

Roving Energy Manager Program GUIDEBOOK

2025

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



**Municipal
Climate Change
Action Centre**

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1.0 PROGRAM OVERVIEW

Program Name:	Roving Energy Manager Program
Description:	The Roving Energy Manager program is a free service that helps municipalities identify and implement energy-saving opportunities by providing expert energy management support and training.
Program Incentive Value:	Roving Energy Manager program participants are eligible for funding to support energy efficiency projects, up to a maximum of \$10,000 in project rebates.

Term Details:	Cohort 1	Cohort 2	Cohort 3
Application Timeline	<i>completed</i>	July 14 - Sept. 5, 2025	Oct. 6 – Dec. 5 2025
Letter of Commitment Deadline	<i>completed</i>	Sept. 30, 2025	Dec. 24, 2025
Program Start Date	<i>completed</i>	Oct 6, 2025	Jan. 5, 2026
Program End Date	<i>completed</i>	June 15, 2026	Sept. 15, 2026
Project Implementation Completion Deadline	June 1, 2026	March 15, 2027	April 30, 2027

1.1 Program Background

The Roving Energy Manager (REM) program is a free energy management service that helps eligible municipalities identify, report, and implement energy-saving opportunities. The program provides the in-house capacity of an energy manager without the added cost of hiring a staff member or soliciting a third-party contractor.

This service provides solutions to communities with limited energy management experience and those that have not previously engaged in the Action Centre's energy management initiatives.

The supports include energy inventories, primary assessments, energy saving opportunities, action plans, and project implementation. Participating communities receive the information and support needed to make cost-efficient clean energy decisions. This includes technical support, educational webinars, one-on-one meetings, and tools for tracking and calculating project-level energy, financial, and carbon savings data. Participating municipalities work together as a cohort to share peer-to-peer learnings.

Participants also have access to funding to implement energy management projects. Please see section 3.2 Funding for details.

This program is administered by the Municipal Climate Change Action Centre and funded by the Government of Alberta.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following municipalities are eligible to participate:

- Municipalities¹ that have not participated in previous cohorts of the Roving Energy Manager program, the Municipal Energy Manager Program, Municipal Energy Champions Program, Community Energy Conservation Program, or the Recreation Energy Conservation Program.

Please note that the REM program is best suited for small towns, villages, and summer villages with smaller building/asset portfolios.

The REM program will be delivered in a cohort model, to a group of municipalities. Each cohort will accept a maximum of five municipalities. A partnership of municipalities may apply to join an individual cohort.

2.2 Ineligible Participants

The following individuals and organizations are ineligible:

- Individual residents;
- Electricity or gas utilities;
- Non-profit organizations;
- Co-operative organizations;
- For-profit businesses;
- Indigenous communities;
- Institutions such as schools, hospitals, universities, or colleges;
- Provincial or federal governments including any crown corporations or agencies; and
- Other organizations deemed ineligible by the Action Centre.

3.0 SUPPORTS AND FUNDING

3.1 Program Outcomes

As a result of participating in the REM program, participants can expect to:

1. Understand what the REM program offers and their state of energy management readiness
2. Establish understanding of energy management principles
3. Develop a customized energy planning scope
4. Collect and organize energy consumption data
5. Create and analyze an energy consumption inventory
6. Identify energy-saving opportunities through facility assessments
7. Develop actionable energy management recommendations
8. Support informed decision-making and internal knowledge sharing
9. Plan and prioritize energy projects for implementation
10. Implement selected projects and verify results
11. Reflect on program participation and provide feedback
12. Establish a foundation for sustained energy management

¹ 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, or
- 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

3.2 Activity Details

Activity	Municipality Action	MCCAC Action
Cohort Kickoff Meeting	Attend presentations, read provided material, complete baseline assessment / initial survey.	Deliver orientation sessions on energy management and climate action.
Baseline Assessment	(est. 6 hours)	Provide baseline survey and assist in completion.
Learning Activity #1: Energy Management Basics	Attend online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics. (est. 3 hours)	Deliver online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics .
Scoping Activity	Fill in the list of all municipally owned (energy consuming) assets. Provide relevant data for each. Determine which items will be in scope for the REM program. (est. 2 hours)	Provide excel template and assist with completion. Support scope selection for data collection and implementation.
Energy Data Collection and Entry	Collect at least 24 months of utility data for in-scope facilities and enter into data collection spreadsheet (or Portfolio Manager). (est. 16 hours)	Provide Excel template and assist with completion. Assist in understanding utility bill details and with formatting / processing bill data if retailers can provide bulk data.
Energy Benchmark	Identify the largest energy users by net consumption, energy intensity, and cost. Review monthly usage charts for potential anomalies or spikes in usage. (est. 2 hours)	Benchmark energy use against national averages. Work with municipality to review energy data and identify key buildings.
Building Walkthrough	Attend site walkthrough, identifying energy saving opportunities, focusing on low/no cost opportunities, major problems, quick return / high value capital projects. Optional: Complete walkthroughs on other buildings identified as highest consumers or with high energy savings potential. (est. 4 hours)	Complete the first site walkthrough (in-person, or remotely), informing on key information to collect and identifying savings opportunities. Provide a Site Assessment Primer to assist with data collection.
Learning Activity #2: Planning for Implementation	Attend online training session on Municipal Energy Plans, Energy Efficiency Finances 101, and funding opportunity scan. (est. 3 hours)	Deliver online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics.

Energy Management Opportunities Recommendations Report	Optional: Use template to create an Energy Management Opportunity (EMO) recommendations report for each additional building that had a walkthrough done.	Create an Energy Management Opportunity (EMO) recommendations report based on the walkthrough of the chosen building. Provide the EMO report template.
Summary of findings and recommendations	Review summary presentation, distribute/present to others in municipality as needed. <i>(est. 1 hour)</i>	Create presentation on the findings of the energy inventory and EMO report as a PowerPoint to municipality.
Implementation Project Application	Choose EMOs that are on the simplified measures list, gather quotes and specification sheets, provide some additional info as needed, and apply for REM implementation funding. <i>(est. 10 hours)</i>	Provide info on REM project funding and other opportunities. Calculate expected savings for each EMO. Approve funding based on viability and savings.
Implementation Project Completion	Complete approved projects within allotted deadline and document the installed equipment/items. <i>(est. 6 hours)</i>	Verify that what was installed matches the submitted specification sheets, provide rebate.
Program evaluation	Complete the survey and provide reflections on participation and provide testimonials. <i>(est. 1 hour)</i>	Provide feedback survey. Review feedback to identify opportunities for improvement.
Long term planning and continuous improvement	Optional: create a policy/directive to continue monitoring energy use, reviewing facilities, and considering EMOs.	Provide Energy Charter and Energy Policy templates if desired. Review the plan, provide feedback.

Activities in this program are limited to assets owned and operated by the participating municipality. Regional assets shared by multiple municipalities may be covered on a case-by-case basis.

To help municipalities implement their energy management plans, participants will be eligible for funding to support energy efficiency projects.

3.2 Funding

Funding for energy efficiency projects is available up to a **maximum of \$10,000** in rebates subject to the following provisions.

This funding is only provided to those participants that complete all program steps and are in “good standing” with the Action Centre.

Funding must be used for simplified measures that increase the efficiency of energy systems while reducing energy costs and GHG emissions. This includes but is not limited to:

- 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. All funded projects require project savings details that the retrofit will achieve, such as the annual energy savings, annual energy cost savings, annual GHG emission savings, and lifetime GHG emission savings.

Our team can provide the energy and GHG saving information needed to supplement an application for the retrofit project types listed above. Participating municipalities must:

1. Collect the mandatory input information and any additional inputs as seen in the List of Simplified Retrofits. Collect photos of the nameplate data from existing equipment and any other supporting documentation as required.
2. Submit the items listed above to the MCCAC along with a signed application form, equipment and installation cost quotes, utility data, and equipment specification sheets.
3. The MCCAC will provide the energy and GHG savings information back to you along with an approval decision for the project.

If approved, MCCAC will issue a Funding Agreement for signing. After signing, the project can proceed to installation and completion. No more than one project grant will be provided to a municipality under this program.

3.3 Disbursement of Funding

Energy efficiency projects must be pre-approved by the Action Centre. An application for project approval must include a quote outlining project cost, GHG reduction estimates, utility savings, expected payback period(s) and other documentation deemed necessary to justify the expense. Following a review and approval, the Action Centre will pay a rebate covering up to \$10,000 of the capital cost to the participating municipality.

3.4 Grant Stacking

The municipality agrees to disclose any participation in other funding programs that contribute towards the cost of the project. Communities may use the project implementation grant to stack against other programs. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the Project.

4.0 LETTER OF COMMITMENT

The Roving Energy Manager program offers municipalities the opportunity to learn how energy management can improve municipal operations and reduce utility costs, and build the internal capacity needed to identify and implement future energy projects. Participating municipalities must be fully committed and dedicated to completing each step of the program. Municipalities will dedicate a minimum of one municipal staff member to the program over the nine-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 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 Roving Energy Manager program.

Municipalities are responsible to complete all activities in the Roving Energy Manager Program. 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.

5.0 HOW TO PARTICIPATE

Submit an Online Application

Municipalities must submit an online Application. The Application seeks rationale for applying for energy management support, a description of municipal facilities, and a commitment to provide one or more municipal staff time to participate in the program. The Application should highlight how participating in the program will help the municipality address energy management barriers. At least one staff must be identified to serve as the primary contact for delivery of the program supports and services.

Note: The submission of an Application does not guarantee acceptance into the program.

Participant Approval

The Action Centre will review each Application and the complexity of municipal facilities and select participants that are best aligned with the Roving Energy Manager program services. Criteria used to select participating municipalities include:

- Existing energy management capabilities
- Availability of a municipal champion (a minimum commitment of 60 hours over the 9-month program timeline is required)
- Complexity of proposed facilities and/or other assets
- Population of municipality
- Opportunity for energy savings/GHG reductions

Letter of Commitment

Successful applicants will sign a Letter of Commitment that outlines the participant's responsibilities and the stipulations regarding the grant portion of the program.

