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www.cascadiagbc.org

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A CHAPTER OF THE U.S. & CANADA
GREEN BUILDING COUNCILS



Memorandum of Understanding

As proposed by:

Cascadia Region Green Building Council
City of Salmon Arm
City of Vernon
District of Lake Country
City of Kelowna
Okanagan Nation Alliance
City of Peachland
District of Summerland
City of Penticton

March, 2008

As testimony of our collective intention to constructively collaborate, and as testimony of our specific intention to collectively fund the position of the Thompson Okanagan Building and Development Sustainability Advisor, we the undersigned enter this Memorandum of Understanding (MOU) as of today's date _____ (Effective Date) between the Cascadia Region Green Building Council (Cascadia), the City of Salmon Arm (Salmon Arm), the City of Vernon (Vernon), the District of Lake Country (Lake Country), the City of Kelowna (Kelowna), the Okanagan Nation Alliance (ONA), the City of Peachland (Peachland), the District of Summerland (Summerland) and the City of Penticton (Penticton).

This Memorandum of Understanding is for a Thompson Okanagan Building and Development Sustainability Advisor position to be managed as a satellite of the Cascadia Green Building Council for the local governments named above.

1. Vision

The Vision for the Thompson Okanagan Building and Development Sustainability Advisor is that this position would provide the following services to the associated local governments:

- To offer sustainable development and green building assistance to each of the associated local governments,



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- To help these local governments develop and achieve their sustainability goals,
- To provide the types of services that would be provided by a sustainability department within a larger local government, and to, over time, help to establish a sustainability department or staff person within local governments that is able to provide this.
- To provide neutral, non-profit, non-partisan advice, technical resources and education to the public and local government staff.
- To ensure that these local governments green as they grow.

2. Benefits

There are a variety of critical benefits that this position will bring:

- The building industry today interfaces with all aspects of the environment and is responsible for a significant portion of global impacts to water, energy and resource use. This position will bring the resources and training needed to redefine how our homes, workplaces and communities are designed to be in balance with natural systems. The benefits, ultimately, are to the environment, as it is protected; to the economy, as it is made more robust and competitive by adapting to these issues; and to the community, which is dependent on clean drinking water, clean air and a healthy local ecosystem.
- This position will be located within the Thompson Okanagan, which will allow developing the critical contacts within the building industry in the Thompson Okanagan that will be needed to make significant change.
- This position will be linked organizationally to the largest local green building non-profit in the region, and therefore able to access resources created by much larger municipalities, such as case studies, financial models, an extensive network of experts, and educational programs. To see current programming, see our calendar of events at www.cascadiagbc.org.
- Having close access to the Thompson Okanagan Branch activities will allow this staff person to be supported by a network of green building professionals unmatched in any other public or private organization in BC. To overcome potential challenges associated with serving such a broad region, Cascadia Branches have been established to provide networking and continuing education opportunities for members and industry professionals in their immediate marketplace. Regularly scheduled meetings within each Branch will provide access to green building research and emerging issues that are pertinent to our



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region and locale. Currently, Branches are active in Portland, Eugene, Seattle, Spokane, Tacoma/Olympia, Vancouver, Vancouver Island and now the Thompson Okanagan.

- Another added benefit of funding this position is that the contribution provided by local governments is accounted for as part of the "100 Friends of Cascadia" sponsorship program. To find more information on the different levels of the "100 Friends of Cascadia", please refer to Appendix A.

3. Why Cascadia Region Green Building Council?

The Cascadia Region Green Building Council promotes the design, construction and operation of buildings that are environmentally responsible, profitable and healthy places to live and work in Oregon, Washington and British Columbia. Incorporated as a 501(c)(3) charitable organization in December 1999, Cascadia is one of two original chapters of the U.S. Green Building Council. It is also a chapter of the Canadian Green Building Council.

The Cascadia Region Green Building Council is the premier green building organization in the Pacific Northwest concerned with making change in the built environment for positive environmental impact. As a cross-border advocacy organization we bring a unique perspective to green building by taking a bioregional approach to problem solving. We endeavor to make significant change out of all proportion to our size, by acting as a lever for organizations in both the private and public sectors through creative programs, events and tools. As such we work with local governments, linking them to best practices and leadership from other municipalities throughout Cascadia. Municipalities within the Thompson Okanagan will be able to adopt policies, programs, and ideas that have proved helpful and successful in Eugene, Portland, or Saanich. In its work throughout the region, the Cascadia Region Green Building Council is the only organization able to link these resources together.

4. Cascadia's Role

Cascadia will provide the following in-kind services to this position:

- Benefits package will be covered by Cascadia.
- All the administrative work to hire, train and manage the person will be provided by Cascadia. This also ensures good access to Cascadia's network of experts, to Cascadia's technical resources and programs. To get a sense of Cascadia's extensive network of experts, please refer to the Cascadia website at:



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<http://www.cascadiagbc.org>

5. Responsibilities of the Local Governments

The following are the core responsibilities of the associated local governments:

- Providing a place to work. This should mean that the person is provided a desk at each of the local governments so that time can be spent and work can be done at each of the local governments. This will allow key relationships to be built among local government staff and the local community.
- Providing access to key decision -makers within the associated local governments. The suggested structure is that the position provide services to a committee made up of senior decision makers at the associated local governments.

6. Position Description

This position's primary responsibility would be developed by the local governments named above, but would include supporting the sustainability initiatives of these Cities and Regions, and may include:

- Community outreach on sustainability issues on behalf of the local governments and Cascadia,
- Green building and sustainable community policy development, staff education and more,
- Supporting the efforts of the Thompson Okanagan Branch of Cascadia in providing targeted training and education to the professional building community (including but not limited to the engineering, architectural, home-builder, development, financial and urban planning professionals),
- Providing neutral, third-party assessments of the sustainability initiatives of the local governments named above, and providing public education around successes,
- Fund-raising to ensure that this position is revenue-neutral after the two-year pilot phase.

7. Proposed Schedule and Funding Allocations

Two years of seed funding are required to establish this work. However, it is the intention of all parties that the work would be revenue-neutral by the end of that time. How is this possible? In the words of Jason F. McLennan, CEO of Cascadia:



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"It is my hope that after two years the position pays for itself through donations and sponsorships in the community. This person will spend a small portion of their time building up the community of memberships and sponsorships. We still hope to serve the municipalities directly after two years, so we may ask for reduced funding if they still see value which I'm sure they will. 100% of the money will remain in the area up to the funding level of the position – then likely 70-80% after that. "

The approximate seed money needed to start this would be \$130,000 for both years (\$65,000 per year) and this would go towards funding the position (salary + benefits) itself as well as the management of this position by Cascadia's regional Director and CEO.¹

The associated municipalities would fund this position for two years, with the following 2-year commitments from the following local governments. These commitments are based on the population of the municipalities involved:

Local Government	Population	% Commitment	One-year Commitment	Two-year Commitment
City of Salmon Arm	16,000	7%	\$ 4,671.16	\$ 9,342.31
City of Vernon	33,494	15%	\$ 9,778.48	\$ 19,556.96
District of Lake Country	10,668	5%	\$ 3,114.49	\$ 6,228.99
City of Kelowna	106,000	48%	\$ 30,946.40	\$ 61,892.81
Okanagan Nation Alliance	8,375	4%	\$ 2,445.06	\$ 4,890.12
City of Peachland	5,369	2%	\$ 1,567.46	\$ 3,134.93
District of Summerland	10,828	5%	\$ 3,161.20	\$ 6,322.41
City of Penticton	31,909	14%	\$ 9,315.74	\$ 18,631.49
total:	222,643	100%	\$ 65,000.00	\$ 130,000.00

Please note that every local government would be entitled to their respective proportional financial commitment's worth of the paid position's time and efforts. This would be tabulated on an annualized basis.

¹ Cascadia would be contributing in-kind funds for training, supervision and administrative support.

----- CASCADIA JOB DESCRIPTION AND TERMS OF REFERENCE -----

Cascadia Region Green Building Council - Building and Development Sustainability Advisor

The Cascadia Region Green Building Council (Cascadia) seeks a Building and Development Sustainability Advisor for Thompson Okanagan, British Columbia. This is an excellent opportunity for a highly motivated and enthusiastic individual who is interested in being a part of a dynamic and fast-growing non-profit with a critical environmental mission.

Location: Thompson Okanagan, British Columbia
Reporting Relationship: Reports to the British Columbia Director, Cascadia Region Green Building Council

Date Released: March 3, 2008 (DRAFT)

Closing Date: TBD

SUMMARY

Under the direction of the British Columbia Director, the Building and Development Sustainability Advisor will be managed as a satellite of Cascadia Region Green Building Council for the Cities and Regions of Thompson Okanagan, British Columbia to provide valuable services to ensure that communities within this region green as they grow, to educate the public and to provide technical resources to municipal staff and departments in addition to serving as Cascadia Branch Leadership. By working through Cascadia the Building and Development Sustainability Advisor will access the best resources from the entire Cascadia region and beyond in order to provide these services.

