

COMMUNITY ENERGY CONSERVATION PROGRAM GUIDEBOOK

June 2024

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Community Energy Conservation Program.



**Municipal
Climate Change
Action Centre**

CONTENTS

- 1.0 Program Overview3
- 2.0 Eligibility3
- 3.0 Financial Rebate6
- 4.0 How to Participate10
- 5.0 Verification and Inspection13
- 6.0 Additional Terms13
- 7.0 Application Checklist13
- Contact Us15

1.0 PROGRAM OVERVIEW

Program Name	Community Energy Conservation Program
Timelines	<p><u>Applications open</u> – April 29, 2024</p> <p><u>Application closure and approval deadline</u> – March 2026 or upon funding becoming fully allocated, whichever comes first</p> <p><u>Project completion deadline</u> – March 2027</p>
Rebate Rates*	<p><u>Energy Audits</u> - Up to 50% of pre-GST Energy Audit costs (per facility) to a maximum of \$7,500 for all municipal facilities.</p> <p><u>Retrofit Projects</u> - Up to 50% of project costs. Projects may receive 25-50% of project costs depending on the abatement rate.</p> <p><u>Retrofit Project Bonus</u> – A bonus of 10% project cost rebate will apply if a CEC project results in a 20% or greater reduction in facility-wide emissions.</p> <p>*Conditions apply. See Section 3.0</p>
Maximum Funding	\$500,000.00 per municipality across all CEC Project Types

Community facilities use a significant amount of energy and are costly to operate and upgrade. The Community Energy Conservation (CEC) program provides financial rebates to help identify energy-saving opportunities and implement Retrofit Projects, in municipally owned facilities. Through the CEC program, municipalities can receive rebates for Energy Audits that support investment decisions and Retrofit Project rebates for implementing energy efficient retrofits in their facilities. Building on the success of previous energy efficiency programs, the CEC program will help municipalities save energy, lower energy costs, and reduce greenhouse gas (GHG) emissions while creating more comfortable and productive operations.

This program is administered by the Municipal Climate Change Action Centre. The Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta. Alberta Municipalities is the lead delivery partner for MCCAC. Funding for the Community Energy Conservation program is provided by the Government of Alberta.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following organizations are eligible to participate in the CEC program:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in the CEC program. As per Section 1(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. a town under the Parks Towns Act, or
 - iii. a municipality formed by a special Act; or,
 - iv. if the context requires, the geographical area within the boundaries of a municipality described in sub-clauses (i) to (iii).
- b. Community-related organizations: non-profit community-related organizations (CROs) are eligible to participate in the CEC program if the Project is within a municipally-owned facility. While CROs are eligible to participate, the municipality must submit the CEC application and be the signatory to the funding

agreement. All reimbursements of rebates made under the program will be directed to the municipality. Such instances of community-related organization participation will be evaluated on a case-by-case basis.

2.2 Eligible and Ineligible Facilities

Eligible facilities include, but are not limited to, municipally-owned:

- a. Recreation centres such as arenas, pools, dry sports centres, and multiplexes;
- b. Libraries, offices, town halls, and community halls;
- c. Public works buildings, transit centres, and maintenance yards;
- d. Fire halls, police stations, and other emergency operation buildings;
- e. Water and wastewater treatment facilities, pump and lift stations; and
- f. Other facilities deemed eligible by the MCCAC.

The following are not eligible for the CEC program:

- a. New facilities that are less than 36 months old;
- b. New additions or expansions to existing buildings that are either planned or under construction;
- c. Outdoor lighting systems such as pathway or trail lights that are not electrically-tied to a municipal facility;
- d. Facilities owned and operated by non-profit organizations or agricultural societies;
- e. Facilities operated by a for-profit business or organization, including facilities that are located on lands owned by a municipality or leased from a municipality;
- f. Provincially or federally operated buildings located on municipal lands; and
- g. Private facilities or other facilities deemed ineligible by the MCCAC.

