

REPORT

REPORT TO: Chair and Members of Planning, Public Works & Transportation Committee

REPORT FROM: Michael Dean, Senior Sustainability Planner & Energy Coordinator

DATE: January 16, 2019

REPORT NO.: PLS - 2019-0002

RE: Terms of Reference Corporate Energy Plan Update

RECOMMENDATION:

THAT Report No. PLS-2019-0002, dated January 16, 2019, regarding the Terms of Reference for Updating the Corporate Energy Management Plan be received;

AND FURTHER THAT Town of Halton Hills Planning, Public Works & Transportation Committee approves the Terms of Reference for the Corporate Energy Management Plan update, attached as Appendix 1 to this report.

BACKGROUND:

The development of an updated Corporate Energy Management Plan in 2019 is required under O.Reg. 507/18 of the *Ontario Electricity Act*, which mandates the municipalities publish energy consumption and demand management plans every five years. Updating the 2014 plan also allows the Town to meet a number of other objectives, such as managing costs associated with energy consumption and demonstrating leadership in climate change mitigation efforts.

The following report outlines the proposed approach and scope of work for updating the plan. For a more detailed description of the Terms of Reference, please see Appendix 1.

COMMENTS:

1 OVERVIEW

The Town now has the opportunity to build on the success of the 2014 Corporate Energy Plan and to reflect the current state of energy management and climate change action in Halton Hills and Ontario more broadly. While that plan was successful in

building a strong organizational framework to support action on energy and emissions management in the Town's operations, we now have an opportunity to build upon that framework and contribute to the evolution of the energy management field in North America by integrating the latest energy management processes and technologies into the updated Plan.

The updated recommendations will benefit current and future generations through a focus on efficiency, conservation, renewable energy opportunities and greenhouse gas emissions reductions. Implementation will translate into measurable environmental and financial benefits through improved energy efficiency in the Town's corporate operations, and drive measurable progress towards the Town's 2050 GHG reduction targets.

2 PROJECT SCOPE AND STRUCTURE

The Corporate Energy Plan update will involve the development of an updated energy and emissions inventory and an assessment of the current state of implementation of the 2014 Corporate Energy Plan, to be completed by Town staff. The second component will involve the development of four connected strategies to optimize facility energy consumption, increase the Town's use of renewable energy, address emissions resulting from the Town's vehicle fleet and employee vehicles, and develop a comprehensive funding strategy to fund the plan's implementation.

The Town will be inviting proposals to hire an external proponent to develop portions of this plan, as outlined in these Terms of Reference. All other tasks will be completed in-house by existing Town staff.

The plan will be designed to ensure that recommended actions follow the PAREE principle (Practical, Affordable, Reasonable, Educational and Enforceable) as identified in the Town of Halton Hills Green Plan; and will align with best practices for energy management established in the ISO 50001:2018 Standard for Energy Management Systems.

2.1 PHASE 1: CURRENT CONDITIONS REPORT

2.1.1 CURRENT CONDITIONS ASSESSMENT

In addition to evaluating the implementation of the 2014 Corporate Energy Plan, the Current Conditions Report will also assess the sufficiency of existing resources and capacity to implement future measures, any relevant changes to operations, such as major planned facility expansions, and what efficiency measures are currently being implemented. This report will enable the Town to understand the overall effectiveness of the existing corporate implementation framework and identify any gaps that should be addressed by the revised CEP.

2.1.2 UPDATED CORPORATE EMISSIONS INVENTORY

Town Staff will develop an updated corporate energy and emissions inventory which will provide a detailed accounting of energy use at town facilities in light of the measures that have been implemented since 2014, fill gaps in the inventory undertaken during the development of the 2014 Corporate Energy Plan by including the municipal fleet, and place the Town in line with emerging best practices in corporate emissions accounting by including energy use and emissions associated with employee commutes.

2.2 PHASE 2: UPDATED 5 YEAR CONSERVATION AND DEMAND MANAGEMENT PLAN

The completion of an updated Corporate Energy Plan will outline four distinct but interconnected strategies, to be completed concurrently:

2.2.1 Portfolio Energy Optimization Strategy

The portfolio energy optimization strategy will provide a comprehensive building energy management system that will increase energy efficiency across the Town's facilities, with a deep-dive into potential strategies to address the five highest energy consuming buildings in the portfolio. A central goal of this task is to focus on a pathway to net-zero emissions for applicable buildings, and to aim toward phased implementation of deep energy retrofit strategies that can deliver economic, occupant and employee well-being benefits.

2.2.2 Renewable/Low Carbon Energy Procurement Strategy

The renewable/low carbon energy procurement strategy will provide processes for evaluating and implementing renewable/low carbon energy projects with the goal of approaching 100% corporate emissions free energy supply by 2050. Projects and policies to be implemented over the 5 year plan will advance the use of low carbon and/or renewable energy by the Town and will establish a pathway toward the achievement of 100% renewables by 2050.

2.2.3 Low-Carbon Mobility Strategy

The low-carbon mobility strategy will outline methods for avoiding or reducing fuel consumption from mobile sources and transition to low-carbon vehicles where possible. The development of this strategy will be coordinated with the public works fleet manager and fleet management strategies. The low-carbon mobility strategy will also explore options for reducing energy consumption and emissions associated with employee commutes, through actions that encourage and enable the uptake of low-carbon fuel alternatives by Town staff, and strategies such as teleworking that reduce the need to commute where appropriate.

2.2.4 Low-Carbon Financial Strategy

The low-carbon financial strategy will provide a detailed description of the mechanisms for funding energy initiatives, methodologies for assessing cost and savings associated with initiatives, and implications of the plan for the Town's funding processes more generally. It is anticipated that the updated plan will be developed closely with Town finance staff, including through their participation on the Steering Committee.

RELATIONSHIP TO STRATEGIC PLAN:

This project will fulfill the following objective of the Town's 2014-2018 Strategic Action Plan:

The Corporate Energy Plan makes up a key component of the Mayor's Community Energy Plan. By updating the Corporate Energy Management plan the Town will be positioned to continue to put in place strategies to reduce energy consumption and greenhouse gas emissions in line with the implementation of the Mayor's Community Energy Plan.

FINANCIAL IMPACT:

Funding in the amount of \$80,000.00 for this project is included in the 2019 capital budget.

CONSULTATION:

This report has been reviewed by the members of the Corporate Energy Management Team and the Senior Management Team.

PUBLIC ENGAGEMENT:

This project is solely focused on corporate operations and as a result community engagement is not applicable. However, upon completion the plan will be published and made available to the public and the Town will regularly report on progress towards implementation.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the energy and greenhouse gas emissions goals contained in the Community Sustainability Strategy.

This report supports the environmental health pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

COMMUNICATIONS:

Upon completion the updated Corporate Energy Management Plan will be published and made visible to the public through being posted on the Town's website

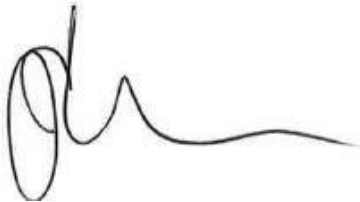
CONCLUSION:

The 2019 update to the Town's Corporate Energy Plan is mandated by the Province of Ontario. The Terms of Reference attached as Appendix 1 outline how staff propose to complete this important project.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'Gabriel Clarke', written in a cursive style.

Gabriel Clarke, Manager of Sustainability and Climate Change

A handwritten signature in black ink, appearing to read 'John Linhardt', written in a cursive style.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive style.

Brent Marshall, CAO