

First Nations Home EnergySave One-on-One Support Program

Final Report

Shxw'ōwhámel First Nation – Energy Efficiency

February 14-15, 2018

May 23, 2018

Michelle Victor, Housing Officer
Shxw'ōwhámel First Nation (604) 869-2627

PROJECT DESCRIPTION

We had five participants take part in the two day training session with Community Power. The participants learned about energy efficiency in homes, we also covered on how to properly air seal existing homes, and when building new homes. The two day project covered in class sessions, as well as hands on training in an existing home and a new build.

LESSONS LEARNED

The participants benefitted greatly from the hands on work that was completed, it brought more understanding of the in class work they did.

I feel that it would have been more beneficial to do more hands on work, as our time was limited for that part of the training. I think next time it would be better to book an extra day for the program.

FINANCIAL OVERVIEW

Revenue Description

Table: Actual Revenue for Reporting Period (cash and in-kind)

Organization	2017/18		2018/19		Total
	Cash	In-kind	Cash	In-kind	
Fraser Basin Council	\$2,500		\$2,500		\$5,000
Shxw'ōwhámel	1914.35				1914.35
Other Organization:					
Other Organization:					
TOTAL					6914.35

Please explain revenue discrepancies from contribution agreement (if any)

Expenses Description*Table: Actual Expenses for Reporting Period (cash and in-kind)*

Project Costs	Expenses		
	All Sources		
	Cash	In-kind	Total
Salaries and fees	6000.00		
Travel and accommodation	614.35		
Equipment and supplies			
Catering	300.00		
Communications and outreach			
TOTAL PROJECT COSTS	6914.35		

Please explain expense discrepancies from contribution agreement (if any)

ATTACHMENTS

Signed Scope of Project

Appendix 1: *Signed Scope of Project*

Appendix 2: **copies of invoices from Community Power**

Appendix 3: **copy of invoices for catering**



604-598-8428
info@communitypower.ca
620-1100 Melville Street
Vancouver BC V6E 4A6
communitypower.ca

SCOPE ACCEPTANCE

Project Name: Energy Efficiency Training for Shxw'ówhámél First Nation

Site Address: 58700 St Elmo Rd, Hope, BC V0X 1L2

Client Contact: Michelle Victor, Housing Officer
Ph: 604-869-2627 Cell: 604-869-1627
housing@shxwowhamel.ca

BETWEEN

Shxw'ówhámél First Nation and Quality Program Services Inc. (QPS) doing business as Community Power (CP)

Shxw'ówhámél First Nation, located at 58700 St Elmo Rd, Hope, BC V0X 1L2, is hiring **Community Power (CP)** located at #620 – 1100 Melville St., Vancouver, BC, V6E 4A6 to complete the project as outlined in this document.

SCOPE OF WORK

Training Module	Description	Proposed Timeline
Module 1: INTRODUCTION TO ENERGY EFFICIENCY IN THE HOME	Training covers house-as-a-system, major loads energy, heat, and ventilation flows, prioritizing upgrade measures, energy management. Will take place in a classroom setting.	Wednesday, February 14 8:30AM-11:30AM Classroom instruction 1:30PM-4:30PM Blower Door and Air Sealing Demonstration

5450 2940



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<p>Module 2: AIR SEALING FOR EXISTING AND NEW HOMES</p>	<p>New Homes: Training will cover methods for air sealing a new home. The session will be conducted at a newly built home with no drywall installed. Students will investigate the home while a blower door test is running to identify sources of air leakage and then fix them. Will take place in a new home under construction.</p> <p>Existing Homes: Training covers common sources of air leakage and provides hands-on experience implementing measures to improve air-tightness of an existing home. A blower door test will be conducted before and after air sealing is done in the home to demonstrate effectiveness. Will take place in two existing homes.</p>	<p>Thursday, February 14</p> <p>8:30AM-10:30AM Classroom instruction</p> <p>10:30AM-4:30PM Blower Door and Air Sealing Demonstration</p>
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INVOICES & PAYMENT SCHEDULE

50% payment is required at project start, after the project kick off meeting and the remaining 50% payment will be required at project completion, after the training has been carried out.

Invoice	Description	Milestone Date
1	Project Start (50%)	January 2018
2	Project Completion (50%)	February 2018
3	Travel billed at cost	Estimated \$678 February 2018

Shxw'ōwhámel First Nation agrees to follow this payment schedule and to provide the following: (1) classroom required for Module 1 (2) access to two existing homes (preferably in aged condition so that instructors can demonstrate air sealing improvement techniques) and a new home being constructed (after insulation added, before drywall) for Module 2, ensuring that each building is a safe environment free of obstructions. Adjustments to the scope of the project will require a change order prior to doing the work and invoices will be issued accordingly.