2.3 CEC Project Types

2.3.1 Energy Audits

Energy Audits identify and estimate energy-saving and GHG reducing opportunities within a building, including low or no cost opportunities and more capital-intensive opportunities. Energy Audits provide an in-depth analysis of energy-saving opportunities within a facility and provide the necessary information required to prioritize and target energy-saving opportunities through Retrofit Projects. Energy Audits must be completed by an approved Program Ally to the standard outlined in the CEC Energy Auditing Requirements and align with typical analysis included in an ASHRAE level 2 Energy Audit to receive a rebate through the CEC program. The Program Allies Directory can be accessed through the Community Energy Conservation web page.

Energy Audits are not mandatory to participate in the CEC program if a municipality chooses to apply for a Retrofit Project featured on the Simplified Retrofits List. Complex Retrofit Projects that are not featured on the Simplified Retrofits List require an Energy Audit to estimate the energy and GHG savings prior to applying.

2.3.2 Retrofit Projects

Retrofit Projects are the purchase and installation of energy-saving retrofits, or energy conservation measures (ECMs) in which a rebate is requested through the CEC program, such as one or more of the initiatives listed in Section 2.3.3. Retrofit Projects require project information such as the expected energy and GHG savings prior to approval. If valid project information such as the expected energy and GHG savings are not available or provided upon applying, an Energy Audit must be completed prior to proceeding with the Retrofit Project. For simple projects outlined in Section 2.3.4, municipalities can apply through the Simplified Retrofit List and energy and GHG savings information will be generated by MCCAC staff to support the application. Simplified Retrofits may proceed directly with a Retrofit Project application without completing an Energy Audit because the energy savings achieved by these types of projects are predictable. Complex Retrofit Projects are those that are not featured on

the Simplified Retrofit List and will require an Energy Audit to estimate the energy and GHG savings prior to applying.

2.3.4 Eligible and Ineligible Retrofit Projects

The CEC program funds Retrofit Projects that reduce energy use and GHG emissions. Eligible Retrofit Projects may include, but are not limited to the following:

- Interior and exterior lighting and lighting control equipment listed on the DLC, Energy Star, or equivalent QPL;
- Building envelope upgrades including insulation, weather-stripping, door sweeps and seals;
- Energy management control systems including direct digital controls, occupancy/motion sensors, thermostats and building automation systems;
- Heating, ventilation and air-conditioning (HVAC) systems including boilers and chillers, furnaces, heat pumps, ventilation systems, pipe insulation, air conditioners, air handling and rooftop units, ice plants, heat pumps and heat recovery systems;
- Tank and tankless domestic hot water systems;
- Ice rink flood water de-aerators (REALice);
- Hydronic heating system fluid additives;
- High-efficiency motor and pump replacements and variable frequency drives; and
- Other energy-saving technology, evaluated on a case-by-case basis.

Simplified Retrofits include:

- Lighting and lighting controls retrofits
 - Lighting must use the CEC Lighting Calculator to calculate energy, cost, and GHG savings. All applicable lighting equipment must be listed on a qualified products list (QPL) such as the [Design Lights Consortium \(DLC\)](#), Energy Star, or equivalent. QPLs ensure that lamps and ballasts are safe, warrantied, and meet their efficacy and lamp life claims.
- Ice rink flood water de-aerators (REALice);
- Pump replacements (below 20 horsepower);
- Pump variable frequency drives (below 50 horsepower);
- HVAC pump and fan variable frequency drives;
- Space heating boilers or furnaces (below 2.5 million BTUH);
- Domestic hot water tank and tankless water heaters;
- Insulating pool covers;
- Low flow aerators that reduce hot water consumption;
- Notched HVAC V-belts;
- Pipe insulation, weatherstripping or door sweeps;
- Infrared heaters; and
- Smart thermostats.

