

Corporation of the Township of Chisholm

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

AGENDA

GENERAL GOVERNMENT COMMITTEE MEETING

Wednesday, October 16, 2024–7pm

CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."

DECLARATION OF PECUNIARY INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES – July 17, 2024

OPEN FORUM

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Service Request and Complaints Handling Policy (Encl)
2. By-law Enforcement Policy (Encl)

NEW BUSINESS

3. Review Blue Green Algae Notification Policy (Encl)
4. Review Energy Plan (Encl)

ADJOURNMENT

TOWNSHIP OF CHISHOLM
GENERAL GOVERNMENT COMMITTEE MEETING

DATE: July 17th, 2024
TIME: 7pm
LOCATION: Council Chambers

PRESENT:
Mayor Gail Degagne
Councillor Claire Riley
Councillor Paul Sharp
Councillor Nunzio Scarfone
CAO Clerk-Treasurer Jenny Leblond

REGRETS: Councillor Bernadette Kerr

GUESTS: No Guests

1. CALL TO ORDER

Chairperson Gail Degagne called the meeting to order at 7:02 pm. The land acknowledgement was read by Mayor Degagne.

2. DECLARATION OF PECUNIARY INTEREST – None noted.

3. APPROVAL OF AGENDA

Resolution 2024-15 (GGC)

Paul Sharp and Nunzio Scarfone: Be it resolved that the *Agenda* for this meeting be approved as amended. **‘Carried’**

4. APPROVAL OF MINUTES

Resolution 2024-16 (GGC)

Nunzio Scarfone and Paul Sharp: Be it resolved that the Minutes of the June 19th, 2024 General Government Committee meeting be adopted as printed and circulated.

5. OPEN FORUM

6. BUSINESS ARISING FROM MINUTES

- 1. Regulate and License Festivals - no discussion
- 2. Review By-Law – Roadway Service Standards

Resolution 2024-17(GGC)

Nunzio Scarfone and Paul Sharp: Be it resolved that General Government Committee recommend to Council to approve the draft by-law to establish a level of service for the township roads.

‘Carried’

- 3. Trailer license by-law – Council discussed waiting to discuss a trailer license by-law until the Official Plan and Zoning By-law reviews are complete.

- 4. David King Recommendation – Code of Conduct Review

Resolution 2024-18(GGC)

Claire Riley and Nunzio Scarfone: Be it resolved that General Government Committee recommend to Council to approve the Council Code of Conduct as amended.

‘Carried’

- 5. Review External Complaint Policy - Council discussed memo. CAO will bring a draft to next meeting. Service Request and Complaints on one policy referencing occurrences. Occurrences defined with process in By-law Enforcement Policy.

7. NEW BUSINESS

- 6. Fees for business Sign – Council discussed fees recommended by Recreation Committee – defer for now
- 7. Example of Sign By-law – Council discussed an example of a signs by-law. Council will not be pursuing a by-law at this time.
- 8. By-Law enforcement policy – Council discussed and CAO will bring a draft to Committee.

8. ADJOURNMENT

Resolution 2024-19 (GGC)

Claire Riley and Nunzio Scarfone: Be it resolved that we do now adjourn to meet again at the call of the Chair.

‘Carried’

Chairperson

CAO Clerk-Treasurer

Policy:	SERVICE REQUEST & COMPLAINT HANDLING POLICY	Policy No. 3.12
Section:	EMPLOYEE RELATIONS	Effective: , 2024
Approved by:	Resolution No. 2024-XXX	Revised:
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POLICY

It is the policy of the Township of Chisholm to administer a formal Service Request and Complaint Handling Process to ensure that all service requests and complaints are recorded and dealt with in a consistent, efficient, effective and timely manner.

This policy does not pertain to complaints about potential violations of any by-laws.

PURPOSE

The purpose of the policy and procedure is to provide a formalized procedure for recording and handling service request and complaints; and to increase the level of customer satisfaction by dealing with all complaints in an expedient and effective manner.

PROCEDURE

All service requests and complaints (verbal or written) are to be directed to the appropriate Department Head.

In instances when the Department Head is not available, the staff member receiving a verbal complaint shall give the customer the position of the person who will be handling the complaint (i.e. the Department Head) and a time frame of when they can expect a response.

Every effort shall be made to contact the complainant within five (5) business days following receipt of the complaint.

Department Head will inform the administration staff of any actions taken to resolve the complaint.

A Complaint Register shall be maintained by the administration staff who shall record the name and address of the complainant, the time and date of the complaint, the nature of the complaint; and the resolve or a description of the remedial action taken, where applicable.

If the Department Head is unable to resolve the complaint, an explanation shall be provided to the complainant who shall be advised of his/her right to submit the matter for Council's consideration.

A summary of complaints received is provided to Council annually.

Policy:	BY-LAW ENFORCEMENT POLICY	Policy No. 7.28
Section:	Miscellaneous	Effective: , 2024
Approved by:	Resolution No. 2024-XX	Revised:
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Policy Statement

The objective of the By-law Enforcement Policy is to obtain compliance with municipal by-laws through effective enforcement based on consistency, education, and fairness.

This policy describes the procedures related to By-law enforcement, including the issues of confidentiality as set out in the *Municipal Freedom of Information & Protection of Privacy Act*, the setting of priorities for action, and includes provisions for further enforcement.

Purpose

The purpose of the policy is to provide a formal policy and procedure governing the enforcement of municipal by-laws and response to infractions to ensure a consistent, standardized, thorough, prompt, and courteous receipt, processing, investigation, and resolution thereof.

This policy applies to all by-laws of the Township of Chisholm and any requests for enforcement received by the Municipality. The scope of the policy is limited to the geographical boundaries of the Township of Chisholm.

Definition

Administrator means the Chief Administration Officer of the Corporation of the Township of Chisholm or his/her designate.

Complainant means a person, group, or company who submits a formal complaint to the Municipality regarding a contravention of a municipal by-law.

Complaint, written or verbal means a complaint received by the Municipality, wherein the Complainant submits their full name, address, phone number, and nature of complaint that can be verified by Municipal By-law Enforcement personnel.

By-law Enforcement Officer means a person appointed, by By-law, by the Municipality for the purposes of municipal by-law enforcement.

Municipality means the Corporation of the Township of Chisholm.

Spite Complaint means a complaint submitted with ill will or with intention of malice towards another person or entity and may include retaliatory complaints and civil disputes.

A Spite Complaint may also be defined as frivolous and vexatious complaint, or a complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process. Such complaints shall be brought to the attention of the Administrator and the Administrator shall, at their sole discretion, determine if the complaint shall be investigated or rejected.

Policy:	BY-LAW ENFORCEMENT POLICY	Policy No.	7.28
Section:	Miscellaneous	Effective:	, 2024
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Legislative & Administrative Authorities

Section 224(d & d.1) of the Municipal Act, 2001 states that it is the role of Council:

“To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council; to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality”.

Part XIV of the Municipal Act, 2001 provides legislation regarding enforcement and the municipality’s ability to pass by-laws to enforce and set fines.

Policy Requirements

The safety of staff and/or agents of the Municipality is of the utmost importance. If staff are verbally or physically threatened while enforcing By-laws, then no further investigative action shall be carried out until a police officer accompanies the By-law Enforcement Officer.

The Municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner.

By-law enforcement is both proactive as well as reactive in nature:

- By-law Enforcement Personnel, upon observation of a possible By-law violation, may undertake an investigation on their own initiative.
- The Municipality may act upon complaints received from the public.
- Senior Level Township employees, upon observation, may bring possible by-law violations to By-law Enforcement Personnel who will then decide if further investigation is warranted.

By-law Enforcement Personnel have discretion to determine the appropriate response to a complaint. This may include decisions to act on some, all, or none of the complaint, assign priority between complaints; immediately issue an offence notice/ticket, or an emergency order to remedy a violation as determined at the staff’s sole discretion. This discretion is to be exercised based on the following criteria:

- Safety factors.
- History of attempts for compliance made by the Municipality and/or its agents.
- Available resources, including financial resources.
- Potential impact of not responding.
- Offer for formal mediation.

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- Coordinating involvement with other relevant agencies.
- Likelihood of achieving compliance.
- Municipal jurisdiction and authority.
- Other enforcement avenues including civil processes.

Notwithstanding the above, the goal of by-law enforcement is to achieve compliance with municipal by-laws through education and cooperation as opposed to enforcement. All violations should be approached with this intent, and the cooperation of the individual should be sought first in every instance.

Spite Complaints, as determined by the Administrator, shall not be investigated by a By-law Enforcement Officer.

The Municipality is not obliged to enforce any by-law or to pursue law enforcement action on any by-law infraction, which is consistent with Section 444(1) of the Municipal Act. Where a decision is made, not to enforce compliance with a by-law, the decision shall be documented.

Any decision made under this policy, including a decision not to respond to a complaint, enforce a by-law, or a decision by the Administrator, may at any time be revisited by the Administrator.

The Ontario Provincial Police is responsible for enforcement of the criminal code and emergency situations. They should be contacted to deal with issues, including but not limited to loitering, trespassing, noise related neighbour or domestic disputes, possible drug activity, vandalism, or other criminal activity.

Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document, or order in a proceeding otherwise in accordance with any municipal by-law, provincial, or federal legislation.

General Principles

1. Submission of a Complaint

Complaints regarding alleged by-law infractions shall be reported to the municipal staff who will forward details by using the Occurrence Form (Appendix A) to a By-law Enforcement Officer.

When a complaint is received by the By-law Enforcement Officer, they shall contact the complainant to confirm the nature of the complaint and get any further details.

Anonymous, incomplete complaints, and complaints communicated through third parties, including Members of Council, will not be acted upon unless the alleged infraction is a life, safety, or environment matter.

2. Confidentiality

Complainants and persons who are the subject of a complaint are protected under the

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Municipal Freedom of Information and Protection of Privacy Act and every complainant shall be kept completely confidential and not be intentionally divulged to any member of Council, non-essential municipal staff, the public, or media unless so ordered by a Court or privacy commissioner.

Pursuant to the above, once a complaint has been filed, information or documentation that would violate a complainant or defendants' rights under *Municipal Freedom of Information and Protection of Privacy Act*, will not be disclosed.

However, By-law Enforcement personnel dealing with a complaint will contact the complainant and provide a brief description of the action taken. If the complaint resulted in a Provincial Offense Notice (i.e., a ticket) being issued, the complainant must be informed that a ticket was issued and that they would be required to attend court if the person who was issued the ticket pleads not guilty.

It is important to note that the anonymity and confidentiality afforded complainants and alleged violators by this policy cannot be assured if the investigation results in court proceedings as the complainant may be required to act as a witness for the prosecution.

3. Issue Priority

Complaints shall first be ordered based on the date of receipt. If multiple complaints are received in a close proximity of each other, the By-law enforcement officer shall then assign a priority level of:

- Low Priority – A by-law violation unlikely to cause life, health, safety issues, and/or negatively impact the community or the environment.
- Medium Priority – Multiple low priority violations or a by-law violation with potential to cause life, health, safety issues, and/or negatively impact the community or the environment.
- High Priority – Multiple by-law violations or a by-law violation currently causing or imminently threatening to cause life, health, safety issues, and/or negatively impact the community or the environment.

The priority level shall determine the resources assigned to the resolution of an alleged infraction, and the flexibility with which the Municipality may achieve a resolution with the named person. In high priority cases, warnings and extended remedy times may be waived.

4. Processing Procedure

All complaints shall be logged, recorded, and actioned within five to ten business days of receipt. All complaints and subsequent investigations shall be kept on file in accordance with the Municipality's Records Retention Policy.

Upon receipt of a complaint, a preliminary review of the complaint shall be undertaken to set a

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priority to verify the information provided and research any supporting documentation which may be available in municipal records. If necessary, a site visit shall be completed to determine if a contravention exists.

If By-law Enforcement Personnel are unclear of a possible contravention, they shall report the issue to the Administrator to seek advice.

The By-law Enforcement Officer shall notify any municipal departments and outside agencies that may need to be aware of an issue, or be required to assist (e.g., Fire, Operations, Building and Planning, provincial ministries). A record of the conversation shall be kept by the Officer.

At the By-law Enforcement Personnel's discretion:

- the named individual(s) shall be notified by phone call, in-person, by email, or by regular or registered letter and given the opportunity to provide their perspective and any supporting evidence.
- the named individual(s) shall be given the opportunity to voluntarily comply within a set timeframe, identified on a case-by case basis, before further action is taken. Individuals may also be requested to cease the activity until compliance is achieved.

By-law Enforcement Personnel may issue an emergency order to remedy a violation in lieu of an initial warning when such violation poses an immediate threat to health or safety.

When compliance with the warning and/or order is confirmed, the By-law Enforcement Officer shall close the file by returning the completed Occurrence Form to the Administrator.

If the warning and/or order has not been complied with by the specified time, the By-law Enforcement Officer shall suggest next steps to Administrator to determine whether to attempt a second written warning or proceed with the actions in accordance with municipal by-laws.

Any enforcement action that would result in the Municipality expending additional public monies in excess of \$5,000, in support of enforcement efforts, shall be reported to Council.

Roles and Responsibilities

1. Council:

- Adopts by-laws, policies, and any amendment thereto. Regulatory by-laws shall identify the enforcement jurisdiction and the person and/or agent authorized to enforce those regulations.
- All Council inquiries related to by-law enforcement shall be directed to the Administrator. Individual members of Council shall not sanction, direct, investigate, assess, or interfere with a complaint or investigation.

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2. The Chief Administration Officer, or designate:
 - Serves as the Administrator of this policy or appoint a designate.
 - Makes recommendations to Council for policy amendments.
 - Shall keep the Council advised of any significant enforcement actions that have direct legal or significant financial implications for the Municipality (\$5,000 and above).

3. The By-law Enforcement Officer (BLEO):
 - shall coordinate all regulatory By-law enforcement actions.
 - shall investigate complaints and carry out enforcement actions.
 - Where the BLEO has reasonable and probable grounds to believe that a violation exists, he or she may enter upon private property to further an investigation or resolve any violation.
 - shall only conduct business on the property related to the issue of the complaint.
 - shall maintain a detailed reporting of enforcement activity on the second page of the Occurrence form
 - shall submit an annual report summarizing enforcement activity to the Administrator who will then share with Council. The report will be generalized and not include identifiable information.
 - shall be in compliance with the municipal Employee Code of Conduct policy.

Connections to other Policies, By-laws or Legislation

- Employee Code of Conduct

This policy will be replacing Policy 7.12 Municipal Law Enforcement Policy and Policy 7.04 Occurrence Procedures.



Rank _____

THE CORPORATION OF THE TOWNSHIP
OF CHISHOLM

OCCURRENCE NO.: _____ Date: _____ Time: _____

Taken by: _____
Informant Name: _____ Update requested: Yes / No
Contact Telephone Number: _____

TYPE OF OCCURRENCE (Check the box)

- Property Standards
- Fire
- Landfill
- Municipal By-laws
- Building Code
- Recycling
- Animal Control
- Roads

Other _____

DETAILS OF OCCURRENCE

Property Owner: _____
Legal Description of Property: _____

Mailing Address: _____
Phone number: _____

DETAILS OF THE OCCURRENCE Date: _____ Time: _____

Date of Notification of Occurrence: _____

Date File Closed: _____

ACTIONS COMPLETED BY MLEO:

OCCURRENCE NO.: _____

[Empty rectangular box for reporting actions completed by MLEO]

Policy:	BLUE GREEN ALGAE NOTIFICATION POLICY	Policy No. 7.25
Section:	MISCELLANEOUS	Effective: November 14, 2023
Approved by:	Resolution No. 2023 - 285	Revised:
		Page: Page 1 of 1

Policy:

The following is a policy to guide staff in notifying residents when Blue Green Algae has been identified in the watershed.

