



Township of Admaston/Bromley

Energy Management Plan

July 2014

Commitment

- **Declaration of Commitment:** Council Resolution: We will allocate the necessary resources in a fiscally responsible method to develop and implement a strategic energy management plan that will reduce our energy consumption and its related environmental impact.
- **Vision:** The Corporation will continue to reduce energy consumption and mitigate costs through the wise use of energy. This will involve a collaborative effort to increase the education, awareness and understanding of energy management within the Corporation. This vision can be achieved through the integration of energy efficiency facility infrastructure, operational efficiencies and building the foundation for a culture of energy awareness and knowledge within the Corporation.
- **Goals:** To continuously improve the energy efficiency of our facilities and processes in order to reduce our operating costs, our energy consumption and the concomitant greenhouse gas emissions and to increase the comfort and safety of staff and users of Township of Admaston/Bromley facilities.
- **Overall Target:** We will reduce our consumption of fuels and electricity in all municipal operations by an average of 1% per year between now and 2020.
- **Objectives:** 1. Continue to implement the recommendations from the energy audits of facilities compiled in 2010. 2. Implement sound operating and maintenance practices. 3. Employee training and staff awareness on energy practices. 4. Monitoring, tracking and staff awareness of energy costs.

Organizational Understanding

- **Stakeholder Needs:** Internal stakeholders (Council, Local Boards, Committees, Staff) need to be able to clearly communicate the corporate commitment to energy efficiency, and to develop the skills and knowledge required to implement energy management practices and measures. External stakeholders (the Province, County, community citizens and groups) need the municipality to be accountable for energy performance and to minimize the energy component of the costs of municipal services.
- **Summary of Current Energy Consumption, Cost and GHGs:** The current energy usage by building is detailed in the attached spreadsheets. (Appendix A) 2011 energy consumption, cost and GHG emissions. (Appendix B) 2012 energy consumption, cost and GHG emissions. (Appendix C) 2013 energy consumption, cost and GHG emissions.
- **Renewable Energy Utilized or Planned:** The Township of Admaston/Bromley aspires to show leadership in the promotion and development of renewable energy systems that are compatible with our asset management and land use planning objectives. A solar rooftop photovoltaic system was previously investigated for 4 municipal facilities (Municipal Office, Cobden and Stone Road Garages and Osceola Landfill). Future opportunities may be explored.

Strategic Planning

- **Links with other municipal plans:** As an integral component of the management structure, the energy management plan is coordinated with the municipality's budget planning process, preventative maintenance plans, environmental management plan, and the overall asset management plan.

Structure Planning

- **Staffing requirements and duties:** We will incorporate energy efficiency into standard operating procedures and the knowledge requirements for operational jobs.

- **Consideration of energy efficiency for all projects:** We will incorporate life cycle cost analysis into the design procedures for all capital projects.

Resources Planning

- **Energy Leaders:** The Clerk-Treasurer and Public Works Superintendent under the direction of Council will be responsible for Corporate Energy Management

- **Energy Team:** Facility Managers with responsibility for the various facilities will be part of the Energy Team.

- **Key Individuals:** We will identify staff members and personnel from our critical service providers who carry significant responsibility for energy performance or who can make essential input to energy management processes.

- **Internal Resources:** We will develop criteria for determining whether internal resources can be utilized for the implementation of energy projects.

- **External Consultants and Suppliers:** We will establish criteria based on our energy goals and objectives for the selection of external consultants and energy suppliers.

- **Energy Training:** We will develop and deliver energy training for relevant staff. This training will not be limited to operators and maintainers with "hands-on" involvement with energy consuming equipment but will also include others since they also make energy consumption decision in their daily work. Training focused on the energy use and conservation opportunities associated with employee's job functions will be utilized whenever possible.

Procurement Planning

- **Consideration of energy efficiency for all projects:** We will incorporate life cycle cost analysis into the design procedures for all capital projects.

- **Consideration of energy efficiency of acquired equipment:** Our purchasing procedures will be modified as required to incorporate energy efficiency into the criteria for selection of materials and equipment.

Implementation Planning

- **Communication Programs:** We will promote energy awareness and energy efficiency as a corporate priority among all employees, and convey our commitment and progress to our stakeholders.

Projects Execution

- **Municipal Level:** We will carry out the promotion and communication of programs and implement them methodically according to the planned time lines within the resource constraints that apply.

- **Asset Level:** The Energy Leaders will coordinate programs with facility energy team representatives to facilitate the implementation of facility level procedures and communication initiatives, including energy performance reporting.