While these project types are considered eligible, all projects must meet program criteria and funding abatement rates. More details regarding abatement rates can be found in Section 3.3. Retrofit Projects require specification sheets for all equipment included in the CEC application and all Retrofit Project equipment must be CSA, or cUL certified. Equivalencies may be evaluated on a case-by-case basis. All equipment must be safe, installed correctly, and approved for use in Canada. Retrofit Projects such as lighting retrofits may require the submission of recycling or disposal certificates to verify the number of fixtures or bulbs replaced and ensure proper recycling or disposal practices are followed due to the presence of heavy metals and other toxic substances in disposed equipment.

Other Retrofit Projects or actions that are ineligible for rebates through the CEC program include those that:

- Merely terminate existing processes, facilities or operations;
- Are required by local, provincial, or federal law, building or other codes or are standard industry practices;
- Reduce voltage or improve power factor or power quality other than an ancillary benefit for obtaining quantifiable energy savings;
- Involve installation of any equipment or system if such equipment or system, or the operation of either would not comply with all existing laws and regulations;
- Involve recommissioning or existing equipment, processes or controls;
- Are regular routine maintenance;
- Are electronic equipment (i.e. computers, printers, photocopiers, etc.) and appliances (i.e. refrigerators, ovens, washers and dryers, etc);
- Are cosmetic in nature or do not reduce energy use or GHG emissions;
- Are combined heat and power, solar photovoltaics, wind turbines or other electricity generators; and
- Include electric vehicles, or electric vehicle infrastructure.

2.3.5 Eligible and Ineligible Project Costs

Eligible project costs include the equipment, materials, labour, installation, and project or construction management costs required to complete the project. Ineligible costs include Goods and Services Tax (GST), operation and maintenance costs, in-house facility labour, administrative costs related to preparing and meeting CEC program documentation requirements, and any other expense deemed ineligible by MCCAC.

3.0 FINANCIAL REBATE

3.1 Rebate Rates

The CEC program will provide rebates in accordance with the offers, rebate rates, funding maximums, and requirements in Tables 1 through 3. The approval and allocation of funding will occur on a first-come, first-served basis. Individual municipalities are eligible to receive a maximum of \$500,000.00 through the CEC program, inclusive of any applicable rebate bonuses. The MCCAC, at its sole discretion, reserves the right to adjust program rebate levels, funding caps, abatement rates and any other program design aspect in response to program demand and changing market conditions.

Table 1: Energy Audit Rebates

Project Type	Rebate	Requirements and Limitations
Energy Audit	Up to 50%* of pre-GST Energy Audit costs (per facility) to a maximum of \$7,500 if proceeding with a Retrofit Project	<ul style="list-style-type: none"> • Quote required to determine eligibility. • Must be completed by a designated Program Ally. • Audit must meet requirements and include the minimum number of measures. • Ineligible if the facility has undergone a similar audit within the past 5 years.

*NOTE: Energy Audit rebates are issued as two payments. The first 25% Energy Audit rebate payment is provided following Energy Audit completion and verification by the program team. The second 25% Energy Audit rebate payment will be issued after signing a Funding Agreement for a non-simplified Retrofit Project outlined in the Energy Audit. See Section 3.2 for more details regarding the Energy Audit rebate payment schedule.

Table 2: Retrofit Project Rebates

Approved Retrofit Projects can receive up to 50% of project costs. Projects with a simple payback of three years or less before applying rebates are ineligible. Simple payback is calculated by dividing the net capital cost of implementing the project by the annual energy cost savings produced by the project, as seen in the example equation below.

$$\text{Simple Payback (years)} = \text{Net project capital cost (\$)} / \text{Annual energy cost savings (\$/year)}$$

Project Type	Rebate	Requirements and Limitations
Retrofit Project	Up to 50% of pre-GST project costs to a max of \$500,000	<ul style="list-style-type: none"> Projects with a simple payback of less than three years without rebates are ineligible. Minimum installed cost of \$10,000 or greater. Multiple measures may be combined in one application. Rebates may be pro-rated between 25-50% of project costs depending on the project abatement rate. Projects exceeding the upper abatement rate limit are ineligible. See Section 3.3 for more details on the abatement rate.