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COMMUNICATION

The Client's main point of contact:

- Michelle Victor, Housing Officer
- Ph: 604-869-2627
- Email: housing@shxwowhamel.ca

Community Power's main point of contact

- Xyleen Haban
- Ph: 604-598-8428
- Email: xyleen@communitypower.ca

BC HYDRO INFORMATION

The Client agrees to provide account numbers for all properties requiring work. Community Power will use BC Hydro's data to compare current consumption and consumption after upgrades have been completed to validate energy savings.

MARKETING

The Client hereby grants Community Power the right to market this project as a case study, which may include usage of any or all the following: the client logo, project site images, project details, and project results. The Client grants Community Power the right to publish the marketing content on any or all its marketing channels including social media and website.

By signing this document, I confirm that I have read and understood the full costs and conditions of this project. I agree to hire Community Power for the work listed above and fully accept the costs and conditions outlined in this document. I hereby grant permission to Community Power to act on behalf Client as our agent with respect to applying for and administrating all aspects of BC Hydro rebate programs.

Michelle Victor

Client Name (Please Print):

[Handwritten Signature]

Client Signature:

FILE GR 1



604-598-8428
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620-1100 Melville Street
Vancouver BC V6E 4A6
communitypower.ca

01-29-2018

Date (mm/dd/yyyy):

Quality Program Services Inc.
 Suite 620 – 1100 Melville St. (Box 3)
 Vancouver BC V6E 4A6
 604-598-8428
 accounting@communitypower.ca
 GST Registration No.: 853158863



INVOICE

INVOICE TO

1053 Shxw'owhamel Training
 58700 St Elmo Rd.
 Hope BC V0X1L2

INVOICE # QPS0028

DATE 2018-02-16

DUE DATE 2018-03-03

TERMS Net 15

PROJECT NAME AND NO.

1053

DATE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
2018-02-15	Per Diem (2 days, 2 people @ \$50/Day)	4	50.00	200.00	Exempt
2018-02-15	Mileage to and from Hope (335 kms total @ \$0.53/km)	335	0.53	177.55	Exempt
2018-02-15	Accommodation (receipt attached)	1	416.00	416.00	GST
2018-02-15	Project Completion (50% per scope acceptance)	1	3,000.00	3,000.00	Exempt

Terms: Due 15 days from date of invoice.
 Please make cheques payable to Quality Program Services Inc.

SUBTOTAL	3,793.55
GST @ 5%	20.80
TOTAL	3,814.35
PAYMENT	3,814.35
BALANCE DUE	CAD 0.00

Make cheques payable to Quality Program Services Inc.



SHXW'ŌWHÁMÉL FIRST NATION

58700A St Elmo Rd, Hope, B.C., V0X 1L2
Phone (604) 869-2627 Fax (604) 869-9903
secretary@shxwowhamel.ca

Caterers Service and Payment Agreement

Caterer information

Name: Myles Andrews

Address: _____

Telephone Number: _____ Cell Number: _____

Event Information

Name: Energy Efficiency

Date: Feb 14 18

Location: Youth Centre

Number of Guest: 10

Time of Delivery: 11:45 AM _____ PM

15 minutes before meal time

2040

1. Menu Options & Proposed Rates:

- A. **Continental Breakfast/Snacks:** Cereal, bagels, muffins, croissants, cookies, cinnamon buns, turnovers, fruit, fruit salad etc. and beverages
 \$12.00 per person
- B. **Light Lunch:** Sandwich, soup or salad or vegetable platter, dessert and beverages
 \$12.00 per person
- C. **Hot Breakfast or Lunch:** Hot breakfast - Meat, eggs, hash browns, toast, fruit, vegetable platter and beverages. Lunch – Meat or soup, vegetables or salad, rice or potatoes, dessert and beverages
 \$15.00 per person
- D. **Dinner:** Meat, vegetables or salad, rice or potatoes, dinner rolls, dessert and beverages
 \$18.00 per person

2. Agreement Check List:

- Caterer's copy of Food Safe Level 1 Certificate has been provided to Shxw'ōwhámél First Nation



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Caterers Service and Payment Agreement

Caterer information

Name: Irene Smith

Address: _____

Telephone Number: _____ Cell Number: _____

Event Information

Name: Energy Efficiency

Date: Feb 15 18

Location: Ya An Centre

Number of Guest: 10

Time of Delivery: 11:45 AM _____ PM

15 minutes before meal time

2440

1. Menu Options & Proposed Rates:

- A. **Continental Breakfast/Snacks:** Cereal, bagels, muffins, croissants, cookies, cinnamon buns, turnovers, fruit, fruit salad etc. and beverages
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