KEY RESPONSIBILITIES

The Building and Development Sustainability Advisor will provide valuable services to each the municipalities of Thompson-Okanagan. The Branch Coordinator will:

- offer sustainable development and green building assistance to each of the associated municipalities,
- help these municipalities develop and achieve their sustainability goals,
- provide the types of services that would be provided by a sustainability department within a larger municipality, and to, over time, help to establish a sustainability department or staff person within municipalities that is able to provide this.

- provide neutral, non-profit, non-partisan advice, technical resources and education to the public and municipal staff.
- ensure that these municipalities green as they grow.
- provide community outreach on sustainability issues on behalf of the Cities, Regions and Cascadia.
- provide neutral, third-party assessments of the sustainability initiatives of the Cities and Regions
- assist with green building and sustainable community policy development, staff education and more.
- supporting the efforts of the Thompson Okanagan Branch of Cascadia in providing targeted training and education to the professional building community (including but not limited to the engineering, architectural, home-builder, development, financial and urban planning professionals),
- Fund-raise to ensure that this position is revenue-neutral after the two-year pilot phase.

POSITION QUALIFICATIONS

The ideal candidate will have:

- a strong passion for the environment, mature business judgment, strong interpersonal and organizational skills, use creativity to solve problems
- a bachelors degree or a masters' degree from an accredited university in the field of architecture, engineering, project management, environment & resource studies, business administration/management, or a related discipline, or demonstrated equivalent direct experience
- excellent project management skills with a focus and an ability to organize and deliver with a multi-task workload, dealing with diverse stakeholders and interests;
- be able to work in a team-oriented environment where staff, stakeholders and members are geographically dispersed;
- ability to work independently without much supervision;
- excellent verbal and written communications and interpersonal a skills;
- Strong ability and affinity for Apple based office computer programs with the ability to learn new software applications. This position will require significant interaction with multiple computer programs on the Mac platform;
- fluency in both official languages is preferred;

Other desirable qualifications include:

- Marketing and Public Relations experience
- Strong graphic communication skills and knowledge of Photoshop, Adobe, Illustrator and In-Design

- Introductory to intermediate level knowledge of the following programs / systems is helpful, but not mandatory:
 - Basic knowledge of HTML
 - Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
 - Dreamweaver
 - Salesforce.com (database)
 - WhatCounts (Mass Email Communication Program)
 - Event Bright

RELATED ORGANIZATIONAL GOALS AND OBJECTIVES

- Establish Cascadia as the premier regional industry leader for green building through providing outstanding educational and inspirational programming based on the needs of individual markets
- Encourage and accelerate regional adoption of green building through cultivating strong relationships with our diverse constituents
- Deliver customer service that is professional, timely and targeted to each customer's needs.

WORK SCHEDULE/HOURS

This job is full time salaried and typically 40-50 hours per week, but also requires willingness to work a flexible schedule and occasional overnight travel. Typical work hours are Monday through Friday, 8:30 AM – 5 PM, but the nature of the job occasionally requires longer or different hours. Flexible work hours are also negotiable given proper notice.

SALARY

The salary will be commensurate with demonstrated experience and educational background. and will include a competitive benefits package..

Comment: \$65,000 plus benefits

100 Friends of Cascadia

'Genius has boldness in it...begin it now!'

— Goethe

Goethe once said that "Genius has boldness in it..... begin it now". In some ways this could be the new motto for the Cascadia Region Green Building Council. As all environmental indicators are now pointing, we have little time in which to make significant change to the way we live, build and operate our homes, offices and places of recreation if we are going to evade a major ecological crisis. Climate change looms on the horizon and it is the makers of the built environment that are most responsible and most capable of significant change which could yet dampen the effects of global warming and other threats. As David Suzuki recently said, "we have scant more than 3,000 days to decide the future of our civilization". It is a sobering statement. For our part, Cascadia hopes to be an organization of significant change - one that creates posi-

tive change out of all proportion to the size of our organization and with a strategic focus that looks to find

7,000 individuals in our supporting companies and agencies. United we can make incredible things happen.



Cascadia is committed to four over-arching issues: climate change, the rise of persistent toxic chemicals, habitat loss and equity.

ways to skip over incrementalism to revolutionary shifts in the way the built environment is built and maintained. We are a young organization but with a big heart, a talented board and staff and an army of close to

2007 marks a year of new beginnings for the organization - new staff, new programs and new alignment - in many ways a preparation for some incredibly bold initiatives that will be launched fully in 2007. We are rein-

venting ourselves as we hope to reinvent our industry. We've started this transformation where one always should - by looking inward and clarifying our core values and focusing in on the signal issues that will govern our action. We have made a commitment to four overarching issues: climate change, the rise of persistent toxic chemicals, habitat loss and equity. It will frame and shape everything we do from this point forward.

So please join us in our efforts as our partner, and as our friend.

-Jason F. McLennan, CEO Cascadia Region Green Building Council

2007 Cascadia Year in Preview

This year, 2007, will be one of momentum building to solidify Cascadia as the PREMIER sustainable development organization in Oregon, Washington and British Columbia. It will be a year of deep collaboration to leverage resources, it will be a year of capacity building, and it will be a year where Cascadia poises itself to change the face of sustainable development as we know it.

Transformational Programs. Programs are our lifeblood. 2007 Cascadia programs available to our target audience will be streamlined into clusters or multiple 'series' to maximize and leverage resources. The series offerings will be organized around common threads, such as Living Buildings, Living Communities, and Cascadia Signal Issues. These timely issues will be carried out through multiple delivery mechanisms such as interactive workshops, exemplary conferences, visionary lectures, inspiring competitions and tools for providing desired outcomes. A comprehensive regional effort is underway, along with the launch of our first annual regional 'unconference' Living Future. Living Future 07 will attract the leading minds from around the Cascadia bioregion to address climate change and a path to a future of Living Buildings.

Fostering a Culture of Collaboration. Exceptional programs are created, marketed and leveraged ONLY through strong partnerships between staff and our branch volunteers, members and partners throughout the region. In 2007, Cascadia will leverage resources and maximize our efforts through:

- Supporting active and effective branches and volunteers through leadership and continued development,
- Increasing our organizational capacity to create branches in all acceptable markets,
- Creating and implementing a community engagement plan carried out by board, staff and branch leaders,
- Celebrating and creating a media splash for LEED and Living Building project teams
- Continuing to map political and influential organizations and individuals as a part of the Strategic Collaboration Initiative, and target our efforts accordingly.

Building Organizational Capacity. 2007 is a year of expansion! Our eight branches, talented 8 full-time and 3 part-time staff, and visionary Board are working to create change in our built environment. With your organization's strong foundation of support as a Friend of Cascadia, we can continue to maintain our reputation as THE prominent green building umbrella organization across the region.

Thank you for your support! We couldn't do what we do without you!

Marni Kahn, WA State Director, Gina Franzosa, OR State Director, Jessica Woolliams, BC Director, Brandon Smith, COO, Jason F. McLennan, CEO



Become a Friend of the Cascadia Region Green Building Council!

Not only will we help you market your programs and services, we'll improve your position in the marketplace. Through our powerful 100 Friends of Cascadia Program, we'll connect you with your peers who share your goals for a sustainable future. 100 Friends of Cascadia will help you:

- boost your revenues
- grow your client base
- increase your market penetration
- reduce your cost of media outreach
- save on exemplary educational offerings

Our program is simple - we collaborate with the "best in class" partners whose values align with Cascadia's to address the ongoing and continually evolving needs of the green building and sustainable communities marketplace in Washington, Oregon and British Columbia. As a cross-border advocacy organization we bring a unique perspective to green building by taking a bioregional approach to problem solving.

Since 1999, the Cascadia Region Green Building Council has been the premier green building organization in the Cascadia bioregion concerned with making change in the built environment for positive environmental impact. We are a proven leader in influencing state sustainable development policy and offer innovative, creative programs, tools and services designed to make significant change out of all proportion to our size, by acting as a lever for organizations in both the private and public sectors. Our members and 100 Friends include:

- architects, engineers, landscape architects, interior designers, indoor environmental quality specialists, green building specialists
- municipalities, state government, policy and decision makers
- contractors, developers, utilities, building owners and facility managers
- lenders, real estate professionals, appraisers
- industry associations, non-profits, and more!

As a Friend of Cascadia you will receive the following benefits:

100 Friends of Cascadia Sponsorship Benefits

Living Level (\$25,000 +)



30 complimentary individual memberships for your organization

use of logo and phrase 'Supporter of Cascadia'

logo scaled to the size of donation on all Cascadia presentations, regional conference brochure and promotional products, as well as a live weblink on the Cascadia website

ad placement in four magazines from all three regions

four complimentary regional conference passes (includes keynote and VIP event)

full page ad in conference program

complimentary table for display of literature at conference

complimentary 1/2 day consultation with CEO

Platinum (\$10,000 +)



10 complimentary individual memberships for your organization

use of logo and phrase 'Supporter of Cascadia'