Table 3: Bonus Retrofit Project Rebates

To encourage bundling of projects and deeper savings, an additional 10% project cost rebate is available to Retrofit Projects that achieve a 20% or greater reduction in facility-wide emissions. The bonus cannot be applied if the municipality has hit the \$500,000.00 program funding cap or if the project exceeds the upper abatement rate limit.

Project Type	Rebate	Requirements and Limitations
Retrofit Project - BONUS REBATE	Bonus 10% pre-GST project cost rebate if a CEC project results in a 20% or greater reduction in facility-wide emissions	<ul style="list-style-type: none"> Limited to regularly occupied facilities only, to be evaluated on a case-by-case basis. All reductions must result from an eligible CEC Project and reductions must be verifiable by the MCCAC team. The bonus will apply regardless of whether a project rebate is pro-rated by the abatement rate. Bonus not applied if project hits the \$500,000 cap.

Two examples of the above rebate structure are provided below:

Example Project #1 – Typical Project

- Project cost before rebate: \$40,000
- Annual energy cost savings: \$5,000 per year
- Simple payback before rebate: \$40,000 / \$5,000 per year = 8 years
- CEC program rebate for Example ECM #1: \$20,000 or 50% of costs
- Simple payback after applying CEC program rebate: 4 years

In Example #1, the municipality receives the full 50% rebate, decreasing the after-rebate project cost to \$20,000, and as a result, the simple payback decreases to 4 years.

Example Project #2 – Rebate Pro-rated by Abatement Rate Limit

- Installed cost before rebate: \$50,000

- Annual electricity savings: 27,550 kWh/year and an expected life of 10 years
- Alberta’s 2029 electricity grid factor: 0.000363 tCO_{2e}/kWh
- Lifetime GHG reductions: (27,550 kWh * 0.000363 tCO_{2e}/kWh) * 10 years = 100 tCO_{2e} lifetime
- Abatement rate = \$50,000 / 100 tCO_{2e} reduced lifetime = \$500/tCO_{2e} lifetime
- Pro-rated adjustment for exceeding \$300 tCO_{2e} lifetime lower limit: (300/500) * 0.5 = 0.3
- CEC program rebate for Example ECM #2: \$50,000 * 0.3 = \$15,000 or 30% of costs

In Example #2, the project is less effective at reducing GHG emissions and was pro-rated by the abatement rate. As a result, the project receives a 30% project cost rebate.

3.2 Payment Schedule

Energy Audits identify energy-saving opportunities that a participating municipality can pursue. Therefore, the rebate payment for an Energy Audit is offered in two payments to encourage municipalities to proceed with a Retrofit Project. The first rebate payment of 25% is paid upon completion of a pre-approved Energy Audit. The second rebate payment of 25% is paid upon signing a Funding Agreement for to complete at least one unique non-simplified Retrofit Project identified in the completed Energy Audit. Please note, the CEC Program has limited funding available and as a result, applications for Energy Audits may only receive the first 25% payment if all other funds are exhausted prior to applying for a Retrofit Project. MCCAC encourages municipalities to promptly apply for a Retrofit Project after completing their Energy Audit to have the best chance of receiving the remaining 25% Energy Audit rebate. Retrofit Project rebates are paid as a lump sum after the MCCAC team reviews and verifies the completion documentation for completeness.

3.3 Project Abatement Rate Limits

A key of the key goals of the CEC program is to reduce GHG emissions resulting from energy use within municipal facilities. As a result, the CEC program incentivizes projects using a pro-rated or decreasing rebate for technologies that are less effective at reducing emissions relative to their cost. The limits that dictate how this is applied to the program are called the project abatement rate limits.

