

SUSTAINABILITY SCHOLARS PROGRAM

Summer 2020

The UBC Sustainability Initiative (USI) is pleased to offer current UBC graduate students the opportunity to work on funded sustainability internship projects. Successful candidates work under the mentorship of a partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the [application guide](#) to confirm your eligibility before applying.
- **Applications close at midnight on Sunday February 2, 2020.**

Research project title: Recommissioning study for City-owned buildings to improve building systems performance and reduce GHG emissions (City of New West)

Sustainability Goal or Operations Plan objective

Climate Leadership

Long Term Goal: working towards a zero carbon future by implementing projects to achieve New Westminster's Seven Bold Steps in Response to the Climate Emergency, which build on New Westminster's Climate Emergency Declaration, and seek to achieve the City's Climate Emergency Goal, Objectives and Targets.

Project description

In 2019 New Westminster Council was the second municipality in Metro Vancouver to have passed a Climate Emergency Declaration, a call for action that will result in strong policies and programs being enacted to mitigate both corporate and community carbon emissions. As part of this, this City has recently adopted Seven Bold Steps in Response to the Climate Emergency. Over the next 18 months, the new Climate Action Division is tasked with ramping up the City's response to the climate emergency in its beginning stages, through facilitation of development of plans, strategies, programs and projects in support of realizing these Bold Steps. The sustainability scholar will work under the Manager of Climate Action and Environment on the corporate energy and emissions component of this initiative, specifically conducting a City Building Recommissioning Study of selected assets. A recent local example, the recommissioning of the Kitsilano Community Centre, will be used as a successful precedent for the study.

Scope of Work:

Conduct a recommissioning (retrofitting) study for City-owned buildings for the purpose of improving existing building systems performance and reducing GHG emissions towards meeting the City's new targets. Using the Kitsilano Community Centre project as a prototype for the study, the scholar will:

- Research and analyse the Kitsilano Community Centre recommissioning project, including interviews with key City of Vancouver staff
- Working with staff from the City's Electrical Utility and Civic Buildings and Property Management, survey and evaluate a selection of City of New Westminster buildings that would be the best candidates for

recommissioning (to be identified in advance by City staff) to identify measures to enhance HVAC efficiency and optimize operation, and other potential energy conservation capital upgrades. Working with this staff, the scholar will identify what information is available and use their research and analysis skills to fill any gaps.

- Quantify for each building the potential reductions related to these measures and upgrades
- Evaluate, and classify each City building based on potential for retrofitting and estimated resulting GHG emissions reductions
- Provide recommendations for selecting pilot project building
- Time permitting, prepare a draft Request for Proposals for detailed design and specifications to retrofit the HVAC systems, and any other energy conservation capital upgrades for a selected pilot project building

Deliverables

- A preliminary report/ memo summarizing research, including summary of sources and stakeholder interviews, and comparison and analysis of how key findings should shape the following project stages.
- A final report summarizing overall project, survey and evaluation of buildings, and recommendations, and a presentation to stakeholders.
- Draft Request for Proposals for detailed design and specifications for pilot building retrofitting project (time permitting)
- A final report (or Executive Summary) for the UBC Sustainability Scholars online project library.

Time Commitment

- This project will take **300** hours to complete.
- This project must be completed between May 4 and August 14, 2020
- The Scholar is to complete hours between 9am-5pm, Monday to Thursday, approximately 15-20 hours per week.
- Scholar to be available, either in person or by telephone as agreed, for project start-up meeting, periodic status updates and final report presentation.

Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Familiarity with research methodologies and survey techniques
- Strong analytical skills
- Ability to work independently
- Deadline oriented
- Project management and organizational skills
- Demonstrated experience in sustainable development and/or policy planning, is an asset
- Familiarity with benchmarking methods and tools
- Familiarity preparing feasibility studies
- Demonstrated knowledge and experience in building science, GHG emission science, GHG emission reductions, climate change mitigation and/or adaptation, is an asset
- Familiarity with building recommissioning or retrofits an asset



Applications close **midnight Sunday February 2, 2020.**

Apply here: <http://sustain.ubc.ca/scholarsapply>

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

Useful Resources

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>

The Centre for Student Involvement & Careers will host a resume & cover letter webinar tailored for graduate students on Tuesday, January 21, 2020 from 12:00-1:30. Registration will open approximately two weeks before the webinar, and can be accessed at Careers Online.

