

MUNICIPAL ENERGY CHAMPIONS PILOT PROGRAM GUIDEBOOK

January 2020

This guidebook provides an overview of the eligibility requirements, services available, and process for municipalities to participate in the Municipal Energy Champions pilot program.



Municipal
Climate Change
Action Centre

CONTENTS

Program Overview	3
Eligibility	3
Supports and Services	4
Outcomes	4
How to Participate	5
Evaluation	6
Commitment	7
Contact Us	8
Appendix	9

1.0 PROGRAM OVERVIEW

The Municipal Energy Champions (MEC) pilot program supports small municipalities that have not traditionally engaged in energy management, climate change planning, or programs offered by the Municipal Climate Change Action Centre (Action Centre). Recognizing that small municipalities may only require short-term support this program offers free person-to-person outreach and advisory services to build local capacity to engage in energy management initiatives. Alberta municipalities have indicated that a shortage of staff with knowledge and skills as one of the largest barriers to energy management. The program aims to address this issue by creating Municipal Energy Champions.

2.0 ELGIBILITY

2.1 Eligible Participants

The following are eligible to participate in the Municipal Energy Champions pilot:

- designated Municipalities within the province of Alberta. As per Section 1(s) of the *Municipal Government Act*, a “Municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized Municipality;
 - ii. repealed 1995 c24 s2;
 - iii. a town under the *Parks Towns Act*; or
 - iv. a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).

The pilot project will work with 4 municipalities to test the program and learn how a large-scale project may work in the future.

2.2 Ineligible Participants

The following are considered ineligible to participate:

- Non-profit organizations;
- Co-operative organizations;
- For-profit businesses;
- Indigenous communities;
- Institutions such as schools, hospitals, universities, or colleges. and;
- Other organizations deemed ineligible by the MCCAC.

2.3 Description of Need

Alberta municipalities have indicated that a shortage of staff with knowledge and skills as one of the largest barriers to implementing energy management activities. The MEC pilot aims to address this internal capacity issue. During the application process, municipalities will be asked to provide background context including the rationale for applying for energy management support and their commitment to provide one or more municipal staff to participate in the program.

The Action Centre will review the municipality's justification of need and accept program participants on case-by-case basis. Selection will be made on the perceived need for energy management support.

3.0 SUPPORTS AND SERVICES

The MEC program offers free person-to-person support for municipalities interested in developing a Municipal Energy Champion. Education delivery, technical support, and coaching methods will be used over a 6-month period to build the municipality's internal capacity to better manage and reduce their energy consumption.

The Action Centre will support the municipality through the delivery of a 6-steps program where participants will:

1. Learn the basics of energy management.
2. Gather preliminary data of municipal energy consumption.
3. Design an energy consuming systems map.
4. Build an energy profile of the municipality.
5. Complete a macro-energy audit.
6. Understand how to construct an implementation plan.

Participating municipalities can expect to invest 40-80 hours of total time over the 6-month period to complete the program, starting in January 2020.

4.0 OUTCOMES

This pilot will help small municipalities introduce energy management initiatives into their operations. It will build the internal capacity needed to identify opportunities for energy efficiency and/or renewable energy projects.

The outcomes of the pilot project are to:

- increase understanding of the importance of energy management.
- enhance knowledge of local energy use, energy planning, and make informed energy decisions.
- develop and share resources to enable municipalities to complete energy assessments.
- identify how to move forward in the energy planning process.
- improve understanding of the financing options available to offset the costs of energy projects.
- establish a local approach for energy management and related communications.

5.0 HOW TO PARTICIPATE

1 – Submit the MEC Expression of Interest (EOI)

Municipalities must submit an EOI to notify the Action Centre of their interest in participating in the pilot program. EOIs will be screened by the Action Centre to identify 4 municipalities best suited to participate in the pilot.

Note: Completion of the EOI does not securing a place as a pilot program participant.

2 – Letter of Commitment

Selected participants will sign a Letter of Commitment (see Appendix 1) which outlines the responsibilities of program participants to engage in activities outlined below in sections 3 through 8. Upon signing a Letter of Commitment, municipalities are formally admitted to the program.

3 – Complete Energy Management Basics Learning Activity

The activity uses energy management basics education material developed for the Action Centre by the Canadian Institute for Energy Training. 3 modules will be covered in this section, Global Trends in Energy and GHG emissions, Energy Basics, and Energy Management Basics. Training may be delivered to multiple participants from each municipality. More than one municipality may be invited to participate in these learning sessions at any one time. The schedule and location to be determine with pilot participants. If participants are unable to attend a one-day workshop, the materials can also be delivered through a one-day webinar.