Table 4: Abatement Rate Limits and Rebates

Abatement Rate Limit	Rebate
Equal to or less than \$300/tCO _{2e} lifetime (lower limit)	Full 50% project cost rebate
Between \$300 and \$600/tCO _{2e} lifetime	Pro-rated rebate ranging between 25-50%
Over \$600/tCO _{2e} lifetime (upper limit)	Not eligible for CEC program funding

A Rebate Project’s abatement rate is the ratio of the installed cost to the lifetime GHG emissions reduced. To be eligible for CEC funding, a Retrofit Project’s abatement rate must be below \$600/tonne CO_{2e} lifetime. Projects with abatement rates between \$300 and \$600/tonne CO_{2e} lifetime will receive a pro-rated rebate between 25-50%. All projects with abatement rates below \$300/tonne CO_{2e} lifetime will receive the full 50% rebate. Given Alberta’s electricity supply mix is undergoing a variety of changes and is becoming increasingly cleaner, the abatement rate for projects in the CEC program are evaluated against the forecasted carbon intensity of the electricity grid in 2029, which is **0.0003633 tonnes of CO_{2e} per kilowatt-hour** as per the Government of Alberta’s Carbon Offset Emission Factors Handbook. An example of a project being pro-rated due to the abatement rate limit can be found above in Example Project #3. An abatement rate calculation example is provided below:

Example Abatement Rate Calculation

- Installed cost before rebate: \$150,000
- Annual electricity savings: 110,200 kWh/year and an expected life of 15 years
- Alberta's 2029 electricity grid factor: 0.000363 tonnes of CO₂e/kWh
- Lifetime GHGs reduced: (110,200 kWh * 0.000363 tCO₂e/kWh) * 15 years = 600.5 tCO₂e lifetime
- Abatement rate = \$150,000 / 600 tCO₂e lifetime = **\$250/tCO₂e lifetime**
- Eligible for the full 50% rebate as the project abatement rate is below \$300/tCO₂e lifetime

MCCAC staff will calculate and provide the abatement rate to the municipality along with the estimated rebate within a Funding Agreement. The MCCAC reserves the right to adjust abatement rate limits based on market data.

3.4 Funding Maximum

To enable broad participation by Alberta municipalities, the total program funding for Energy Audits and Retrofit Projects distributed to a single municipality is capped at \$500,000 over the program lifespan. Municipalities may receive funding for multiple projects within one or more facility or multiple project types within the \$500,000 cap.

3.4 Project Bundling

Projects that take place within the same facility can be bundled within one application, provided that all projects meet program criteria and are approved. Bundling projects will increase a municipality's ability to achieve deeper energy and emissions savings and increase the likelihood of accessing the rebate bonus outlined in Table 3.

3.5 Rebate Disbursement

The approval and allocation of funds will occur on a first-come, first-served basis based on the date a fully executed Funding Agreement is received. Funding will not be awarded retroactively. Funding Agreements must be duly signed by both the participant and the MCCAC prior to the project commencing and before equipment is ordered, resources are hired, contracted and/or retained to complete the defined scope of work for the project. All projects must be completed within 12 months of the last dated signature on the Funding Agreement. Rebates will be paid as per Section 3.2 after the MCCAC verifies the completion of the project and any applicable public profiling activities outlined in Section 4.0.

3.6 Rebate Stacking

Participating municipalities must disclose any participation in other funding programs through which additional funding is being pursued. Municipalities are permitted to access other government programs for funding towards the cost of the project. However, the maximum amount of combined funding from all sources cannot exceed the total eligible costs of the project.

4.0 HOW TO PARTICIPATE

Step 1: Review Program Materials

MCCAC recommends that municipalities review all CEC program materials in detail including: this Guidebook, the CEC application form, the CEC Documentation Guidelines, the Simplified Retrofit List, and other applicable information listed on the CEC web page.

Step 2: Submit an Expression of Interest (EOI)

Municipalities must submit an EOI to notify the MCCAC of their intent to participate and for eligibility screening purposes prior to any project starting. The MCCAC will review all information provided in the EOI and will contact the municipality to provide information regarding subsequent stages of the application process. After reviewing

the EOI, the MCCAC will organize a short follow-up meeting with the municipality to discuss the project and answer questions. Please note, submitting an EOI does not secure funding or a place in the first-come, first-serve queue. For details on how this queue is established, see Section 3.5.

Following the EOI meeting, the municipality can proceed with gathering the applicable application documents and requesting quotes from Program Allies or other contractors.

