

UBC SUSTAINABILITY SCHOLARS PROGRAM
Summer 2018

Project Title

Development of an implementation strategy for *Envision 2032*, New Westminster's sustainability framework

Project Objectives

1. Identify best practices in implementing corporate and municipal sustainability frameworks
2. Evaluate best practices to determine which are the most appropriate for New Westminster
3. Develop a process and timeline for completing the implementation strategy

Outline scope of project and why it is of value to your organization. Describe how and when the scholar's work will be actionable.

Although the *Envision 2032* sustainability framework was adopted by the City of New Westminster in 2014, and has informed the development of City plans, policies and practices, a comprehensive implementation strategy has not been developed for *Envision 2032*. This project would research and compile background information materials, analyze which implementation best practices are most applicable in New Westminster's context and develop a process for selecting and applying the most appropriate implementation strategies to engage City staff and the community in achieving the objectives of *Envision 2032*.

This project may involve staff engagement as part of the process, for example a staff workshop, but it could also be in the form of staff interviews or a survey—the exact requirements will be determined in discussion with the Scholar.

Deliverables

- Literature search on best implementation practices for corporate and municipal sustainability frameworks
- Memo on evaluation criteria for identifying recommended best implementation practices
- Analysis of recommended best practices for implementation of *Envision 2032* based on evaluation criteria
- Memo on alternative process approaches to creating an implementation strategy
- Draft report on implementation strategy best practices and process
- Final report on implementation strategy best practices and process
- Presentation on implementation strategy best practices and process
- Final report for the UBC Sustainability Scholars online project library

Time Commitment

- This project will take **250** hours to complete.
- This project must be completed between **30 April 2018** and **10 August 2018**
- The scholar is to complete **15 to 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 draft and final report presentations.
- We hope to have a "hot desk" available for the scholar at least part-time during the week for their work.

Submit applications here: <http://bit.ly/2DC2jpP>

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Skill set/background required/preferred

- Excellent research and writing skills
- Demonstrated interest in sustainability planning
- Experience conducting stakeholder engagement events, including facilitation skills*
- Strong writing skills
- Familiarity with research methodologies and survey techniques
- Strong presentation and public speaking skills
- Community engagement experience*
- Familiarity conducting focus group research*
- Strong analytical skills
- Ability to work independently
- Demonstrated time management skills
- Deadline oriented
- Project management and organizational skills*
- Familiarity with benchmarking methods and tools*
- Familiarity with qualitative research methodologies and implementation
- Familiarity with quantitative research methodologies and implementation
- Familiarity with behaviour change theories and implementation
- Strong technical writing skills
- Familiarity preparing feasibility studies*
- Familiarity with financial modelling and analysis*

*Considered to be an asset, not mandatory.

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