

## **ANNEX B**

Workbook to  
the guide to  
advancing low-carbon  
energy innovation in  
Ontario rural, remote, and  
Indigenous communities

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PARTNERS

**QUEST** 

 **Pollution  
Probe**

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## QUEST Canada

QUEST Canada is a registered Canadian charity that supports communities on their pathway to net zero. Since 2007, we've been facilitating connections, empowering community champions and advising decision-makers to implement energy use and emissions reduction solutions that best meet community needs and maximize local opportunities. We develop tools and resources, convene stakeholders and rights holders, and advise decision-makers – all with the goal of encouraging, assisting, and enabling communities to contribute to Canada's net-zero goals. Visit us at [questcanada.org](http://questcanada.org).



## Pollution Probe

Pollution Probe is a national, not-for-profit, charitable organization established in 1969 that exists to improve the health and well-being of Canadians by advancing policy that achieves positive, tangible environmental change. Pollution Probe has a proven track record of working in successful partnership with industry and government to develop practical solutions for shared environmental challenges.

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# Overview

The framework consists of an integrated approach that includes a series of modules. Each module outlines its purpose, rationale, suggested methods, key considerations, essential steps for proponents, and necessary tools provided in this workbook to support implementation. Stakeholders and communities can independently evaluate and implement the relevant modules based on their needs and interests.

This workbook includes the essentials for each module. It should be completed while referring to the module in the overall framework. Some modules may not be relevant to your particular circumstance.

# 1 Early stage: Doing your homework

## Annex B: Module 1.1

### Learn about the community and its energy needs and challenges

#### 1.1.1 Learn about the community context

Table 1: General information about the community

Topic	Example	Details
General information about the community	e.g., values, culture, history	
Community's vision for the future	e.g., economic development plans	
Community's goals	e.g., employment, additional revenue	
Primary challenges facing the community	e.g., energy costs, food security, transportation	
Environmental factors affecting the community	e.g., extreme weather, energy access	
Past efforts	e.g., wind or solar implementation	
Other		

#### 1.1.2 Learn about the energy needs and net-zero actions

Table 2: Information about the community's energy use and actions towards achieving net-zero emissions

Topic	Example	Details
Energy use	e.g., diesel for electricity or propane for thermal	
Energy planning considerations for the short- and long-term	e.g., lack of available grid capacity, heating needs	
Energy entities	e.g., LDC, local companies	
Energy and infrastructure needs	e.g., grid connection, diesel power plant	
Strategies or initiatives, if any, for net zero	e.g., PV installation, energy efficiency project	
The largest opportunities for the community to achieve net zero	e.g., creating a micro-grid, biomass heating, renewable generation	
The community's main challenges in achieving net zero	e.g., funding, technological barriers	
Other		

Table 3: Community contacts and other relevant stakeholders

Stakeholder/entity	Role	Contact details

## Annex B: Module 1.2

### Learn about community energy innovation opportunities and challenges

#### 1.2.1 Define low-carbon energy innovation

#### 1.2.2 Learn about community innovation opportunities and challenges

Table 4: Low-carbon innovation opportunities

Topic	Example	Details
Opportunities	e.g., micro grid	
Energy-related innovation needs	e.g., knowledge, understanding of opportunities, a skilled workforce	
Innovation strategies previously implemented in the community	e.g., co-ownership	
Success stories		
Community's motivation for participating in energy innovation projects	e.g., training, economic development	
Innovation challenges	e.g., funding	
Innovation opportunities	e.g., training	
Support required from industries, municipalities, governments, and utilities	e.g., funding, regulation	
Prioritization of community's energy needs	e.g., new business model, additional energy	
Other		

### 1.2.3 Learn about funding options for innovation projects

**Table 5: Funding options**

Topic	Example	Details
Community's available financial resources		
Funding options	e.g., federal funding	
Other		

### 1.2.4 Learn about workforce skills opportunities

**Table 6: Workforce opportunities**

Topic	Example	Details
Current workforce within the community	e.g., electricians, construction	
Workforce skills needed	e.g., PV technician	
Training opportunities		
Challenges for developing and maintaining a skilled workforce		
Opportunities for developing and maintaining a skilled workforce		
Other		

### 1.2.5 Learn about community and proponent partnership opportunities

**Table 7: Partnership opportunities**

Topic	Example	Details
Partnership strategies and projects	e.g., co-ownership	
Partnership benefits	e.g., additional income, employment	
Other		

## Annex B: Module 1.3

### Develop the community engagement plan

#### 1.3.1 Prepare a community engagement plan

Table 8a: Community engagement

Topic	Example	Details
Strategies to encourage community members to participate.	e.g., lunch or dinner provided, including coffee and healthy snacks	
Strategies to engage with the community.	e.g., meeting	
Prepare a community engagement plan		
Preliminary ideas for discussion to guide initial engagements		
Other		

#### 1.3.2 Prepare an engagement plan tailored to local community leadership<sup>1</sup>

Table 8b: Community leadership engagement

Topic	Example	Details
Strategies to encourage community leadership to participate	e.g., lunch	
Strategies to engage with the community leadership	e.g., drinking coffee	
Prepare a leadership engagement plan		
Preliminary ideas for discussion to guide initial leadership engagements		
Other		

