



## STAFF REPORT

**Title:** Agreement - Municipal Energy Manager

**Meeting Date:** January 28, 2020

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### **Executive Summary:**

At its' June 25, 2019 regular meeting (Resolution No. CRM20190625.1012), Council passed a motion authorizing the submission of a joint application to the Municipal Climate Action Centre's (MCCAC) Municipal Energy Manager (MEM) program, committing up to \$22,000 towards the position for a total of two (2) years.

The joint submission with the Municipal District of Bonnyville and the Village of Glendon was successful, and the MD has drafted the attached cost-sharing agreement to govern the shared funding of the position. Also attached is the job description as provided by the MD of Bonnyville.

The Cost Sharing Agreement provides that:

- The City of Cold Lake's costs will not exceed \$11,000 per year.
- The City of Cold Lake's responsibilities will include:
  - Providing adequate workspace, when required
  - Provide 20% of the MEM's wage associated with his or her work in the City of Cold Lake.
  - Quarterly reporting or review of the MEM's performance.
  - Ensure the MEM adheres to the City's Health and Safety program while working in the City.

### **Background:**

The MCCAC's MEM program is intended to assist by having an energy manager find energy savings across municipalities' facilities and fleets. The positions will be reviewed after approximately six months. If the position is in line with the program, funding could be extended for a second and final year.

The position cannot be filled by a contractor, and must be employed by a lead municipality, in the case of a joint application. The MD of Bonnyville has taken on this role. In the attached cost-sharing agreement, the MD of Bonnyville has agreed to provide the MEM with all necessary work materials, including a cell phone, transportation and laptop.

There is funding in place for a total of 24 positions across the province.



Included in the year-one deliverables under the program are the requirements for the MEM to:

- Submit a work plan
- Evaluate the current state of energy practices and policies within the municipality
- Develop or refresh an energy management plan spanning at least 3-years
- Present the work plan and energy management plan to municipal staff and elected officials.
- Complete or initiate GHG emission reducing activities resulting in a 5% reduction in emissions, or another target based on the energy management plan's scope.
- Complete an energy audit of the highest energy-consuming municipal building, or the building with the most potential for a reduction as defined in the energy management plan, using either third part resources or internal resources.

A cursory estimate of the number of facilities that would be covered by the program showed approximately 83 facilities between the three municipalities, with about 30 being in Cold Lake, 46 in the Municipal District of Bonnyville and 8 in the Village of Glendon. In the past, Council has expressed concern with operational grants that may create an expectation of an ongoing, permanent position.

MD of Bonnyville (11,661) 43% = \$17,200  
City of Cold Lake (14,961) 55% = \$22,000  
Village of Glendon (493) 2% = \$800

The above noted will be included in the City's 2020 Budget as committed funds, as per Council's June 25, 2019 motion.

**Alternatives:**

- Council may pass a motion requesting amendments to the draft agreement.
- Council may pass a motion authorizing the City of Cold Lake to enter into the agreement as presented.

**Recommended Action:**

Administration recommends that Council pass a motion authorizing the City of Cold Lake to enter into the agreement as presented.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer