

# Roving Energy Manager Program GUIDEBOOK

2024

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

The Roving Energy Manager (REM) program helps municipalities navigate the ever-changing energy efficiency landscape. The REM is a free, fractional energy manager service that helps 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 one on staff. 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 solutions. 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 become part of a cohort and work together to share peer-to-peer learnings. Participants also have access to funding for energy management projects.

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:

- Municipalities<sup>1</sup> that have not previously participated in the Municipal Energy Manager Program, Municipal Energy Champions Program or the Recreation Energy Conservation program.

The REM program will be delivered over three years, with one cohort of municipalities participating in each year. Each cohort will accept a maximum of 5 municipalities. A partnership of neighbouring municipalities may be considered.

### 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.

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<sup>1</sup> 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

## 3.0 SUPPORTS AND FUNDING

### 3.1 Program Supports

The Roving Energy Manager works with program participants to:

- Complete a scoping activity to create a customized energy planning approach.
- Identify, collect, and enter energy consumption data.
- Develop an energy consumption inventory.
- Identify energy management opportunities for municipal operations via site visits to communities or virtual audit options.
- Create energy management plan recommendations for their municipality, including a list of priorities and suggestions of key plan elements.
- Provide access to energy efficiency software and measurement tools.
- Receive advice on project implementation and guidance on applications, proposals to relevant programs.
- Deliver learning activities on energy management and climate action solutions.

Activities in this program are limited to corporate assets which are 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, participating municipalities will be eligible for funding to support energy efficiency projects.

### 3.2 Funding

Funding for energy efficiency projects is available for up to a maximum of \$10,000 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 (low hanging fruit) 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.

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, 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 in the program. Active participation means that 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 for all activities completed 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

### Step 1: Submit an Online Expression of Interest

Municipalities must submit an online Expression of Interest (EOI). The EOI 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 EOI 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 EOI does not guarantee acceptance into the program.

### Step 2: Participant Approval

The Action Centre will review each EOI 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 of 60 hours, over the 9-month program timeline, committed is required)
- Complexity of proposed facilities and/or other assets
- Size of municipality (population)
- Opportunity for energy savings / GHG reductions

### Step 3: Letter of Commitment

Successful applicants will sign a Letter of Commitment that outlines the participants responsibilities, as well as the stipulations regarding the grant portion of the program.

### Step 4: Project Completion

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

- Program launch meeting
- Baseline assessment
- Learning activities
- Data collection and entry
- Energy profile and trend analysis
- Building walkthrough
- Energy management opportunity reporting
- Implementation project application
- Implementation project verification and payment
- Formative and summative evaluation

#### Step 5: Evaluation

Participating municipalities complete a formative survey at the beginning of the program and a summative evaluation 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 their reflections on their participation in the program and provide testimonials for the Action Centre to use in reviewing and communicating the program's impact.

## **6.0 CONTACT US**

Questions about this program may be directed to:

Municipal Climate Change Action Centre  
300-8616 51 Avenue Edmonton,  
AB T6E 6E6  
780.433.4431  
contact@mccac.ca

## APPENDIX 1. LETTER OF COMMITMENT

### **Roving Energy Manager – Letter of Commitment – *TEMPLATE***

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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 supports 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 steps 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 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 by 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 participant 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 10 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 as:

*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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