  
Specialization: growth management & sustainable land use, transportation, housing planning.
- 1995 **Senior Systems Engineer**  
Hughes Canada Systems Division, Richmond, B.C.  
Systems integration for Swiss Air Traffic Control (ATC) project; External subcontractor and internal test team supervision; Database and simulator design; Digital map preparation.
- 1989 – 1994 **Senior Software Engineer/Office Manager**  
PRIOR Data Sciences, Toronto/Kanata, Ontario and Richmond, B.C.  
Software team leader for Canadian Automated Air Traffic Control System (CAATS) project; Design, coding and test of data acquisition and control software for electrical power station; Proposal writing.
- 1986 - 1988 **Guest Scientist**  
Central Electronics Laboratory (ZEL), Jülich Nuclear Research Centre, Jülich, Germany (in German/English)  
Nuclear fusion research; Design of hardware and software linking sensing devices with control computers; Development of experiment graphics displays and operator interfaces; Translation.
- 1982 - 1986 **Research Scientist**  
MPB Technologies, Dorval, Québec (in French/English)  
Design of control system for Hydro Québec fusion energy research; Instrumentation and site safety system specification; Control and power system design for Space Shuttle experiment.
- 1979 - 1982 **Teaching/Research Assistant (Alternative Energy Research)**  
University of Waterloo, University of Alberta, University of Windsor
- 1975 - 1979 **Platoon Commander**  
Essex and Kent Scottish Regiment, Windsor, Ontario

## Professional Affiliations, Selected Presentations and Papers

### **Member, Canadian Institute of Planners (CIP), Planning Institute of British Columbia (PIBC) Past Member, Institute of Transportation Engineers (ITE)**

Presenter, The Natural Step Canada 2010 Webinar – Sustainability Implementation Tools  
Presenter, Local Government Management Association – Implementing Energy and Emissions Policies  
Presenter, FCM 2010 Sustainable Communities Conference – Turning Sustainability Policy into Practices  
Presenter, FCM 2009 Webinar – Best Practices in Climate Action Plans  
Presenter, PIBC 2007/2010 Conferences  
Moderator and Presenter, PIBC 2004/2005/2009 PlanTalk series  
Presenter, 2004 International Symposium on Walking and Bicycling  
Presenter/Tour Leader, 2002 CIP Conference  
Presenter, 2001 ITE Safety and Regional Conferences  
Organizer/Presenter, Smart Growth BC Conference, 2001  
“Learning to Tailor Our Streets for New Roles,” PIBC News, 1997  
“Links Between Land Use, Transportation Infrastructure and Housing,” joint PIBC/APA Conference, 1997  
Organizer/Presenter, UBC Regional Transportation Conference, 1996

## Professional Organizations and Committee Experience

Executive Committee Member and PIBC Representative, Community Energy Association, 2004-Present  
Peer Review Panel, Heart and Stroke Foundation Built Environment and Active Transportation Research Grants, 2007-2010  
Metro Vancouver REAC Climate Protection Subcommittee, 2008-2009  
Vice President, Smart Growth BC, 2003-2009  
Vice-Chair, TransLink TDM Working Group 2003-2006  
Chair, TransLink Bicycle Working Group, 2001-2004  
Member, TransLink Planning Subcommittee, 1999- 2006  
Steering Committee, Lower Mainland Employment Study, 1998  
Vancouver Bicycle Advisory Committee, 1997-1998  
Vancouver Task Force on Transportation Access to UBC, 1996  
Facilitator, National Conference on Sustainable Transportation, 1995

## Recent Continuing Professional Development

Organizational Behaviour (BCIT)  
Ecological Planning and Sustainable Design (SFU)  
Urban Economic Fundamentals (SFU)  
Downtown Revitalization (SFU)  
Alternative Development Standards (SFU);  
Effective Urban Design Graphics (SFU)  
Managing Rainwater Runoff and Low Impact Development (Douglas College)  
Effective Presentation Skills/Media Relations Training  
Managing Diversity in the Workplace  
Conflict Management  
Ministry of the Environment Sensitive Habitat Inventory Mapping (SHIM) training

## Other Related Skills

Major software packages, including MS Word, Excel, Access, Powerpoint, Project and SPSS, AutoCAD  
Economic analysis, including benefit-cost analysis, Multiple Accounts Evaluation (MAE), and Triple Bottom Line (TBL) accounting  
Regional Growth Strategy, Official Community Plan and Bylaw preparation  
Organization of major public events, meetings, seminars  
Preparation of background reports, executive summaries and media releases

---

# 1 Executive Summary

## 2 Project Overview

3 The British Columbia Transmission Corporation (BCTC) operates three transmission  
4 interconnection systems between the mainland of British Columbia and Vancouver Island: two  
5 138 kV AC circuits (installed in 1956 and 1958), bi-pole 300 kV HVDC system (installed in  
6 1969 and 1975) and two 500 kV AC circuits (installed in 1983 and 1984). BCTC is proposing  
7 to replace and upgrade one of the two existing 138 kV transmission interconnection circuits  
8 between the Arnott Substation (ARN) in Delta and the Vancouver Island Terminal (VIT) in  
9 North Cowichan. This involves replacement of both overhead and submarine cable  
10 components.

11 This Environmental Assessment has been prepared as an Application for an Environmental  
12 Assessment Certificate (EAC) pursuant to the *British Columbia Environmental Assessment*  
13 *Act (BCEAA)* and, concurrently, as a Screening Level Environmental Assessment pursuant to  
14 the *Canadian Environmental Assessment Act (CEAA)* for the Vancouver Island Transmission  
15 Reinforcement Project (VITR, the Project). A portion of the VITR Project will cross through  
16 United States territorial waters. A separate environmental assessment is being conducted to  
17 satisfy requirements of the Washington State *Environmental Policy Act (SEPA)* and the  
18 federal *National Environmental Policy Act (NEPA)* for the portion of the Project within U.S.  
19 jurisdiction.

20 The Project is required for provision of adequate system reliability and to meet current and  
21 future electricity demand on Vancouver Island. Rationale for the Project include:

- 22 • the 138 kV AC submarine cable transmission system is approximately 50 years old and is  
23 beyond its design service life. It is no longer used for bulk electricity transfer to Vancouver  
24 Island, and is only used for electricity service to the Southern Gulf Islands and for  
25 emergency purposes;
- 26 • the existing HVDC system is nearing the end of its service life and its firm capacity will be  
27 derated to zero in the fall of 2007. Some of the critical AC/DC conversion equipment is  
28 obsolete and no longer supported by the manufacturer;
- 29 • due to ageing equipment, the existing 138 kV facilities require increasing levels of  
30 expenditure for maintenance and repairs. The VITR Project will reduce ongoing operating  
31 and maintenance costs;
- 32 • the Project will reduce the potential for environmental effects resulting from submarine  
33 cable failures and the activities needed to repair or replace failed sections of submarine  
34 cable; and
- 35 • the existing HVDC conversion equipment is vulnerable to earthquake damage, especially  
36 at ARN. The Project will decrease exposure to system failures due to seismic events  
37 (earthquakes).

38 BCTC, the Proponent, applied to the British Columbia Environmental Assessment Office  
39 (BCEAO) on November 10, 2004 under section 7 of *BCEAA* to request that the Project be  
40 designated as a "reviewable project" under *BCEAA*. The BCEAO advised BCTC on