Step 3: Submit a CEC Project Application

Municipalities must submit a CEC project application and all required attachments to contact@mccac.ca or directly to their designated MCCAC representative. The CEC application form is available on the CEC web page. A single CEC application may include multiple Retrofit Projects within a single facility. The MCCAC will review the CEC application to verify participant and project eligibility and confirm approval through to the next step.

Energy Audit applications must include the following documentation:

- A completed and signed CEC project application form.
- A minimum of 12 months of energy consumption and energy cost data from utility providers for all energy sources used in the facility including electricity, natural gas, and any other energy source.
- A copy of the Energy Audit cost estimate from an approved Program Ally.
 - It is recommended that any quote, or draft agreement or contract between the municipality and the Program Ally specifically references completing the Energy Audit in accordance with the CEC Energy Audit Requirements and to MCCAC's satisfaction.

Retrofit Projects applications that are pursuing one or more Retrofit Projects must include the following documentation:

- A completed and signed CEC project application form.
- A copy of the Retrofit Project equipment and installation quotes from the municipalities chosen contractor (clearly describing the costs of each separately).
- A minimum of 12 months of energy consumption and energy cost data from utility providers for all energy sources used in the facility including electricity, natural gas, and any other energy source.
- A copy of all applicable specification sheets for all equipment included in the application and distinct proof or product certification with CSA, or cUL and/or qualified product list compliance.
- If applying for a **Complex Retrofit Project**:
 - A copy of the Energy Audit or other supporting document that includes financial and greenhouse gas analysis for the intended project (not required for lighting projects or Simplified Retrofits).
- If applying for a **Simplified Retrofit Project**
 - All mandatory inputs for each Simple Retrofit as outlined in the Simplified Retrofit List.
 - The MCCAC team will estimate the energy savings, cost savings, payback, and greenhouse gas emission savings for Simplified Retrofits to supplement the CEC application. Additional information such as temperature setpoints, photographs of existing equipment, nameplate ratings, or other additional information may be required.
 - A copy of the CEC Lighting Project Calculator that includes energy and GHG savings calculations and one photo of each existing light fixture type (as applicable for lighting projects only).

The MCCAC recommends all municipalities participating in the CEC program solicit quotes from two or more Program Allies or contractors. Please note, applying does not secure funding or a place in the first-come, first-serve

queue. No retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed Funding Agreement from the MCCAC.

Step 4: Sign a Funding Agreement

If the project is approved, MCCAC will issue a Funding Agreement to the municipality. The municipality and the MCCAC must execute the Funding Agreement prior to initiating any work on the project. A signed copy of the Funding Agreement must be emailed to contact@mccac.ca or the designated MCCAC representative. The MCCAC will return a final copy of the executed Agreement to the municipality and the project may begin. The MCCAC must be notified of any scope changes or deviations from the application, including any changes from what was included in Schedule “B” of the Agreement. All rebate payments are contingent upon the service provided or the equipment being installed as described in the application. Rebates are subject to final project costs as outlined in final invoices and payment proof.

Step 5: Complete Project

Complete the pre-approved Energy Audit or Retrofit Project. All projects must be completed within 12 months of the last dated signature on the Funding Agreement. Municipalities are responsible for managing the project and ensuring that all work is completed by this deadline. Should an extension of the completion deadline be required, the municipality must submit a written request to the designated MCCAC representative detailing the nature of the extension request.

For Energy Audit projects, submit the completed Energy Audit report and any supporting documentation via email to the designated MCCAC representative for review and approval prior to proceeding to Step 6. MCCAC will verify that the report is in accordance with CEC Energy Auditing Requirements.

Step 6: Submit Completion Documentation

After completing the Project, submit the completion documentation via email to your designated MCCAC representative.

All Energy Audits require the following completion documentation:

- A copy of the Energy Audit report (sent during step 5);
- Final itemized invoice;
- Proof of payment to the Program Ally such as accounts payable records, invoices stamped as PAID by the Program Ally, or copies of cheques;
- Completion of the [CEC evaluation survey](#); and
- Other information as necessary and as requested.