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ad placement in four magazines from all three regions

two complimentary regional conference passes (includes keynote and VIP event)

complimentary table for display of literature at conference

complimentary 1 hour consultation with CEO

Gold (\$5,000 +)



5 complimentary individual memberships for your organization

use of logo and phrase 'Supporter of Cascadia'

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ad placement in four magazines from all three regions

one complimentary regional conference pass (includes keynote and VIP event)

complimentary 1 hour private staff consultation/presentation

Silver (\$2,000 +)



2 complimentary individual memberships for your organization

use of phrase 'Supporter of Cascadia'

logo scaled to the size of donation on all Cascadia presentations, name in regional conference brochure and name with live weblink on Cascadia website

ad placement in four magazines from all three regions

two complimentary conference keynote and VIP passes

Certified (\$1,000 +)



1 complimentary individual membership for your organization

use of phrase 'Supporter of Cascadia'

logo scaled to the size of donation on all Cascadia presentations, name in regional conference brochure and name on the Cascadia website

ad placement in four magazines from all three regions



All 100 Friends receive exclusive access to a biannual networking lunch meeting in your region, a listing in Cascadia's annual report as a sponsor, and an opportunity for additional event sponsorship such as Cascadia's annual regional conference!

In Appreciation

The Cascadia Region Green Building Council is the premier green building organization in the Pacific Northwest concerned with making change in the built environment for positive environmental impact. As a cross-border advocacy organization we bring a unique perspective to green building by taking a bioregional approach to problem solving. We endeavor to make significant change out of all proportion to our size, by acting as a lever for organizations in both the private and public sectors through creative programs, events and tools. Cascadia promotes the design, construction and operation of buildings in Oregon, Washington and British Columbia that are environmentally responsible, profitable and healthy places to live, work and learn.

Living (\$25,000 +)

The Inland Empire Chapter of the National Electrical Contractors Association, The Russell Family Foundation, Meyer Memorial Trust, Mithun, Kendeda

Edlen Development Company, Green Buildings BC, Metro, Miller Paint, NBBJ, Nike, SERA, Skanska, Sparling, Stantec Engineering, Turner Construction, Vulcan Real Estate

Otak, PAE Consulting Engineers, PBS Engineering, Portland Development Commission, RAFN Company, ShoreBank Pacific, Snohomish Public Utility District, Structural Engineer/CE News, Swenson Say Faget, Thomas Hacker Architects, UniverCity, Wood/Harbinger, Zeck Butler Architects, Zimmer Gunsul Frasca

ciates, Egis Certified, Environmental Building Supplies, Environmental Home Center, Fletcher Farr Ayotte, Flexcar, Fortis Construction, Glacier NW, Group Mackenzie, Interface Engineering, Iredale Group, Kearsley Construction, KPFF Consulting Engineers, LMN Architects, Lorig Associates LLC, Mahlum Architects, Meyer Wells, New Buildings Institute, Notkin Mechanical Engineers, O'Brien & Company, Oregon State University—Construction Engineering Management, PACE Engineers, Paladino & Company, PCL Construction Services, Portico Group, Portland Office of Sustainable Development,

Radiance Lighting Design, Read Jones Christoffersen, Redside Development, Sellen Construction, SMR Architects, Solaris Real Estate, Stoel Rives, Sunset Air, Sustainable Industries Journal, The Threshold Group, Unico, University of Washington, VIA Architecture, Walsh Construction

Platinum (\$10,000 +)

Energy Trust of Oregon, WA State Department of Ecology, United Fund Advisors

Silver (\$2,000 +)

Abacus Engineered Systems, Ankrom Moisan, ARC Architects, Avista Utilities, BN Builders, Boxwood, DLR Group, Ecotone Publishing, Flack + Kurtz, GGLO, Green Building Services, Hargis Engineers, King County, McKinstry Co., Miller | Hull, Northwest Architectural Co., NW Construction Magazine, Omicron, Opsis Architecture,

Certified (\$1,000 +)

2020 Engineering, AHBL, Antron, Arup, Ashforth Pacific, BLRB, BOORA, BRC Acoustics, Candela, CDI Engineers, Coffman Engineers, Coughlin Porter Lundeen, David Evans and Asso-

Volunteer Branches

Seattle, WA
Tacoma/Olympia, WA
Inland, WA
Portland, OR
Eugene, OR
Vancouver, BC
Vancouver Island, BC
Thompson Okanagan, BC

CASCADIA REGION GREEN BUILDING COUNCIL

100 FRIENDS OF CASCADIA 2007

Cascadia Region Green Building Council

1.

Natural Capital Center

721 NW 9th Avenue, Suite 280

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Potential Friend of Cascadia