Review

- **Energy Plan Review:** We will review and evaluate our energy plan, revising and updating it as necessary, once every term of Council on a four year basis beginning in 2015 unless there are significant changes to any Township facilities.

Evaluation Progress

- **Energy Consumption:** Annual reporting of energy consumptions and costs will be reported to Council as well as annual reporting to the Ministry of Energy to meet the requirements for the Green Energy Act.

- **Cost:** Ongoing monthly monitoring and targeting of energy consumption and costs will be implemented and maintained as an integral component of our management information system.

Programs

Description	Facility	Contact	Date	Status
Add energy awareness to staff meetings	Municipal Office/Public Works Facilities	Annette Louis, Clerk-Treasurer Chris Kunopaski, Public Works Superintendent	2014-07-01	Active
Details	Monthly review of energy programs and opportunities for savings at department meeting.			
Posting of Energy Consumptions and Costs	Municipal Office	Annette Louis, Clerk-Treasurer	2014-07-01	Active
Posting of Energy Consumptions and Costs	Public Works Facilities	Chris Kunopaski, Public Works Superintendent	2014-07-01	Active
Details	Post Energy Consumption and Costs in facilities for Staff to review and to create an awareness of cost implications.			
With the assistance of facility managers - Development of Preventative Maintenance programs for facilities	All Facilities	Annette Louis, Clerk-Treasurer Chris Kunopaski, Public Works Superintendent	2014-07-01	Active
Details	Ongoing development and review of cost effective preventative maintenance programs for facilities.			

Processes

Description	Facility	Contact	Start	End	Status	Cost	Save (ekWh/yr)	Save (\$)	ROI
Have staff walk through facility to identify areas of energy waste.	Public Works Facilities/Municipal Office	Annette Louis, Clerk-Treasurer Chris Kunopaski, Public Works Superintendent	2014-07-01	2015-07-01	Active [0%]	0.00	0	0	0
Report Energy Consumptions and Costs to Council and to facility managers	All Facilities	Annette Louis, Clerk-Treasurer	2014-07-01	2015-07-01	Active [0%]	0.00	0	0	0
Electronic Equipment	Municipal Office	Annette Louis, Clerk-Treasurer	2014-07-01	2015-07-01	Active [0%]	0.00	0	0	0
Details	Review procedures with staff for turning off electronic equipment during work and after hours.								

Projects

Description	Facility	Contact	Start	End	Status	Cost	Save (ekWh/yr)	Save (\$)	ROI
Insulation for buildings	Public Works Garages	Chris Kunopaski, Public Works Superintendent	2011-06-01	2013-12-31	Completed [100%]	6159.76	0	0.00	0
Details	Based on recommendations from the 2010 energy audit of the facilities.								
Insulation for building	Fire Hall	Terry McHale, Fire Chief	2011-06-01	2011-12-31	Completed [100%]	969.57	0	0.00	0
Details	Based on recommendations from the 2010 energy audit of the facilities.								
Automatic Garage Door Openers	Public Works Garages	Chris Kunopaski, Public Works Superintendent	2012-06-01	2012-12-31	Completed [100%]	2359.32	0	0.00	0
Details	Based on recommendations from the 2010 energy audit of the facilities.								
Upgrade Lights for facilities	Municipal Office and Garage	Annette Louis, Clerk-Treasurer	2012-01-01	2012-12-31	Completed [100%]	1081.98	1407	140.78	0
Upgrade Lights for facilities	Barr Line Community Centre	Annette Louis, Clerk-Treasurer	2012-01-01	2012-12-31	Completed [100%]	1823.54	3122	312.21	0
Upgrade Lights for facilities	Cobden Garage	Chris Kunopaski, Public Works Superintendent	2012-01-01	2012-12-31	Completed [100%]	352.00	2135	213.59	0
Upgrade Lights for facilities	Douglas Recreation Building	Jesse Welch, Treasurer	2012-01-01	2012-12-31	Completed [100%]	2490.24	3497	349.75	0
Upgrade Lights for facilities	Douglas Fire Hall	Terry McHale, Fire Chief	2012-01-01	2012-12-31	Completed [100%]	1833.99	3662	366.24	0
Details	Based on recommendations from the 2010 energy audit of the facilities. The total cost for these upgrades was \$7,581.75, less a Hydro One grant in the amount of \$5,573.45. The total municipal portion was \$2,008.30.								
Street Light Conversion to LED fixture	Douglas and Osceola	Chris Kunopaski, Public Works Superintendent	2014-01-01	2014-12-31	Active (0%)	40,000	29,596	7320	0
Details	Currently working to convert as many street lights to LED as possible using the 2014 budget allocation and grants available								