All Retrofit Projects require the following completion documentation:

- Final itemized invoices with labour and equipment costs distinctly broken out;
- Proof of payment to the contractor such as accounts payable records, invoices stamped as PAID by the contractor, or copies of cheques;
- Post-installation photographs of each unique type of installed equipment including photos showing temperature setpoints, certification labels such as CSA, ULC or equivalent, as applicable;
- Other information as necessary and as requested, such as disposal certificates (lighting projects only);
- Completion of the [CEC evaluation survey](#);
- Completion of project profiling activities which requires MCCAC’s satisfaction of the following:

- A **DRAFT** media release for the Retrofit Project to be shared with MCCAC 10 business days before publishing to provide reasonable time to request quotes for inclusion in the media release or participation from MCCAC partner organizations. The release **must**:
 - Include a description of the Project and its benefits;
 - Include one or more quotes from municipal leaders or other municipal representatives, that may be used for MCCAC program marketing;
 - An acknowledgement that *“The Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, the Rural Municipalities of Alberta, and the Government of Alberta. Funding for the Community Energy Conservation Program was provided by the Government of Alberta”*;
 - If including logos, must include Government of Alberta logos as per the [Visual Identity Manual](#) and all logos of MCCAC partners and;
 - Be released by the municipality only after receiving written approval from the MCCAC and the municipality providing all web links.
- Other forms of public announcements are acceptable such as webpage updates, a Project profile in the local newspaper, or event which includes news releases resulting from Project completion. MCCAC, partner organizations, and the Government of Alberta must be invited to all public events relating to the Project with at least 15 working days notice;
- Sharing of Project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable;
- A set of high-resolution photographs of the Project suitable for print publication. Photographs must clearly show the equipment included in the Retrofit Project. Photographs with municipal staff are encouraged. If submitting photos with staff, the municipality grants permission for the MCCAC and its partners in perpetuity to use the submitted photographs and/or videos of municipal staff for program marketing; and
- Municipalities that choose to develop promotional material beyond the required media release and social media posts, including any video, are required to consult with the MCCAC prior to publishing to ensure proper recognition and branding of the MCCAC and the Government of Alberta is included. The Municipality agrees to notify and liaise with the MCCAC to coordinate major announcements, promotions including video communication materials or brochures, and in-person public events related to the Project. Notification should occur as early as possible.

Step 7: Receive Confirmation and Payment

After verifying the Step 6 submissions, the MCCAC will inform the municipality that all completion documents have been received and detail the final rebate amount, outlining any changes in the rebate from the Funding Agreement as applicable. The MCCAC will issue rebate payments via electronic fund transfer (EFT) or cheque. The MCCAC encourages municipalities to sign up for EFT for secure and fast payments. Designated MCCAC representatives can provide the EFT form for set up.

5.0 VERIFICATION AND INSPECTION

5.1 Verification and Inspection

The municipality must submit documentation to establish, to the satisfaction of the MCCAC, that the municipality incurred and paid all eligible expenses reported. All items on an invoice submitted by the municipality must be listed and the cost for each eligible expense must be clearly identified. If the municipality fails to provide information within a reasonable time on reasonable notice, as determined by MCCAC, for the audit and evaluation

of the project, the municipality may be required to refund all, or a portion of the payments received under the program, as well as forfeit any future payments under the program. Any municipality receiving grant money under the program may be contacted by the MCCAC or a third-party evaluator retained on behalf of the MCCAC to verify projects or be asked to complete a written, oral, or electronic participant survey.

If a CEC project is approved and completed, for up to five years following the rebate payment date, the MCCAC or its designees are entitled, at any reasonable time and upon reasonable notice to the municipality, to attend the project site for the purpose of examining items pertinent to the project in order to assess whether the municipality is in compliance with the CEC Funding Agreement and program conditions, and to conduct other measurement and verification activities if necessary.

6.0 ADDITIONAL TERMS

This document is subject to change at the discretion of the MCCAC. As program administrator, MCCAC reserves the right to modify, amend, or update any provisions within this document as deemed necessary. Changes may be made with or without prior notice, and all modifications shall be effective upon posting or notification to the relevant parties. It is the responsibility of users to regularly review this document for any updates or revisions.

6.1 Refunds and Right of Set-Off

The municipality shall immediately refund to MCCAC any payment received under the CEC program not in accordance with the CEC Guidebook and the Funding Agreement upon notice being provided to the municipality by the MCCAC. Failure to make repayment as required by MCCAC creates a debt owing to the Government of Alberta that can be offset against any money the Government of Alberta owes to the municipality. The municipality agrees that the MCCAC may off-set against any other grant or amount payable to the municipality under any programs administered by the MCCAC any amounts that become repayable by the municipality to the MCCAC under the CEC program.

6.3 False or Misleading Information

If the municipality provides any false, misleading, or incomplete information under the CEC program, the municipality shall forgo all rights to benefit from the CEC program.

6.4 Environmental Attributes or Products

“Environmental attributes” means emission offsets, renewable energy certificates, renewable energy credits, and any and all other current or future credits, benefits, emissions reductions, offsets or allowances, however entitled, named, registered, created, measured, allocated or validated.

- a. that are at any time recognized or deemed of value, or both, by any buyer, applicable law, or any voluntary or mandatory program of any government or other person and
- b. that are attributable to
 - i. generation by the Project and;
 - ii. the emissions or other environmental characteristics of such generation or its displacement of conventional or other types of energy generation through the avoidance of environmental impacts on air, soil or water, including but not limited to the emission of greenhouse gases.

The municipality or applicant will not register or claim any environmental attributes generated by the Project. The municipality or applicant will not transfer or assign any rights, title and interests, if any, in all environmental attributes generated by the Project to any person. The municipality or applicant warrants that no environmental attributes generated by the Project have been claimed, sold or otherwise transferred to a third party and that no other person has any claim to or ownership of the environmental attributes generated by the Project.

6.5 Limitation of Liability

MCCAC's sole liability is limited to paying the properly qualified incentives specified herein. The municipality acknowledges that any service provider, contractor, or consultant selected by the municipality is not an agent, contractor or subcontractor of MCCAC. MCCAC shall have no obligation to maintain, remove or perform any work whatsoever on the installed equipment.

Neither MCCAC nor any of its affiliates shall be liable to the municipality or to any other party for a service provider's and/or installation contractor's failure to perform, for failure of the equipment to function, for any damage to the municipality's premises, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this program.

7.0 PARTICIPATION CHECKLIST

Step 1: Review Program Materials

Review the CEC Guidebook, application form, and any other applicable documents on the CEC web page, as applicable.

Step 2: Submit the Expression of Interest

- Complete and submit an Expression of Interest (EOI).
- Receive approval to proceed to Step 3 from the MCCAC.

Step 3: Submit the Application

Complete and submit the application and all required attachments, available for download on the web page.

Step 3: Sign the Funding Agreement

Review, sign, and submit the Funding Agreement issued by the MCCAC upon approval of the application.

Step 4: Project Completion

Conduct the Energy Audit or complete the Retrofit Project, as applicable.

Step 6: Submit Completion Documentation

- Submit all applicable project verification documentation to contact@mccac.ca or your designated MCCAC representative within twelve (12) months of signing the Funding Agreement.
- Complete project profiling and funder acknowledgement activities.
- Complete the [program evaluation survey](#).

Step 7: Receive Confirmation and Payment

- Receive completion confirmation from MCCAC.
- Receive the rebate payment via electronic fund transfer or cheque.

CONTACT US

Questions about the CEC program may be directed to:

Municipal Climate Change Action Centre

300-8616 51 Avenue

Edmonton, AB T6E 6E6

780.433.4431

contact@mccac.ca

Founding partners of the Municipal Climate Change Action Centre



**Municipal
Climate Change
Action Centre**

780.433.4431

300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca

