

Appendix C

Transition 2050 – Residential Retrofit Acceleration Project Memorandum of Understanding

This memorandum of understanding is made and effective **January 17, 2019** (subject to final contracting with the Federation of Canadian Municipalities).

BETWEEN: City Green Solutions (hereafter City Green “the project managers”)
214-620 View Street
Victoria, BC. V8W 1J6

AND: The Township of Esquimalt (hereafter “the Participant”)
1229 Esquimalt Road
Esquimalt, BC. V9A 3P1

Referred to hereafter as the “Parties.” The parties desire to create an understanding for the purposes and on the terms stated in this agreement. Therefore, the two parties agree to the following:

NAME

The name of the venture shall be the Residential Retrofit Acceleration Project (RRAP).

PROJECT SUMMARY

RRAP will mobilize government and industry collaboration and accelerate energy and carbon reduction strategies and projects to double the carbon emission reductions achieved from residential (Part 9 building) retrofits in program communities by 2021 while establishing a clear path to achieving medium-term and 2050 targets.

DURATION OF THE AGREEMENT

The duration of this memorandum of understanding shall be for twenty-two (22) months, commencing on **November 7, 2018** and terminating on **August 31, 2020**.

PURPOSE

The purpose of this memorandum of understanding is to ensure participants clearly understand their RRAP obligations.

OBLIGATIONS

1. The Participant commits to completing the self-assessment form that accompanies the [Maturity Scale for Municipal GHG Emissions Reduction](#). The self-assessment form must be completed twice by each participating municipality, where they have not previously completed the scale as part of another MCIP initiative*: 1) by 31st January 2019, and 2) along with the project completion report. * *The MCIP project officer will inform the T2050 recipient of any such cases.*
2. The Participant will participate and support the lead organizations who are responsible for the project deliverables.
3. The Participant will contribute resources (in-kind and cash) to RRAP as per their signed Letter of Commitment.
4. The Participant commits to completing the following reporting requirements:

	Reporting Requirements	By January 31 st , 2019	90 days after contract signature	By January 31 st , 2020 (or end of December 2019 if it aligns with a disbursement report)	30 days after project end date
1	Mitigation Maturity Scale (1 st)	X			
1	Mitigation Maturity Scale (2 nd)				X
2	Project Completion Report (partner)				X
3	Project Completion Report (municipality)				X
4	Interim Activity Report			X	
5	PCP Council resolutions		X		
6	T2050 Guidebook comments				X

5. City Green Solutions commits to:

- Providing assistance to the Participant throughout the course of the project;
- Working with the Participant to create a summary report of their activities; and
- Coordinating and communicating all project requirements and timelines in a timely manner, including:
 1. **Industry Engagement:** Engagement is core to all activities, to ensure strategies and projects fit with needs-as-identified in industry roadmaps and engagement.
 2. **Collaborative Cluster:** Formalization of Energy Retrofit and Deep Emissions Reductions Working Group. Starting with an MOU and kick off workshop to identify market challenges, cross-sectoral understanding gaps, and identify best activities to learn and co-develop strategies to accelerate retrofits. Participants include government, industry, utilities and stakeholders.
 3. **Peer Learning and Capacity-Building:** Bridge-building between government and industry, two-way sharing of opportunities and best practices for better strategies to accelerate collaboration and knocking down barriers to delivering emissions reductions.
 4. **Data Analysis, Baselines, & Mapping Low Carbon Pathways** to ensure:
 - Activities are rooted in carbon data-supported baselines; pathways focused on what is achievable, quantifiable, and possible to accelerate.
 - A framework exists for tracking, reporting on progress, and data feedback loops for continuous improvement.
 5. **Model Deep Energy Retrofit & Emissions Reductions Strategy Document**, based on best practices, working group input and innovation. Includes:
 - Identification of segmented consumer motivations and barriers; program design concepts and implementation to address specific barriers, and associated messaging and outreach strategies. For example, strategies to create streamlined processes for homeowners to access and manage the many contractors involved in whole home retrofits.
 - Collaboration with industry on motivations, barriers, and value propositions for accelerating the implementation of new and proven technologies and approaches to accelerate emissions reductions.
 - Identifying opportunities (policy, regulation, leadership, communications, engagement, consultation) for governments to accelerate emissions reductions. For example, strategies to increase uptake of retrofits during municipal renovation approval processes.

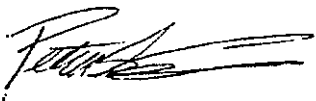
6. Projects to Deliver Emissions Reductions:

- **Low Carbon Heating System Acceleration Project:** Maximizing consumer uptake of air source heat pumps and enabling better industry marketing, sales, and installation practices.
- **Deep Energy and Emissions Reductions Retrofit Acceleration Project:** Integration of best practices and innovations for deep whole home emissions reductions.

COMMUNICATIONS AND ATTRIBUTION

In all communications about the project (i.e. media, newsletters, social media, etc.) the Parties shall refer to the project in a manner consistent with the guidance and regulations communicated by the funder, the Federation of Canadian Municipalities. Neither the Participant nor City Green shall hold itself out as nor otherwise represent it is an agent of the other party, or that it have authority to enter into or cancel contracts on behalf of the other party. Neither party shall claim to be the other's agent for any purpose unless there is consent in writing to act as an agent for a specific purpose that is reasonably necessary to carry out the venture detailed in this agreement. Nothing in this agreement shall be interpreted to render the Participant as City Green's employer or partner, or the employer of anyone working or volunteering for City Green. City Green must not do anything that would result in anyone working for City Green being considered the Participant's employee.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED AND ACCEPT THE TERMS OF THIS MEMORANDUM OF UNDERSTANDING.

<p>Signed by City Green Solutions:</p>  <hr/> <p>Signature</p> <p><u>January 17, 2019</u> Date</p> <p>Peter Sundberg, Executive Director City Green Solutions 214-620 View Street Victoria, BC, V8W 1J6 Phone: 250.381.9995. Fax: 1.866.370.0220 manager@citygreen.ca</p>	<p>Signed by The Township of Esquimalt:</p> <hr/> <p>Signature</p> <hr/> <p>Date</p> <p>Name, title here The Township of Esquimalt 1229 Esquimalt Road Esquimalt, BC. V9A 3P1 Phone: Email:</p>
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