

**UBC SUSTAINABILITY SCHOLARS PROGRAM**  
**Summer 2018**

---

**Research Project Title**

Energy Step Code Feasibility Review for the City of Abbotsford

Developing a feasibility review on adoption of the Energy Step Code and its associated incentives/tools

**Goal or Operations Plan objective**

Climate Leadership

Long Term Goal: Eliminate dependence on fossil fuels

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

- Assist in developing the feasibility study by researching how other jurisdictions are adopting the Energy Step Code, including their methodologies and incentives; including required bylaws or council policies, and methods of engaging the public.
- Help design and execute a stakeholder engagement process with city staff as well as external stakeholder groups on what are the effective incentives for the Energy Step Code in City of Abbotsford.

**Deliverables**

- A final report, containing a summary of completed work with recommendations, complemented by a final presentation to key stakeholders.
- Summary of Energy Step Code adoption approaches from other jurisdictions
- Samples of council reports that outline the various options and steps in the adoption.
- Summary of related local actions that have implications for or could benefit from Energy Step Code adoption
- Summary report of interviews with stakeholders and key contacts in other jurisdictions
- Executive Summary for the UBC Sustainability Scholars online project library.

**Time Commitment**

- This project will take **250\*** hours to complete.
- This project must be completed between **April 30** and **August 10, 2018**
- The scholar is to complete hours between 8:30-4:30, Tuesday to Friday, approximately **10-15** hours per week. These hours can be off site, with a few in person meetings as needed.

**Skill set/background required/preferred**

- ✓ Excellent research and writing skills.
- ✓ Demonstrated interest in Climate Change Adaptation Planning.
- ✓ Strong writing skills
- ✓ Familiarity with research methodologies and survey techniques
- ✓ Strong presentation and public speaking skills
- ✓ Familiarity in Community engagement process
- ✓ Familiarity conducting focus group research
- ✓ Strong analytical skills
- ✓ Ability to work independently
- ✓ Demonstrated time management skills
- ✓ Deadline oriented
- ✓ Project management and organizational skills
- ✓ GIS training or experience.
- ✓ Familiarity with benchmarking methods and tools
- ✓ Familiarity with qualitative research methodologies and implementation
- ✓ Familiarity with quantitative research methodologies and implementation
- ✓ Experience with statistical analysis
- ✓ Familiarity with behaviour change theories and implementation
- ✓ Comfortable interacting with strangers to conduct public/in person surveys
- ✓ Strong technical writing skills

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

**UBC SUSTAINABILITY SCHOLARS PROGRAM**  
**Summer 2018**

---

- ✓ Familiarity preparing feasibility studies
- ✓ Familiarity with business development and community outreach
- ✓ Familiarity with the Energy Step Code and/or code requirements on energy use

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