Workplan Completion

Participating municipalities will work with the Action Centre to carry out a workplan comprising of:

- Cohort kickoff meeting
- Baseline assessment
- Learning Activity #1: Energy Management Basics
- Scoping activity
- Energy data collection and entry
- Energy benchmark
- Building walkthrough
- Learning Activity #2: Planning for Implementation
- Energy management opportunities recommendations report
- Summary of findings and recommendations
- Implementation project application
 - Participants will submit an application outlining the specifications and details of the project to be funded as part of the project implementation portion in the Roving Energy Manager Program.
 - MCCAC will provide support in the completion of an application.
 - Formal submissions will be reviewed within ten business days. 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 and resources are hired, contracted, or retained to complete the defined scope of work for the project.
- Implementation Project Completion
 - Project must be completed in the given timelines. This will be detailed further in funding agreements for successful applications.
 - Each project will be required to submit closure and verification materials to vet the work as complete. This will be detailed further in funding agreements for successful applications.
- Program evaluation
- Long term planning

Evaluation

Participating municipalities will complete a feedback survey at the end of the program. This will help the Action Centre determine to what extent the program's intended outcomes and objectives were achieved and identify opportunities for future enhancements.

Participating municipalities will provide reflections on their participation in the program and provide testimonials for the Action Centre to use in reviewing and profiling the program's impact.

6.0 CONTACT US

Questions about this program may be directed to:

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

APPENDIX 1. LETTER OF COMMITMENT

Roving Energy Manager – Letter of Commitment – *TEMPLATE*

This **LETTER OF COMMITMENT**, issued the *XX day of XX, 202X*

BETWEEN: ASSOCIATION OF ALBERTA MUNICIPALITIES
a society duly created under the laws of Alberta
(the "Alberta Municipalities")

AND:

XYX
a municipal corporation, duly incorporated according to the laws of Alberta
(the "Community")

IN WITNESS WHEREOF the parties have reviewed, approved, and executed this document as of date last signed below ("**Effective Date**").

ALBERTA MUNICIPALITIES

XYX

Per: _____
Name:
Title:
Date:

Per: _____
Name:
Title:
Date:

Per: _____
Name:
Title:
Date:

Per: _____
Name:
Title:
Date:

The pages that follow form the Letter of Commitment.

WHEREAS

- A) Roving Energy Manager supports small municipalities that have a low capacity for energy management, climate change planning, or emission reduction projects. Recognizing that smaller municipalities may only require short-term support; the Roving Energy Manager will offer free person-to-person outreach, advisory services, technical support as well as funding for energy management project(s) in the municipality to enable participation in energy management initiatives.
- B) This service is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta. Alberta Municipalities will be the signing body for all relevant Roving Energy Manager documents.
- C) This Letter of Commitment clarifies the working relationship and commitments between Alberta Municipalities and the participant, through the Roving Energy Manager program.
- D) The Participant will be in the Roving Energy Manager program from *ABC to XYZ*
- E) Alberta Municipalities, through the Municipal Climate Change Action Centre commits to:
 - Delivering program activities for a nine-month period in a flexible format.
 - Providing information, training, and technical to advance energy management skills.
 - Providing the support and encouragement needed to achieve the desired results.
 - Receiving comments and feedback to improve the program.
 - Recognizing the municipality's commitment in achieving the goals of the program.
 - Recognizing the Government of Alberta as the program funder.
- F) The Participant commits to:
 - Appointing one (or more) staff members to be identified as the primary contact.
 - Recognizing the Roving Energy Manager program as a significant obligation.
 - Committing 60 hours to the program, at minimum, over the nine-month period.
 - Fulfilling all program activities as outlined in the program guidebook.
 - Coordinating with the Action Centre to meet program deliverables.
 - Actively participating in all program activities and requests for assistance and feedback.
 - Profiling the work of the Roving Energy Manager across the municipality.
 - Acknowledging that the Action Centre provides recommendations only, and that the participant is responsible for accepting recommendations.
 - Accepting the risks involved with accepting recommendations as those borne by the participant only.
 - Holding Alberta Municipalities, the Action Centre, and its employees harmless and covering any external costs, damages, or liabilities arising from program implementation.

- Completing risk assessments during all site visits.
- Recognizing the Government of Alberta as the program funder. This includes a public announcement that the project was completed and supported by funding from the Government of Alberta. This can be a brief statement shared via the community's website or social media, with a link or screenshot submitted to MCCAC as evidence. Specific funder acknowledgement guidelines and language will be provided by MCCAC to REM program participants close to program completion dates. If there are plans for a formal news release, please inform the MCCAC ahead of time and provide a draft which we will share with our partner organizations for review and potential collaboration. Please allow ten working days for this to be finalized. Note that a news release is not required and other methods of public announcement (webpage updates, social media posts, etc.) are accepted.

Participants that do not fulfill program commitments may be removed from program participation.

G) The participant's primary contact for the Roving Energy Manager:

Name:

Title:

Email:

Phone:

Founding partners of the Municipal Climate Change Action Centre



**Municipal
Climate Change
Action Centre**

780.433.4431

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