## Annex B: Module 1.4

### Identify a trusted facilitator

#### 1.4.1 Identify a trusted facilitator

Table 9: Facilitator contact information

Facilitator	Role	Contact details	Agree to participate

<sup>1</sup> This section is specific to Indigenous communities

## Annex B: Module 1.5

### Identify an energy champion

#### 1.5.1 Identify an energy champion

Table 10: Energy champion contact information

Energy champion	Role	Contact details	Agree to participate

## 2 Community co-creation innovation stage

### Annex B: Module 2.1 Community engagements

#### 2.1.1 Learn more about the community context, energy needs and opportunities

After the engagements, summarize the following:

- Community context

- Energy needs

Table 11: Community and stakeholder contacts

Entity	Name	Role	Contact details	Preferred way of communication
Proponent				
Community (e.g., energy champion)				

- Define low-carbon energy innovation (if it has been revised from section 1.2.1)

- Community's motivation for participating in energy innovation projects (if it has been revised from section 1.2.2)

- Innovation challenges and opportunities (if it has been revised from section 1.2.2)



- Funding options (if it has been revised from section 1.2.3)



- Workforce: evaluation, training options and challenges and opportunities (if it has been revised from section 1.2.4)



- Partnership strategies for innovation (if it has been revised from section 1.2.5)

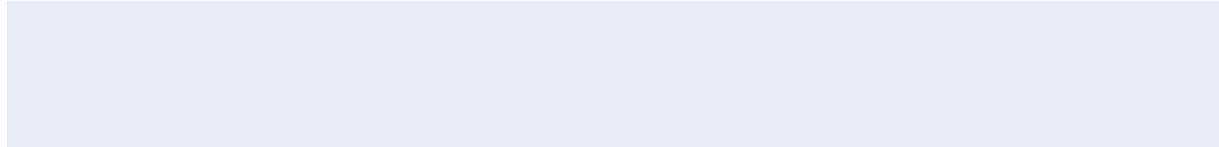


- Community benefits from partnerships (if it has been revised from section 1.2.5)



### **2.1.2 Strengthening community capacity for energy decision-making**

- Examples of tools and locally tailored educational materials for community energy planning



### **2.1.3 Engage communities from the start of the process**

- Examples of early engagement strategies



#### 2.1.4 Build long-term partnership

- Describe practical approaches for building strong partnerships with communities



#### 2.1.5 Provide clear guidance

- Examples of tools and guidance provided to communities to support climate action



#### 2.1.6 Highlight successful projects

- Examples of successful projects in other communities



#### 2.1.7 Raise awareness and knowledge

- Examples of educational material to share with the community for awareness and learning



#### 2.1.8 Offer tailored energy pathways

- Examples of tailored and bundled pathways for community energy solutions



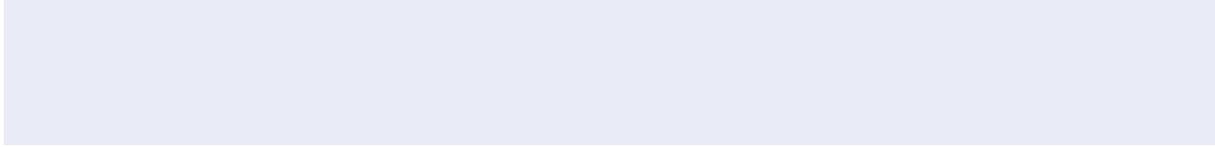
#### 2.1.9 Connect energy to other local goals

- Examples of low-carbon energy goals aligned with community needs



### 2.1.10 Make data easy to use

- Examples of low-carbon energy tools to support local decision-making

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### 2.1.11 Share the project options with the community

- Project options

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- Partnership options (e.g., co-ownership)

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- Training and capacity building opportunities (e.g., PV technician programs)

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### 2.1.12 Integrate clean technologies into planning

- Examples of ways to integrate new technologies into their planning processes

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### 2.1.13 Keep the conversation going

- Examples of informal and accessible communication channels to promote collaboration on low-carbon solutions

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## **Annex B: Module 2.2**

### **Community benefits**

#### **2.2.1 Communicate the project's benefits to the community (e.g., co-ownership, training opportunities)**

- Project benefits



## **Annex B: Module 2.3**

### **Community engagements for a collaborative project**

#### **2.3.1 Co-create the innovation project**

- Define the innovation project



## 3 Sustainable implementation stage

### Annex B: Module 3.1 Regulatory considerations

#### 3.1.1 Learn about local and provincial regulations

- The relevant regulatory entities and their contact information

Table 12: Regulators' contacts

Regulatory entities	Role	Contact details

- The regulations that apply to the project and its infrastructure

Table 13: Regulatory requirements

Regulation	Specific requirement	Entity	Remarks

**Annex B: Module 3.2****Establish the project activities and steps****3.2.1 Create a final agreement with the community**

Signed an agreement  Yes  No

**Annex B: Module 3.3****Project monitoring****3.3.1 Create a monitoring and accountability process**

- The factors that will provide ongoing support for the project

- An adjustment mechanism to adapt to changes

- The project maintenance and accountability process

- The terms for continuing relationships between the community and the proponent throughout the project process

- The terms of the regular report to community and municipal leaders/government

## **Annex B: Module 3.4**

### **Future opportunities**

#### **3.4.1 Identify leveraging factors for future projects**

- How this project could leverage additional projects or development



#### **3.4.2 Share lessons learned**



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