4 – Collect Municipal Energy Information

Participants will work with the Action Centre to collect information on where, when, why, and how energy is being used in their operations. Detailed energy consumption data will be required to create a record of energy use in the municipality.

5 – Develop an Energy Consuming System Map

Using the information collected, the Action Centre will create a system map that outlines energy use boundaries for a defined scope of work. This step allows for a simple visualization of how energy is being used by the municipality.

6 – Develop an Energy Profile

The Action Centre will use energy bills and cost records (electricity, natural gas, fuel, etc.) to establish an annual pattern for the municipality. This step allows for a quantification for how much energy is being used by the municipality. Tracking and recording energy use allow for a comparison against a set standard of best practice, other energy users, or future energy consumption. Scope and quality of analysis will be dependent on the amount of data collected in step 4.

7 – Conduct a Simple Energy Audit

Participants will be provided with resources that can enable them to conduct simple assessment of their own buildings. The Action Centre will visit each municipality to conduct a macro-audit / building analysis on a building together with the energy champion. This step equips municipalities with the knowledge of how to look for energy efficiency improvements in buildings.

8 – Complete Implementation Plan and Continuing Success learning activity

This activity uses energy management education material developed by the Canadian Institute for Energy Training for the Action Centre. 2 Modules will be delivered in this session, Municipal Energy Plans, and Energy Efficiency Financing. The learning materials for continuing success will cover other advisory or funding opportunities available to participants.

Training may be delivered to multiple participants from each municipality. More than one municipality may be invited to participate in these learning sessions at any one time. The schedule and location to be determine with pilot participants. If participants are unable to attend a one-day workshop, the materials can also be delivered through a one-day webinar.

6.0 EVALUATION

Participants will be invited to provide feedback on the MEC outcomes at the beginning of the program. Municipalities will also be asked to help the Action Centre determine the extent to which the MEC program achieved the intended outcomes and objectives at the end of the program.

Participants will also be asked to reflect on their participation in the program and provide testimonials for the Action Centre to use in reviewing and communicating the pilot projects impact.

The findings from the pilot project will help inform future energy extension services, open to all AUMA and RMA members. This work is funded by the Government of Alberta.

7.0 COMMITMENT

Participation offers municipalities with the opportunity to learn more about how municipal energy management can improve municipal operations, reduce utility costs and build the internal capacity needed to identify and implement energy projects. The Action Centre requires participants to be fully committed and dedicated to completing each step in the program. Active participation means that municipalities will dedicate a minimum of one municipal staff member to 6 steps of the program over the six-month schedule.

Each participating municipality will be required to complete a Letter of Commitment (see Appendix 1). This letter formalizes acceptance into the program and establishes the foundational working relationship between the Action Centre and participating municipalities.

The Action Centre wants to assure you of our commitment to supporting your commitment to advancing energy management in your municipality and ensuring you have a productive and meaningful experience that sets the stage for future work. The Letter of Commitment clarifies the expectations of both parties in relation to the length of time commitment, confidentiality, learning event attendance and completion of the activities identified in the Municipal Energy Champions Guidebook.

Municipalities are responsible for all activities completed by their program participant. The Action Centre nor any of its affiliates shall be liable to the municipality or to any other party for damages to property or injuries to persons caused by, or arising from, any activities associated with this program.

CONTACT US

Questions about this program may be directed to:

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APPENDIX 1. LETTER OF COMMITMENT

This Letter of Commitment clarifies the working relationship between the Municipal Climate Change Action Centre and the _____ (Municipality) and the formal acceptance of participate in the Municipal Energy Champions program beginning on _____ and ending on _____.

The Municipal Climate Change Action Centre commits to:

- Delivering program supports for a six-month period in a flexible format
- Providing information and training to advance energy management skills
- Explaining the purpose of the program and providing the support and encouragement needed to achieve the desired results
- Assigning you a named staff-person who will provide you with regular support throughout the program
- Receiving comments and feedback to improve the program
- Recognizing your commitment in achieving the goals of the program

The Municipality commits to:

- Appoint one (or more) staff members to be identified as a Municipal Energy Champion
- Recognizing the Municipal Energy Champion as a significant obligation
- Committing to spend 40 hours to the program, at minimum, over a six-month period
- Fulfilling the 6-step program as outlined in the program guidebook
- Coordinating with the Action Centre to meet program deliverables
- Actively participate in all program activities and requests for assistance and feedback
- Profiling the work of the Municipal Energy Champion across the municipality

Acknowledgement

I have read and fully agree to this Letter of Commitment and look forward to working with the Municipal Climate Change Action Centre and advancing energy management efforts in our operations through a Municipal Energy Champion.

Our appointed Municipal Energy Champion(s) is identified below:

Name	Email	Phone Number

Signature _____ Date _____

Name:

Title:



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