


Project Plan – Pacific Gateway Hotel Building Energy Retrofits

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and that will be claiming GHG reductions from the project under Option 1. ___ City of Richmond _____
Project Designate appointed to sign off on Project Plan	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template Name ___ Andrew Nazareth _____ Title ___ General Manager, Finance and Corporate Services _____ Phone ___ 604-276-4095 _____ Email ___ anazareth@richmond.ca _____
Project Contact	Provide a Project Contact name if different from above Name ___ Levi Higgs _____ Title ___ Corporate Energy Manager _____ Phone ___ 604-244-1239 _____ Email ___ lhiggs@richmond.ca _____
Project Information	
Project title	Provide project title ___ Pacific Gateway Hotel – Building Energy Retrofits _____
Option 1 Project Profile	Confirm which Option 1 project and project profile you are implementing. Check only one per Project Plan Template submitted: <input type="checkbox"/> Project 1A: Low Emission Vehicles <input checked="" type="checkbox"/> Project 1B: Energy Efficient Building Retrofits and Fuel Switching <input type="checkbox"/> Project 1C: Solar Thermal <input type="checkbox"/> Project 1D: Household Organic Waste Composting <input type="checkbox"/> Project 1E: Avoided Forest Conversion Project (AFCP)
Project description and objectives	Briefly summarize the project in terms of what, where, how when and why (max 4-5 sentences or bullets). -Van Air Holdings Ltd, has modernized and upgraded systems at its Pacific Gateway Hotel to reduce energy use and greenhouse gas (GHG) emissions, through the replacement and upgrade of heating systems and the improvement to the building's envelope. The two main improvements conducted prior to the 2015 reporting year were as follows; <ul style="list-style-type: none"> • Replacement of two atmospheric boilers with high efficient condensing boilers • Building seal improvement, through the re-caulking of the building envelope.
Project co-benefits (Optional)	Beyond the reducing GHG emissions, describe any anticipated community and/or sustainability co-benefits that this project will provide (<i>e.g., energy cost savings, stimulation of the local economy through green job growth, foster technological innovation, raise public awareness of climate change/energy conservation</i>) -These completed projects at Pacific Gateway Hotel will reduce energy costs and allow for further investment in the facility for sustainability related projects. In addition, building envelope improvements will help to ensure that occupant comfort and indoor environmental quality are as excellent as possible.
Project start date	Indicate the project start date: ___ July 2014 _____

Project Transparency: Accountability and Reporting	
Scope	<input checked="" type="checkbox"/> The Project Designate certifies that the project outlined in this Project Plan is outside the LG (local government) corporate emissions boundary (as defined in the Carbon Neutral Workbook), within the local government's jurisdiction and BC, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Counted Once	<input checked="" type="checkbox"/> The GHG reductions claimed from this project under the Carbon Neutral Framework have not been, and will not be, committed or sold as an emission reduction under any other alternate emission-offset scheme, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Measurement (<i>For Project 1E: AFCPs only</i>)	<input type="checkbox"/> The Project Designate certifies that in the case of a Project 1E: Avoided Forest Conversion Project (AFCP) the eligible projects lands are owned by the local government and have been reserved or dedicated as park under section 30 of the <i>Community Charter</i> after the initial signing of the Climate Action Charter in 2007, and that a Forest Management Plan, to be updated every 10 years or more frequently, must be in place within six months of making public the first completed annual Self-Certification Template.
Ownership	<input checked="" type="checkbox"/> The local government proponent(s) claiming emission reductions from the Option 1 project outlined in this Project Plan have exclusive right to the legal and commercial benefits that arise from the GHG reductions from the Option 1 project, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Verification	<input checked="" type="checkbox"/> The Project Designate understands that he/she will be required to sign off the annual Verification Template Report for this project to verify that the estimated GHG reductions from this project actually occurred during the year in which they will be claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
BAU	<input checked="" type="checkbox"/> The Project Designate certifies that the Project meets Beyond Business as Usual (BAU) requirements a, b and c as per the GCC Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook. If the Project referred to in this Project Plan is an Option 1, Avoided Forest Conversion Project, the Project Designates certifies that in addition, the AFCP meets criteria "d" of the BAU requirements.
Reports	<input checked="" type="checkbox"/> The Project Designate, is aware of the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) and that after January 1, 2012, the CARIP reports will be revised to include information on total annual corporate emissions, the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2), and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Project Plan: Authorization and Sign Off	
<p><u>Project Designate</u> <i>The information provided in this Project Plan, including the accountability and reporting requirements, is to the best of my knowledge correct and complete.</i></p> <p style="text-align: center;">  March 30/17 </p> <p>_____ Designate Signature Date</p> <p>_____ General Manager, Finance and Corporate Services</p> <p>_____ Title</p>	