Municipal Energy Manager Program
GUIDEBOOK

2026

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Municipal Energy Manager program.

Municipal Climate Change Action Centre

Contents

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1.0 PROGRAM OVERVIEW

Program Name   Municipal Energy Manager Program

Timelines	**Application open**	March 28, 2024
	Deadline for application approvals	*As of January 31, 2025, applications are no longer being accepted for the MEM program*
	Deadline for Energy Manager Start Date	March 31, 2025
	Deadline for project completions	March 31, 2027

Program Incentive Value

Year One
80% of MEM salary up to a maximum of $80,000 per year.

Up to $20,000 in rebates for project implementation funding is also available to participating municipalities, to support implementation of energy management initiatives.

Year Two
40% of MEM salary up to a maximum of $40,000 per year.

Up to $40,000 in rebates for project implementation funding is also available to participating municipalities, to support implementation of energy management initiatives.

Program Description

The Municipal Energy Manager Program offers staffing grants to municipalities in Alberta to offset the salary of an energy manager.

The energy manager will work for a municipality to develop an energy management plan, implement energy saving opportunities and realize energy savings.

Additional funding is also made available to support the implementation of energy management initiatives. Details about implementation funding is outlined below.

Waitlist Procedure

As the MEM program approach full subscription, the MCCAC will use a waitlist system, to ensure projects can be fully funded, before being approved.

The MCCAC will continue to accept Expressions of Interest and Applications, but approved applications will be placed on a waitlist.

Participants with an approved application will proceed to a Funding Agreement only if there is sufficient funding remaining to support the application.

1.1 Background

The Municipal Energy Manager (MEM) program enables municipalities to manage their energy use, become more energy efficient, and reduce greenhouse gas (GHG) emissions in facilities. It provides a staffing grant to offset the salary costs of a Municipal Energy Manager. The MEM program helps municipalities by developing an energy management plan, finding energy-saving opportunities, and leading energy and GHG reducing projects. The MEM program supplements the salary of a new or existing municipal employee identified to serve as the Municipal Energy Manager and provides rebates for energy management initiatives and projects.

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. Funding for the Municipal Energy Manager program is provided by the Government of Alberta.

2.0 ELGIBILITY

2.1 Eligible Participants
The following are eligible to participate in the MEM program:
- Municipalities: designated municipalities within the province of Alberta with population sizes below 150,000 residents (as per the 2016 Alberta Population Census) are eligible to participate in the MEM program. As per Section 1(s) of the Municipal Government Act, a "Municipality" is defined as:
  - a city, town, village, summer village, municipal district or specialized municipality;
  - repealed 1995 c24 s2;
  - a town under the Parks Towns Act;
  - or 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).

2.2 Ineligible Participants
The following are considered ineligible to participate:
- Municipalities with populations greater than 150,000 residents (as per the 2016 Alberta Population Census);
- Municipalities that participated in Round 1 of the MEM Program (2019-2024) are:
  - ineligible for Year One funding in Round 2,
  - ineligible for Year Two funding in Round 2, if they received funding for Year Two in Round 1;
- 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

The MEM program helps municipalities that lack the internal capacity to develop energy management practices, track energy consumption and conduct energy-saving projects. To apply, municipalities must describe their current energy management capabilities and justify their need for energy management support.

The MCCAC will review the municipality's justification of need and approve program participation on a case-by-case basis.

2.4 Regional Collaboration

Small municipalities are encouraged to partner with neighbouring municipalities and share a MEM. When multiple municipalities form a partnership, a lead municipality must submit the MEM Application, be the signatory to the Funding Agreement, and receive incentive funding on behalf of the partnership. It is recommended that one MEM position may be shared by a maximum of 3 municipalities with a planned percentage-of-time workplan. Time spent in each municipality does not need to be equal in any given time period or over the course of a year; however, it must, to a substantive degree, align with the planned percentages in order to achieve the required energy savings/GHG reduction results. Regional partnership will need to outline commitment and time by each participant during the application stage.

Small municipalities may also apply for a single dedicated MEM if they provide appropriate rationale, demonstrate high municipal energy use, and identify significant energy saving opportunities during the application stage.

All applications will be evaluated by MCCAC on a case-by-case basis. The partnering municipalities are responsible for determining their own financial and operational arrangements as partners in the program. A regional MEM is subject to all the Minimum Required Deliverables outlined in Section 4.0.

3.0 FINANCIAL INCENTIVE RATE

3.1 MEM Incentive Rate

The MCCAC will pay the municipality an incentive for the employment of a Municipal Energy Manager in accordance with the incentive rates defined in Table 3.1. Year Two funding is contingent on the MEM meeting the minimum Year One requirements.

Year One and Year Two participation also provides the participating municipality with capital project rebates to further encourage completion of energy management initiatives and projects.

Table 3.1: MEM Incentive Rates

MEM Term	Salary Rebates	Project Implementation Rebates
Municipal Energy Manager – Year One	80% of MEM salary to a maximum of $80,000 per year	Up to $20,000 in rebates for project implementation funding is available to participating municipalities, to support energy management initiatives and projects.
Municipal Energy Manager – Year Two	40% of MEM salary to a maximum of $40,000 per year	Up to $40,000 in rebates for project implementation funding is available to municipalities participating in Year Two of the program.

All funding is subject to the following provisions:
- No more than one position will be funded for any municipality or partnership.
- Funding is provided for a dedicated energy manager actively employed by the municipality. No third-party contractors are permitted.
- The program will be delivered to eligible municipalities on first come, first serve basis.
- Energy management projects will be reimbursed after receiving projects completion documents from the energy manager.

The MCCAC, at its sole discretion, reserves the right to adjust program rebate levels over time in accordance with changing market conditions. Such changes will be announced publicly, highlighting a clear cut-off date for application approval under existing rebate levels. MCCAC reserves the right to provide an add-on incentive or adjust funding caps to achieve geographic distribution of funding.

3.2 Eligible Expenses

Eligible expenses consist of direct salaries, or wages paid by the municipality to the MEM for time worked on energy savings/GHG reduction activities and in accordance with the municipality's pay scales as regular salary excluding overtime pay and bonuses.

Note: MCCAC reserves the right to request detailed salary cost breakdowns for MEM employment. Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.

3.2.1 Implementation Project Rebates:
Year One and Year Two funding provides the participating municipality with capital project rebates to further encourage completion of energy management projects. The following categories represent eligible used of capital project rebates:

1. Energy management project rebates may be used for external contracting for energy audits, engineering studies, or other planning services, as determined by the MEM. A separate application form will be prepared by the MEM, to be approved by MCCAC.
   Pending approval from MCCAC, projects may proceed and will be provided with a rebate upon verification of completion.
   Note: In each year of the MEM program, a maximum of 50% of capital project rebates may be used for this category (i.e. Year One = up to $10,000 and Year Two = up to $20,000). Use of capital project rebates is capped at $10,000 per individual project.

2. Energy management project rebates may be used for simplified measures (low hanging fruit) that increase energy efficiency while reducing energy costs and GHG emissions. A separate application form will be prepared by the MEM, to be approved by MCCAC.
   Pending approval from MCCAC, projects may proceed and will be provided with a rebate upon verification of completion. Eligible projects include:
   - Lighting and lighting control retrofits
   - Pump replacements (below 20 horsepower);
   - Pump variable frequency drives (below 50 horsepower);
   - Space heating boilers, furnaces, and unit heaters (below 2.5 million BTUH);
   - Domestic hot water tank and tankless water heaters;
   - Pipe insulation and weatherstripping; and
   - Smart thermostats

   A full list of simplified retrofits is available here, in alignment with the MCCAC's Community Energy Conservation program.

3. Funding can be used for complex measures that increase energy efficiency while reducing energy costs and GHG emissions. The term complex measure is used to define energy management opportunities that are not described in the simplified measures list. Additional ineligible costs can be seen in 3.3 Ineligible Expenses.
    A separate application form will be prepared by the MEM, to be approved by MCCAC. Approval from MCCAC will be based on effective GHG abatement costs, positive business cases, availability of funding, etc. Pending approval from MCCAC, projects may proceed and will be provided with a rebate upon verification of completion.

Note: Use of capital project rebates in the MEM program is capped at $10,000 per individual project.
For retrofit projects (simple or complex) where the abatement rate:
- < $300/tCO$_2$e (lifetime): Bonus 50% project cost rebate, on top of the $10,000
- $300–$600/tCO$_2$e (lifetime): Bonus pro-rated rebate between 25–50%, on top of the $10,000
- > $600/tCO$_2$e (lifetime): Funding remains capped at $10,000 per project.

Example:
The MEM identifies the City Hall as one of the highest energy-use buildings. The MEM proposes a two-stage project; Energy Audit (in Year 1), and a Simplified light Retrofit, based on audit recommendations (In Year 2). Details are outlined in Table 3.2.1.1

Table 3.2.1.1 Example Project, Costs and MEM Implementation Funding Values

Component	Cost (Eligible Amounts)	Implementation Funding Value
City Hall Lighting Audit	$9,500	$9,500
Lighting Retrofit	$25,000	$17,500

Abatement Calculation
- Inputs (from audit):
    - Annual savings: 16,000 kWh/year
    - Project cost: $25,000
    - Useful life: 15 years

- Lifetime emission reduction estimate: 287 $/tCO$_2$e (lifetime)
  This abatement rate falls within the < $300/tCO$_2$e tier.

- Rebate Calculation
    - Base rebate: $10,000
    - Eligible bonus: 50% of remaining costs
        - Remaining amount = $25,000 – $10,000 = $15,000
        - Bonus = $7,500 (50%)
        - Total Rebate = $17,500

The MCCAC will take up to 10 business days to review application for energy management projects Pending the review, additional edits to the application may be needed, before it can be approved.

If approved, the MCCAC will issue a Funding Agreement for the energy management project. 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. Active projects or projects with active MCCAC funding agreements are not eligible.

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Participating municipalities must disclose any participation in other funding programs through which funding towards the cost of the project 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.

3.3 Ineligible Expenses
Expenses that are ineligible for reimbursement through the MEM program include:
- In-kind contribution of services;
- Day-to-day office supplies and equipment (e.g., telephone, computer)
- Salaries of staff participating in related activities (except for the MEM role);
- Expenditures related to regular business activities;
- Overtime pay;
- Bonuses/performance pay;
- Benefits such as sick days, short- or long-term disability, health, medical, and life insurance, pension plans, any other fringe benefits;
- Employer contributions to CPP and EI premiums;
- Costs related to ongoing or other business activities and not specifically required for energy savings/GHG reduction activities;
- Training sessions or courses;
- Travel expenses including fuel, lodging, and all other travel-related expenses;
- Membership fee or dues; and
- Any other expense deemed by the MCCAC to be ineligible.

Other Retrofit Projects or actions that are ineligible for rebates through the MEM 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.
- Active projects or projects with active MCCAC funding agreements
- Any other expense deemed by the MCCAC to be ineligible.

3.4 Incentive Disbursement

After receiving notice of the MEM start date, their annual salary value, a completed Skills and Behaviours Checklist, and other documentation the MCCAC will pay the MEM incentive to the participating municipality as follows:

Year One:
- The MCCAC will fund half of the total salary grant value to the participating municipality.
- The remaining half of the salary grant value will be provided after receiving and approving the energy manager's second quarter report. Continued funding will be subject to the submission of quarterly reports that meet the stated criteria.

Year Two:
- Upon approval of the Year One third-quarter progress report the MCCAC will confirm the participating municipalities eligibility for Year Two funding.
- If eligible, the municipality can continue to Year Two. In Year Two, the MCCAC will fund half of the total salary grant value, in accordance with program funding maximums, to be paid after the MEM's one-year employment anniversary.
- MCCAC will pay out the remaining salary grant value, in accordance with program funding maximums, upon receiving and approving the MEM's second quarter (Year Two) progress report.

The MCCAC reserves the right to deny Year Two funding if the quality and comprehensiveness of Year One deliverables are not to the MCCAC's satisfaction. The Year One final reports must detail any Year One deliverables that were not met and provide a detailed rationale as to why.

During Year Two participation, the municipality reserves the right to provide their MEM a merit or performance-based raise, but MCCAC funding percentages and caps will not change from the incentive rates described above.

Funding for energy management initiatives and projects are provided as rebates. Project implementation funding will be subject to MCCAC approval as well as verification of project details. Full details are outlined in MEM capital project rebates application form, and will include final itemized invoices, proof of payment, and the completion of public engagement and profiling activities.

All MEM program incentive disbursements will be paid by electronic fund transfer after the MCCAC has received and verified the required deliverables.

3.5 Applying for Year Two Funding (Optional and Conditional)
Year Two funding is contingent on the MEM meeting the minimum Year One requirements, submitting an application for Year Two funding, and being approved by MCCAC. Municipalities requesting Year Two funding must indicate their intent to confirm eligibility for Year Two funding with their third-quarter progress report.

The Year Two application must include:

- A high-level Year Two Work Plan including the continuation of the Energy Management Plan, an overview, timeline, and plan to achieve Year Two deliverables, examples of potential GHG reducing projects, and other planned activities.
- A letter of support from administration or council that communicates a willingness to support the MEM in achieving their Year Two deliverables.

The municipality will be notified of the approval of the Year Two application prior to the submission of the Year One final report and funding will be formally held. Year Two funding will be disbursed to the municipality after the MEM's one-year employment anniversary. The MCCAC must be immediately notified of any scope deviation from the MEM Application or Funding Agreement, and an amendment must be duly executed to capture the scope change.

4.0 DELIVERABLES

The Year One and Year Two deliverables outlined below describe the minimum activities a MEM must complete. In addition to completing these minimum deliverables, participating municipalities may leverage their MEM in other energy management, energy efficiency, renewable energy, or emission reduction initiatives as time permits. Other municipal staff, including the MEM's supervisor, will be expected to attend several workshops and sessions, organized by the MEM throughout the employment term. These sessions will focus on findings of the MEMs work as well as outlining action items. Other existing staff may also need to support the MEM in meeting program deliverables.

4.1 Year One Deliverables

- **Energy Management Assessment**: Facilitate an Energy Management Assessment (EMA) to evaluate the current state of energy management practices and policies in the municipality.
- **Energy Team.** Assemble an energy management team and create a charter to outline roles and responsibilities
  Energy Policy. Create a Policy for the organization to help advance energy management initiatives and build buy-in for the energy manager position.
- **Year one work plan:** Prepare a Year One Work Plan that provides an overview of all Year One deliverables and a timeline of all Year One activities.
- **Energy Management Plan:** Develop or refresh an Energy Management Plan (EMP), covering three or more years, for all in scope municipal facilities including, at a minimum:
  - o Results of the Energy Management Assessment including the action plan and Organizational Engagement Plan (OEP).
  - o An internal assessment of energy performance and associated greenhouse gas emissions of all municipal buildings via energy benchmarking tools.
  - o Assigned GHG reduction targets for the in-scope municipal building portfolio.
  - o Identify, prioritize, and recommend specific opportunities to improve energy efficiency and pursue GHG reductions in the municipal building portfolio, working closely with building managers and utilizing the MEM's criteria for meaningful impact (size of emission reductions, cost savings, turnaround, ease of implementation, etc.).
  - o Identify funding available to support the identified opportunities.
- **EMP and Work Plan Presentation**: Present the EMP and Work Plan to Stakeholders (for example – Executive Sponsor, other municipal staff and/or elected officials).
- **Energy Audit:** Complete an energy audit on the highest energy-consuming municipal building (or building with the most energy efficiency potential as determined by the EMP's benchmark) through a third-party contractor or internal resources such as the MEM and send results to MCCAC. Energy audits must follow the established guidelines for ASHRAE Level 2 audits
- Energy Management Plan **Implementation:** Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve a minimum 5% GHG reduction from the determined baseline year's emissions or an approved reduction based on the EMP scope and the in-scope inventory.
- **Quarterly Reports**. Complete quarterly progress reports and update the Work Plan and EMP. Reports and updates are to be submitted to MCCAC.

- o The Q4 report will serve as a Year One Achievement/final report.
- Present an overview of Year One achievements and deliverables to stakeholders (Executive Sponsor, other municipal staff and/or elected officials) that includes details on Year One progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
- **Ongoing tracking, measurement, and verification of Energy Management Assessment:** Facilitate an Energy Management Assessment update to evaluate the changes and status of energy management practices and policies over Year One.

If applying for Year Two funding, the third-quarter progress report must include the items outlined in section 3.5 Applying for Year Two Funding (Optional and Conditional).

If not applying for Year Two funding, the MEM must submit a final report at the end of the fourth quarter, signed off by the Project Manager, that includes Year One achievements, energy management recommendations, and a summary of all projects. The final report must confirm that the municipality is not requesting Year Two funding.

4.2 Year Two Deliverables
- Expand upon and finalize the Year Two Work Plan submitted in the third-quarter progress report that includes at a minimum: an overview of all Year Two required deliverables, a timeline of all Year Two activities, and potential GHG reducing projects.
- Continue following the Year One Energy Management Plan (EMP) deliverables for all municipal facilities and refresh as needed to reflect the following:
    - o Updated results of the Energy Management Assessment to evaluate the changes and status of energy management practices over Year One;
    - o Updated municipal building portfolio energy performance via energy benchmarking with up-to-date energy consumption information;
    - o Revised GHG reduction targets for the entire municipal building portfolio, if required;
    - o Additional identification of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations to building managers, if any;
    - o An updated list of the best opportunities for pursuing GHG reductions in the municipal building portfolio; and
    - o An updated list of incentive funding available to municipalities that will support the identified opportunities.
- Present the EMP and Work Plan to municipal staff and elected officials. Send the EMP, Work Plan, and presentation slides to MCCAC.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve an additional 5% GHG reduction over the previous year's emissions or an approved reduction based on the EMP scope.
- Complete quarterly progress reports on deliverable progress, updates to the Work Plan and EMP, and identification of additional energy-related work beyond MEM deliverables to be submitted to MCCAC.

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- Present an overview of Year Two deliverables to municipal staff and elected officials that includes details on Year Two progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
- Participate in the Energy Management Assessment update with technical advisors to evaluate the changes and status of energy management practices and policies over Year Two.
- Submit a final report that summarizes all Year One and Two projects, energy saved, grants applied to, continued energy management recommendations, and municipal learning outcomes.

All deliverables including the EMP, Work Plans, presentation slides, or other materials must be sent to the designated MCCAC Coordinator for progress tracking purposes upon completion. Municipalities receiving MEM funding are encouraged to apply for project funding from MCCAC and other organizations to offset the cost of identified projects.

5.0 HOW TO PARTICIPATE

Step 1: Review Program Materials
Prior to getting started in the MEM program, the MCCAC recommends that interested municipalities review all MEM program materials in detail such as this Guidebook, the MEM Application Form, the Sample Job Description and Skill and Behaviours Checklist, and any other information or documents listed on the MEM web page, as applicable.

Step 2: Submit the MEM Expression of Interest
Municipalities must submit an EOI to notify the MCCAC of their intent to participate and to enable MCCAC to screen for eligibility prior to hiring a MEM. 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.

The MEM EOI is available on the MEM webpage, as long as the program remains open.

Note: Completion of the EOI does not secure funding or a place in the first-come, first-served queue.

Step 3: Submit the MEM Application
The **MEM Application Form** is available on the MEM webpage, as long as the program remain open.

The Application Form must include rationale, planned activities (a sample year 1 plan of work is provided below), salary details, anticipated start date, indication of municipal funding to support energy management work, and hosting details.

Sample Plan of Work: Example projects and tasks for the energy manager to focus on in Year 1:
- *Advance work on an existing or new energy management plan;*
- *Identify facilities that contribute a significant portion to a municipality's GHG emissions;*
- *Recommend energy-saving equipment and technologies;*
- *Conduct pre- and post- audits on energy-saving projects;*

- *Educate municipal staff and elected officials on opportunities to lower the lower upfront costs of energy efficiency and renewable energy implementation;*
- *Solicit and document suggestions from municipal staff on potential opportunities;*
- *Prepare and submit applications to MCCAC and other program providers to assist and fund retrofits, technology installations, energy efficiency construction, or other energy savings/GHG reduction projects; and*
- *Deliver energy-related employee awareness and training activities to coach and train municipal employees to identify energy efficiency upgrade and support their implementation.*

Municipalities must submit the MEM Application and all required attachments to contact@mccac.ca or the designated MCCAC Project Contact. The MCCAC will review the MEM application to verify participant, project eligibility, and confirm approval through to the next step.

The MCCAC will review and approve the applications on a first-come, first-served basis. The MCCAC, at its sole discretion, reserves the right to deny or limit approval of any MEM Application for reasons including but not limited to the quality of application, or otherwise.

Step 4: Sign Funding Agreement
If approved, municipalities will be issued an MEM Funding Agreement. A signed copy of the MEM Funding Agreement sent to contact@mccac.ca or the designated MCCAC Project contact. The MCCAC will return a final copy of the executed agreement to the municipality and formally reserve funding. 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. An amendment to the funding agreement must be duly executed to capture the scope of change.

Step 5: Hire a Municipal Energy Manager
After receiving a fully executed copy of the Funding Agreement, the municipality can begin the hiring process. Municipalities will hire a candidate of their choice. MCCAC must be notified of the job posting, and the final hiring decision. The municipality is responsible for all steps of the hiring process including preparation of a job posting, selecting, and interviewing candidates, checking references, and selecting a successful candidate.

A Sample Job Description is provided by the MCCAC. The municipality is encouraged to recruit an energy manager that is professionally designated. Applicable designations may include: Certified Engineering Technologist (CET), Certified Energy Manager (CEM), Energy Manager In Training (EMIT), or a licensed professional engineer in the province of Alberta (P.Eng) with experience in energy management. An equivalent combination of education and experience in energy management may also be considered, and other appropriate qualifications may be acceptable at the MCCAC's discretion. Participants may choose to review the Skills and Behaviour's Checklist, to ensure the successful candidate meets program expectations. The municipality must employ the MEM on a full-time contract or permanent basis. The MEM must be able to be present onsite at the municipality, for in person activities connected to their role, throughout the term of the program. MEM positions must begin actively working in the municipality

no later than March 31, 2026. For municipalities taking full advantage of both years of funding in the program, the MEM must begin actively working for the municipality no later than March 31, 2025.

Start dates for MEMs should be determined in partnership with the candidate, the municipalities, and the MCCAC. MCCAC is seeking to coordinate start-dates to improve the peer-to-peer learning opportunities.

After selecting a preferred candidate, the hiring municipality will complete the Skills and Behaviour's Checklist and share the candidate's resume with MCCAC. After review and approval, the MCCAC will send the municipality the first incentive payment in accordance with the MEM Guidebook, the MEM Funding Agreement, and the salary value provided.

Step 6: Complete the Year One Required Deliverables and Work Plan
The Municipal Energy Manager is to complete, at a minimum, the Year One deliverables within Section 4.0 Minimum Required Deliverables and is encouraged to complete all items identified by them in their Year One Work Plan. The municipality is solely responsible for ensuring that this work is completed within the allotted timeframe. All reports and presentation slides are to be sent to the MCCAC upon completion. The MCCAC will schedule touch points with the MEM to monitor progress. Incomplete deliverables must be identified and explained with rationale and remediation.

Municipalities applying for Year Two funding must express their interest in the third-quarter progress report and provide the supporting documentation as per Section 3.6 and 4.0. If Year Two funding is approved, proceed to Step 7. If the municipality is not pursuing Year Two funding, skip to Step 8.

Step 7: Year Two Funding Approval (Year Two Applicants Only)
Year Two funding is reserved upon approval of the third-quarter progress report and Year Two application documentation aligned with Sections 3.5 Applying for Year Two Funding . If approved, 40% of Year Two funding will be disbursed to the municipality after the MEM's one-year employment anniversary.

Step 8: Complete the Year Two Required Deliverables and Work Plan (Year Two Applicants Only)
The MEM is to complete, at a minimum, the Year Two deliverables within Section 4.0 Minimum Required Deliverables and is encouraged to complete all items identified in their Year Two Work Plan. The municipality is solely responsible for ensuring that this work is completed within the allotted timeframe. All reports and presentation slides are to be sent to the MCCAC upon completion. The MCCAC will schedule touch points with the MEM to monitor progress. Incomplete deliverables must be identified and explained with rationale and remediation.

Step 9: MEM Completion Activities
In the final three months of the MEM's employment through MCCAC funding, the municipality must provide the following documentation/ complete the following tasks:
- A signed Project Completion Statement (template provided by MCCAC), including a brief abstract describing the municipality's involvement in the MEM program, including one or more quotes from municipal leaders to be used for MCCAC program marketing and reporting;

- A final report (submitted in either Q4 of Year One or Q4 of Year Two), including an overview of the completed projects with the energy savings, cost savings, and GHG emission reductions facilitated by the MEM;
- Updated copies of all completed deliverables including the Work Plan, EMP, energy audits, and presentation slides (deliverables are used for record keeping);
- A financial report or summary, demonstrating the use of grant proceeds;
- Complete a Program evaluation survey (provided by MCCAC);
- Proof of completion of project profiling activities including:
  - A draft media release for funding acknowledgement to be shared with MCCAC 10 business days before publishing to provide reasonable time to request quotes 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, to be used for MCCAC program marketing;
    - An acknowledgement that *This project was funded in part by the Government of Alberta through Municipal Energy Manager Program 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*
    - If including logos, include Government of Alberta logos as per the Visual Identity Manual and all logos of MCCAC partners
    - Only be released by the Municipality after receiving written approval from the MCCAC and the municipality providing all relevant web links to MCCAC.
  - 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 should be invited to all public events relating to the project with ample notice;
  - Sharing of Project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable; and
  - A set (3 or more) of high-resolution photographs of the Project suitable for print publication. Photographs should focus on the Municipal Energy Manager, staff engagement activities; or energy-saving projects completed. Photographs are to be used for MCCAC program marketing and reporting.

The municipality will sign the Project Completion Statement and send an electronic copy along with the required attachment to contact@mccac.ca or the designated MCCAC Project contact. The MCCAC will review the documentation provided and verify the project.

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6.0 ADDITIONAL SUPPORT

GRITS – Energy, Carbon, and Cost Planning Software

The MCCAC will provide all MEMs with access to software to support work planning, technical analysis, and reporting.

The MCCAC will provide funding to participating municipalities for a GRITS license, during the term of the grant. GRITS is an easy-to-use platform designed to help institutions analyze, track, and share the energy, financial, and carbon-saving impacts of their sustainability projects. More than 800 institutions in the United States, Canada, the United Kingdom, Australia, and New Zealand use GRITS to advance their sustainability goals. The MCCAC has set up an enterprise GRITS account, to oversee/track all of the projects entered by MEM.

With access to GRITS, MEM program participants can:
- Share and Compare - Access the GRITS Library with thousands of completed projects for benchmarking and inspiration.
- Build the Business Case - Robust financial metrics and real-world data from peers increase support for efficiency investment.
- Foster Participation - Plan and track sustainability projects. Report results to key decision makers.
- Save Time - Intuitive interface and streamlined design allow quick project entry and report generation in minutes.
- Track Savings - Calculate energy, carbon, water, waste, and financial savings as well as payback and ROI.

Upon completion of participation in the MEM program, Municipalities can choose to continue accessing a GRITS License themselves.

The MCCAC will also provide guidance, advice, and resources to the Municipal Energy Manager, to support energy management planning and projects.

Alberta Ecotrust - Retrofit Accelerator Program

Alberta Ecotrust's Retrofit Accelerator aligns well in supporting Municipal Energy Manager's with the minimum required deliverables in our program. This program offering free coaching services to building owners and managers, guiding them through the process of making comprehensive, sustainable upgrades to their buildings.

Participants in the Municipal Energy Manager program, if desired, will be put into direct introduction to the Retrofit Accelerator team, who can answer any questions and connect a retrofit coach to support energy management work

Natural Resources Canada – Energy Management Tools

MCCAC has collaborated with Natural Resources Canada (NRCAN) to bring to MEM's complementary online energy management tools to support program deliverables at no cost.

NRCAN offers the following:
1. Ready Navigator tool – free tool to improve facility-level energy performance: Establishes an effective energy management system in alignment with many MEM program deliverables.
2. 50001 Ready Canada - self-paced, no-cost program provides energy management system benefits

Additional information will be provided to program participants.

Climate Ready Infrastructure Service

The Climate Ready Infrastructure Service is delivered by the Canadian Urban Institute and funded by the Government of Canada.

Municipalities with eligible infrastructure projects may register their infrastructure project to request a Climate and Infrastructure Expert join their team. Gain access to specialized expertise for integrating climate resilience into your community's infrastructure projects. Projects can include water systems, transportation, buildings, and more. Gain specialized guidance, decision-making support, and capacity building opportunities.

7.0 EVALUATION AND VERIFICATION

7.1 Evaluation Survey

Municipalities will be invited to provide feedback on the MEM program implementation processes and operations, to help MCCAC's improve program efficiency and cost-effectiveness, strengthen story-telling activities, focus outreach, and increase the satisfaction of program participants. Municipalities will also be asked to help the MCCAC determine the extent to which the MEM program is achieving intended outcomes and objectives.

Providing feedback through the Evaluation Survey is a project completion requirement. Completion of the survey will be verified before the issuing of final grant payments.

7.2 Verification

The MCCAC may contact any municipality receiving funding through the MEM program, to verify project activities or be asked to complete a written, oral, or electronic participant survey.

Upon request, 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 other equivalent submitted by the municipality must be listed separately, and the cost for each eligible expense must be clearly identified.

The municipality must also provide any other documentation requested by MCCAC. 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 any and all payments received under the program, as well as forfeit any future payments under the program.

8.0 REMEDIES AND WARRANTIES

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.

8.1 Refunds
The municipality shall immediately refund to MCCAC any payment received under the MEM Program not in accordance with the MEM Guidebook and the MEM 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 Participant.

8.2 False or Misleading Information
If the municipality provides any false, misleading, or incomplete information under the MEM, the municipality shall forgo all rights to benefit from the MEM program.

8.3 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.

8.4 Limitation of Liability
MCCAC's sole liability is limited to paying the properly qualified incentives specified herein. The municipality acknowledges that any MEM, service provider, contractor, or other provider selected by the participant is not an agent, contractor or subcontractor of MCCAC. Municipalities are responsible for exercising due diligence in selecting qualified Contractors and ensuring that projects relating to the

Required Deliverables in Section 4.0 are completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta. Neither MCCAC nor any of its affiliates shall be liable to the municipality or to any other party caused by the MEM, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this program.

9.0 PROGRAM PARTICIPATION CHECKLIST

Submit an Expression of Interest
☐ Complete and submit an Expression of Interest

Submit the MEM Application
☐ Complete and submit the MEM Application form

Sign Funding Agreement
☐ Review, sign, and submit the MEM Funding Agreement issued by the MCCAC

Hire a Municipal Energy Manager
☐ Review the Sample Job Description and begin the hiring process
☐ Submit the complete Skills and Behaviors Checklist, the selected candidate's resume, contact information, and annual salary value to contact@mccac.ca or the designated MCCAC Project Contact
☐ Appoint a Municipal Energy Manager to begin work before March 31 2026
☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year One Payment #1)

Complete the Year One Required Deliverables and Work Plan
☐ Municipal Energy Manager to complete Year One deliverables as per Section 4.0
☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year One Payment #2)
☐ Access project implementation funding to complete energy management initiatives and projects
☐ Choose whether to confirm eligibility for Year Two

Year Two Funding Approval (Year Two Applicants Only)
☐ Submit required items approval
☐ Receive incentive funding from the MCCAC after MEM employment anniversary as per Section 3.5 (Year Two Payment #1)

Complete the Year Two Required Deliverables and Work Plan (Year Two Applicants Only)
☐ Municipal Energy Manager to complete the Year Two deliverables as per Section 4.0
☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year Two Payment #2)
☐ Access project implementation funding to complete energy management initiatives and projects

MEM Completion Activities
☐ Provide documentation as outlined in Section 5.0
☐ Review, sign, and submit the Project Completion Statement issued by the MCCAC

CONTACT US

Questions about the MEM program may be directed to:

Municipal Climate Change Action Centre
Alberta Municipal Place
8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431
contact@mccac.ca