Purpose:

The purpose of this policy is:

- to inform the public of a Blue Green Algae outbreak
- to educate the public on Blue Green Algae using resources from the North Bay Parry Sound District Health Unit (NBPSDHU) and Ministry of Environment, Conservation and Parks (MECP).

Procedure:

- 1) Once staff have been notified in writing by ~~NBPSDHU and/or~~ MECP of an outbreak (**reports received are confidential**) the following communication will occur:
 - a. A message will be posted on the township social media page. **The message will include the, the lake confirmed, notify of signs posted, and a link to health unit Blue-Green Algae page.**
 - b. The water resource page on the website will be updated **with the date the sample was taken.**
 - c. Signs (**provided by the Health Unit**) will be posted at the Beach at 600 Beach Road and the boat Launch at Laporte's Road.
 - d. An email will be sent to members Council, all office staff and Operations Superintendent informing them of the outbreak.
 - e. Notice will be put in the monthly newsletter that follows the date of the outbreak.
- 2) The water resources website page will be updated with any new information as it becomes available.
- 3) **Staff is to respond to inquiries in the following manner:**
 - a. **Direct inquirers to do their own research by visiting the Health Unit website.**
 - b. **Inform of the Township's process and where to look for a confirmed sample.**
- 4) **Public Works removes the posted signs.**

Best Practices for Updating Broader Public Sector (BPS) Energy Conservation and Demand Management (CDM) Plans

Prepared by the Ontario Ministry of Energy, released March 11, 2024, v2.0

How to use this document

The Ministry of Energy (ministry) has prepared this document to support Ontario Broader Public Sector (BPS) organizations as you update your 2024 Energy Conservation and Demand Management (CDM) plans. As per Ontario Regulation 25/23, CDM plan updates are required to be completed by July 1, 2024.

This document is a reference document to provide guidance on how to prepare a plan. Organizations can look to this guide and the accompanying *Sample Elements of an Updated BPS CDM Plan* for help creating a plan that fulfills the requirements of the regulation and is useful in planning for your organization's unique energy needs.

For more information on CDM plan regulatory requirements, please refer to O. Reg. 25/23 or Appendix A of this document. If you have any questions about the application or interpretation of the regulation or have other legal questions, please consider consulting a lawyer.¹

What is a BPS CDM plan?

A BPS CDM plan helps public organizations better understand and manage their energy consumption and identify energy conservation and efficiency goals and objectives. Organizations were first required to publish their first CDM plans in 2014, with mandatory updates every five years.

Subsequent plan updates should build on the most recent CDM plan previously developed by your organization, by describing any progress that has been made, any actions that helped facilitate this progress, outlining how organizational goals and objectives are evolving, and what future measures are planned to meet these targets.

Why prepare a BPS CDM plan?

¹ This document is for informational purposes only and should not be construed as legal advice.

Energy usage can represent one of the largest operating costs for public agencies. Energy benchmarking and conservation planning, such as through a BPS CDM plan, can help organizations:

- better manage their energy use and costs
- identify energy-saving and cost-saving opportunities
- find ways to reduce greenhouse gas (GHG) emissions
- evaluate results by comparing similar facilities across the province
- provide a benchmark to set goals
- measure improvement over time.

Organizations can use their CDM plans to propose energy efficiency, conservation, and demand management measures that reflect their unique strengths, opportunities, and priorities. By implementing localized solutions that align with broader regional initiatives, organizations can collectively help support the province in meeting its future energy needs while also achieving cost savings.

Planning for electrification and the energy transition

The ministry and its agencies have begun planning for the significant changes anticipated within the energy sector, including the electrification of energy end uses (such as transportation and building heating) and the transition to a low-carbon energy future. Many organizations have also intensified their energy and climate planning efforts in recent years. The BPS CDM plan presents an opportunity for organizations to plan for and track their performance against these priorities.

The ministry has developed the following best practices for public organizations to consider when updating their BPS CDM plans.

1. Scoping your plan

Setting goals, objectives, and targets



- ✓ Develop goals over multiple timelines:
 - Interim
 - Five-year (i.e., until the next CDM plan update in 2029)
 - Long-term (i.e., 20 or 25 years)
- ✓ Develop objectives related to:
 - Energy conservation and energy efficiency
 - Demand management (for example avoiding peaks)
 - Water conservation
 - Fleet management
 - GHG emissions (for example a net zero energy or emissions target for your building portfolio, or total operations)
- ✓ Include specific targets, such as:
 - Overall energy reduction and specific reduction in electricity, natural gas, or other fuel use
 - Reduction in relative energy usage intensity of your buildings compared to provincial medians
 - Reduction in GHG emissions and relative intensity
 - Upgrading the equipment for some high-consuming buildings
- ✓ Set goals that are ambitious but attainable and are tailored to your organization

Collaborate

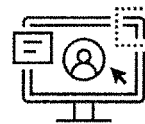


- ✓ Understand how your goals may align with and support those of other levels of government, other municipalities (if a municipal plan) or similar organizations
- ✓ Save money and staff time by working with other organizations to develop coordinated plans:
 - Consider common goals that may align with those of a partner or similar organization
- ✓ Link CDM plans to other planning and reporting requirements
 - Establish and highlight links between the CDM plan and other corporate plans or activities to take a strategic and coordinated approach to energy management.
 - Reduce duplication by building your CDM plan into another similar/related report or plan.

2. Defining your new energy and GHG baselines

Make use of available tools and information

- ✓ Energy benchmarking data from past years is available in your organizational ENERGY STAR Portfolio Manager account
- ✓ Utilize the features of Portfolio Manager to analyze and understand your energy use trends over time



Using your benchmarking data

- ✓ Define your energy and GHG baseline (e.g., first year of BPS CDM plan requirement or earlier if your organization's effort preceded this)
- ✓ Use your data from the most recent reporting season reported under O. Reg. 25/23
- ✓ Take advantage of the decade of data that has been reported through the BPS program to look for trends, gaps, and opportunities
- ✓ Use other data, such as from any past facility audits, or information from your electricity and other energy bills (e.g., electricity demand data), as appropriate



3. Creating your strategy to achieve your goals

Choose a variety of energy efficiency, conservation and demand management measures and initiatives

- ✓ Include a variety of conservation measures, including:
 - Technical (e.g., building envelope upgrades, heat pumps, demand management initiatives)
 - Organizational (e.g., establish procurement requirements for the energy efficiency of products)
 - Behavioural (e.g., implement a training and education program for staff to help advance energy conservation initiatives)
- ✓ Consider how any renewable energy your organization generates, or future opportunities for implementation, can support your organization in achieving its goals
- ✓ Diversifying your approach to conservation and efficiency can enhance your organization's overall energy resiliency



Be detailed



- ✓ Detailed plan components can help your organization determine:
 - Each proposed measure's priority
 - How the measures relate to other corporate priorities or planning/reporting requirements
 - Estimated costs and savings over a project's lifetime
 - The resources required to implement and operate the measure
 - The programs that may be available to support the project
 - How the project will be monitored and validated (for example estimated vs. actual results).

Think ahead



- ✓ Update your plan regularly throughout the five-year period to help your organization:
 - Update goals and objectives
 - Add new conservation and demand management measures
 - Track progress and results

4. Resourcing your proposed measures

Identify opportunities to apply for provincial and other programming



- ✓ Consider how available programs for demand management, energy efficiency, and conservation in Ontario can support your organization's effort's such as:
 - Save On Energy incentive and energy management training programs delivered by the Independent Electricity System Operator
 - Natural gas Demand Side Management (DSM) incentive and energy management training programs delivered by Enbridge Gas Inc.
 - Capacity Auction delivered by the Independent Electricity System Operator
 - Industrial Conservation Initiative delivered by the Independent Electricity System Operator
 - Ontario Net Metering program offered by your local distribution company
 - Federal initiatives available from Natural Resources Canada (NRCan)

Learn more about energy planning and energy efficiency



- ✓ Access additional information to support your organization as it works to achieve its goals
 - Information resources and audit support offered by [Save On Energy](#) and [Enbridge Gas Inc.](#)
 - The [Canadian Climate Institute's](#) tool for cost comparison of heat pump technology
 - NRCan programs and resources on [energy efficiency in buildings](#)
 - [QUEST Canada](#) resources with tips for energy planning and more

5. Finalize your plan

Making your CDM plan easy to understand



- ✓ Write in plain language so your CDM plan can be easily understood by staff, key stakeholders, and the public
- ✓ Format your plan to make key pieces of information easy to find
 - Consider clear headings for your goals, objectives, measures, and outcomes
- ✓ Include tables and other graphics to showcase your organization's progress

Highlight organizational commitment



- ✓ Include senior management messaging to demonstrate corporate commitment and identify energy conservation as a priority
- ✓ Identify champions for conservation, energy efficiency, and demand management measures

Share your plan



- ✓ Post your CDM plan update on your organization's website
- ✓ Send the ministry a link to your plan

Sample elements of an updated Broader Public Sector (BPS) Energy Conservation and Demand Management (CDM) plan

Prepared by the Ontario Ministry of Energy, released March 4, 2024, v2.0

How to use this document

The Ministry of Energy (ministry) has developed the following suggested elements of an updated BPS CDM plan. Organizations are encouraged to first review the *Best Practices for Updating Broader Public Sector (BPS) Energy Conservation and Demand Management (CDM) Plans* (above) and then this document to inform development, or to finalize, your updated plan.

We have included suggested headings and brief suggestions for accompanying text content. These are examples for how a plan may be organized and are not meant to be prescriptive. We recommend that organizations consider linkages with related energy, climate, or other corporate initiatives. Organizations are encouraged to create a comprehensive, meaningful plan to achieve energy efficiency and conservation goals and objectives that reflect your organization's unique circumstances, while meeting the requirements set out in O. Reg 25/23.

The examples throughout this document are for illustrative purposes only. The required elements of a CDM plan can be found in O. Reg 25/23 and/or Appendix A below. If you have any questions about the application or interpretation of the regulation or have other legal questions, please consider consulting a lawyer.²

² This document is for informational purposes only and should not be construed as legal advice.

Introduction

The introduction can reference O. Reg 25/23 and define the period that this updated CDM plan covers. You can describe how the updated plan builds on previous CDM plans, define the scope of the plan, and describe how the updated plan may relate and contribute to other corporate priorities or planning/reporting requirements. You may also wish to advise where future updates to the plan, if any, may be posted.

Your senior management must approve your updated BPS CDM plan. Organizations are encouraged to have their senior management team express a strong commitment to achieving the targets set out in the plan to encourage greater participation, and to communicate the priority of the plan.

Example introduction (of an Ontario municipality's updated CDM plan):

Ontario Regulation 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans requires Broader Public Sector (BPS) organizations to develop an Energy Conservation and Demand Management (CDM) plan and update it every five years. Our updated CDM plan was developed in compliance with the regulation and covers the period from 2025 to 2029. The plan was approved by council on June 1, 2024.

Our updated CDM plan builds on the municipality's previous conservation and demand management efforts as outlined in past plans found here ([link to previous plans](#)). This updated plan also continues to build on experience gained in energy conservation and demand management over the last five years. In addition, this update supports our transportation and fleet asset plans, and incorporates our emissions reductions plans.

Hard copies of the CDM plan are available at the town hall located at 10 King St.

Goals and objectives for conserving energy

This section can describe your organization's energy conservation and demand management goals, objectives, and targets for your CDM plan update. You can make these goals and objectives clear, measurable, and ambitious to help identify areas of opportunity for future action.

Consider how your goals and objectives align with other corporate plans at your organization, as well as how they align with those of similar organizations, other municipalities (if a municipal organization) or other levels of government. Collective effort can be powerful in achieving common goals.

Example description of goals, objectives, and targets:

Our goal is to position our organization with an energy management strategy that aligns with the provincial target to reduce levels of GHG emissions 30% from 2005 levels by 2030. Our organization will strive to continuously reduce energy consumption and manage demand to reduce energy costs and contribute to an efficient transition of the energy system. We are committed to creating new partnerships and working with other BPS organizations to better manage energy use across our community.

Our organizational energy goals include:

- Exemplify energy conservation leadership within our sector.*
- Ensure effective collaboration with our community partners and communicate our energy conservation progress*
- Use this plan to help our organization effectively monitor, evaluate, and measure corporate energy use*
- Review and update Green Fleet Strategy to continue to improve the efficiency of the organizational fleet (where appropriate to your operations)*

Our energy conservation and demand management objectives include:

- Enhance overall staff understanding of energy and water conservation*
- Implement building envelope upgrades and energy efficiency retrofits on priority facilities to reduce our overall energy usage and costs.*
- Work towards integrating this plan with our Climate Change Action Plan to align our corporate climate and energy initiatives and achieve greater outcomes.*

Our targets towards achieving our goals and objectives include:

- Reduce overall energy consumption of facilities by X% over five years (2025-2029) and by X% by 2035.*
- Reduce water consumption by X% over five years (2025-2029) and by X% by 2035.*
- Reduce fuel consumption by fleets by X% and/or transition X% of fleet to hybrid/electric vehicles over five years (2025-2029) and reduce/transition by X% by 2035.*
- Reduce corporate facility emissions by X% from 2011 levels by 2030.*

Defining baseline energy consumption and savings to date

In this section, you can describe the results of previous activities and measures implemented to manage, conserve, and reduce your organization's operational energy consumption. This section can also summarize the progress and achievements in energy conservation and other reductions since the previous plan.

You can describe the status of your organization's current energy conservation and demand management measures and activities, as well as key changes and measures updated from the previous CDM plan update. Identify how your organization will use your baseline energy consumption data to track progress and continuously benchmark against your consumption.

Example description of energy conservation progress since previous plan:

This updated plan uses 2011 energy consumption data as a baseline to track progress of our energy consumption patterns, renewable energy generation, and previous and future energy conservation measures.

Since the completion of the previous CDM plan update in 2019, we reduced overall energy consumption across all organizational buildings reported on by X%.

The greatest reductions were:

- *X% reduction in energy consumption at the community centre following the recommissioning of the heating, ventilation, and air conditioning (HVAC) system*
- *X% reduction at the central library following the installation of a ground source heat pump.*

Energy use and benchmark performance of operations

In this section, you can summarize the annual energy report your organization submitted to the ministry under O. Reg. 25/23, as well as annual GHG emissions for each of your organization's operations for the most recent reporting year.

We encourage organizations to use energy consumption and GHG emissions data from the most recent reporting year and compare it to baseline data and/or data from multiple years to benchmark your properties, inform updated targets, and measure progress.

You may include information on buildings or facilities operated by your organization that are not prescribed operations for your organization. We encourage you to include additional operations in the scope of your CDM plan.

Example display of benchmark performance of operations:

Annual energy reporting is required under the regulation and allows our municipality to understand how energy is used in our buildings, identify potential energy conservation opportunities, and track progress on energy conservation efforts.

We have included our organization’s most recent annual energy report and have also included and considered our annual energy consumption information from years prior, which has helped us to report on our achievements and inform the development of new measures.

Table 1: Source Energy Use Intensity (EUI) of office facilities

Property Name	Address	2017 Source EUI	2022 Source EUI	Provincial Median EUI	Change
North Community Centre	100 Queen Street	X	Y	Z	X%

Current and proposed energy conservation and demand management measures

In this section your organization may include a description of current and proposed conservation and demand management measures, which can comprise a combination of technical, organizational, and behavioural measures that your organization is currently implementing and/or seeking to implement. Organizations are encouraged to consider how each measure will help them achieve their goals, objectives, and targets. Conservation measures should be detailed and create clear, actionable steps for staff to take.

Proposed measures and activities can have descriptions of the potential cost and savings estimates associated with each action. Each proposed measure and activity can also have an anticipated timeline, which may include the timeline for implementation and how long each measure or initiative will be in place. We encourage you to participate in provincial programming which can provide funding and offer support in implementing energy conservation and demand management measures.

Organizations are encouraged to aim to identify and implement new measures to promote continued savings, meet updated conservation, efficiency, and demand management targets, and ensure success of the updated CDM plan.

If you have any additional demand management resources, such as electric vehicle (EV) fleets or energy storage solutions, you may include descriptions of each. You may want to include information on the changes to your energy consumption or demand resulting from each, greenhouse gas emissions or reductions associated with each, and any other associated metrics relevant to your organization’s conservation, energy efficiency, and demand management goals.

Example table describing proposed conservation and demand management measures including anticipated cost, savings, and timeline:

Type of Measure	Conservation Measure	Description	Cost	Anticipated Savings	Project Timeline
<i>Technical</i>	<i>Lighting Upgrades at Town Hall</i>	<i>Upgrade from inefficient, original facility lighting fixtures to high efficiency LED alternatives</i>	<i>\$X</i>	<i>Estimated cost savings of \$Y/year (Z ekWh)</i>	<i>Expected completion date of December 2024</i>
<i>Behavioural, technical</i>	<i>EV smart charging</i>	<i>Installing timers/smart software on EV chargers to shift charging of fleet EVs to overnight hours</i>	<i>\$X</i>	<i>Estimated cost savings of \$Y/year (Z kWh shifted from peak to off-peak or ultra low)</i>	<i>Expected completion date of December 2025</i>
<i>Organizational</i>	<i>Enhance organizational energy management knowledge</i>	<i>Put forward X staff member(s) to complete <u>Certified Energy Manager</u> training</i>	<i>\$X</i>	<i>Estimated cost savings of \$X over Y year period by reducing reliance on external expertise</i>	<i>Expected certification by July 2025</i>

Your organization can also list any renewable energy generation or renewable thermal facilities it operates and the amount of energy produced on an annual basis by each facility. You may include descriptions of:

- Solar PV, wind, or biomass energy generation, among other renewable energy generation technologies
- Solar thermal or geothermal technology
- Air-source heat pump technology
- Proposed initiatives to implement these technologies in the future

Descriptions of the above can include information on the number of each technology operated by your organization, the energy generated or consumed by each, and any potential cost savings achieved through installation.

You may also wish to include any future initiatives aimed at adding or supporting renewable energy generation or storage within your organization.

Energy efficiency measures are typically the most cost-effective and are generally recommended to be pursued first to reduce absolute building energy demand. Renewable energy generation can also meaningfully contribute to reducing your organization's long-term energy costs and emissions, or in the case of renewable electricity generation, contribute to the efficiency of the provincial electricity grid.

Example display of renewable (i.e., solar PV) resources

Table 2: Current Solar PV (photovoltaic) systems

Property Name	Address	System Size (kW)	Annual System Generation (kWh)
South Community Centre	234 Prince Street	X	Y

Table 3: Proposed Solar PV Systems

Property Name	Address	System Size (kW)
North Community Centre	200 Dundas Street	X

Appendix A: CDM plan update requirements

Subsection 25.35.2(3) of the *Electricity Act, 1998* and section 5 of O. Reg 25/23 sets out the requirements for the CDM and future plan updates, which includes the following information:

- A summary of your organization's annual energy consumption and GHG emissions for each of your organization's operations prescribed under the Regulation.
 - This summary is only required to include information from the year that ends on December 31 immediately preceding the day the summary is required to be submitted.
 - This summary can be the annual energy report your organization submitted to the Ministry of Energy to fulfill its obligations under O. Reg. 25/23.
- A description and a forecast of the expected results of current and proposed activities and measures to conserve the energy consumed by your organization's prescribed operations and to otherwise reduce the amount of energy consumed by your organization, including by employing such energy conservation and demand management methods as may be prescribed by Regulation.
- A summary of the progress and achievements in energy conservation and other reductions since the previous plan.
- A description of the results of previous activities and measures to conserve the energy consumed by your organization's prescribed operations and to otherwise reduce the amount of energy consumed by your organization, including by employing such energy conservation and demand management methods as may be prescribed by the Regulation.
- A forecast of the expected results of the current and proposed measures.
- Cost and saving estimates for your organization's current and proposed activities and measures.
- The estimated length of time the public agency's current and proposed activities and measures referred to in paragraph 2 of subsection 25.35.2(3) of the *Electricity Act, 1998* will be in place.
- A description of any proposed changes to be made to assist your organization in reaching any targets it has established or forecasts it has made.
- The actual results of your organization's previous energy conservation efforts and activities.
- A description of any renewable energy generation facility operated by your organization and the amount of energy produced on an annual basis by the facility.
- A description of:
 - The ground source energy utilized, if any, by ground source heat pump technology operated by the public agency.

- The solar energy utilized, if any, by thermal air technology or thermal water technology operated by the public agency.
- The proposed plan, if any, to operate heat pump technology, thermal air technology or thermal water technology in the future.
- Confirmation that the energy conservation and demand management plan has been approved by the public agency's senior management.

O. Reg. 25/23 requires the CDM plan to be made publicly available by:

- Publishing it on your organization's website (if there is one);
- Making it available to the public in printed form at the head office.

CDM plan updates need to be published on or before July 1, 2024, and on or before every fifth anniversary thereafter.



Township of Chisholm

5 Year Energy Conservation & Demand Management



2014-2020

INTRODUCTION

Energy costs for electricity, and other fuels continue to rise. In order to protect the Township from rising costs, effective energy management is imperative.

In 2009, Ontario Regulation 397/11 under the *Green Energy Act 2009* directed all public agencies in Ontario to report on their energy consumption and greenhouse gas (GHG) emissions annually beginning in 2013 and to develop and implement *Energy Conservation and Demand Management* (CDM) plans starting in 2014. Energy conservation and demand management reports are required by July 1, 2014 and every fifth year thereafter.

The Energy Management Plan (EMP) is a document that provides information on the Township's annual energy consumption; its goals and objectives for conserving and reducing energy consumption and managing its demand for energy; and proposed measures to save energy and help achieve the goals and objectives of the Township with respect to energy management.

The document is intended as a long term plan for best practice energy management and is to be used to deliver energy savings in an effective and flexible manner.

Leo Jobin
Mayor

COMMITMENT

The Council of the Township of Chisholm is committed to allocate the necessary resources to develop and implement a strategic energy management plan that will reduce the Township's energy consumption and its related environmental impact.

VISION

The Township of Chisholm will exercise stewardship in its use of finite energy resources to demonstrate leadership, optimize its delivery of services, and enhance the overall quality of life in the community.

POLICY

The Township will incorporate energy efficiency into all areas of its operations, including its organizational and human resources management procedures, procurement practices, financial management, and facility operations and maintenance.

GOALS

To continuously improve the energy efficiency of the Township's facilities and processes in order to reduce its operating costs, energy consumption and associated greenhouse gas emissions.

OVERALL TARGET

The Township will reduce its consumption of fuels and electricity in all municipal operations each year between now and 2020.

OBJECTIVES

The creation of a culture of conservation within the Corporation will accomplish the following objectives:

- Reduce greenhouse gas emissions and ensure the wise use of resources.
- Fiscal accountability through savings.
- Demonstrate energy management leadership and commitment within the Corporation and community.
- Demonstrate sound operating and maintenance practices.
- Provide a forum for discussion within the Corporation on energy management to explore new ideas and trends.

ORGANIZATIONAL UNDERSTANDING

Municipal Energy Needs

The municipality needs reliable, low-cost sustainable energy sources delivering energy to the most efficient facilities via the most energy-consuming technology feasible.

Stakeholder Needs

Internal stakeholders (Council, 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, 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.

Municipal Energy Situation

The township's assessment of organizational capacity for energy management with respect to energy policy, organizational structure, employee awareness, and investment practices indicates that the Township has pursued some measures to improve the energy efficiency of municipal buildings, and will in the future, continue to pursue measures that accomplish this goal.

RESPONSIBILITY

The management of energy consumption and the energy performance of the Township's facilities and equipment are the responsibilities of: Finance (cost management), Public Works (maintenance), and Department Managers (operations). However, since everyone uses energy in their daily activities, it will also be the responsibility of all Municipal staff to be aware of their energy use and work towards conservation.

SUMMARY OF ENERGY CONSUMPTION, COST AND GHGs

Summaries of energy consumption and greenhouse gas emissions for the years 2011 and 2012 are found in Appendices A and B , attached to and forming part of this Plan.

TRENDS IN ENERGY CONSUMPTION

The Township's energy consumption decreased in 2012 due in part to the following initiatives:

- Lighting retrofits at all Municipal buildings as part of Hydro One's *Save on Energy* program.
- Insulated door retrofit at the Municipal Garage.

This trend will continue with additional upgrades and retrofits planned for during the annual budgeting process.

FUTURE ENERGY INITIATIVES

The Township of Chisholm plans to implement the following energy reducing initiatives in the future:

- To implement energy audits on municipal buildings during the next five years.
- Construction of a new roof, including the installation of insulation, at the Municipal Garage.
- In addition, any facilities requiring rehabilitation, renewal and/or replacement will incorporate energy saving strategies where possible.

RESOURCES PLANNING

Energy Leader

Chisholm Township Council will designate leadership and overall responsibility for corporate energy management.

Capital Construction Planning

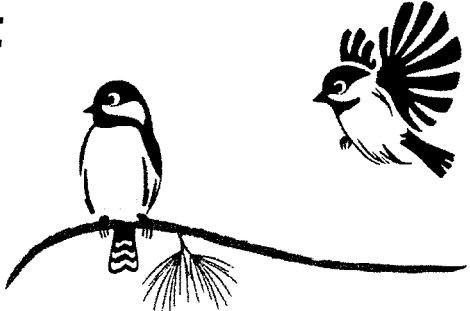
Energy management and conservation will be taken into account during all capital construction projects and retrofits.

REVIEW

The Township will review and evaluate its energy plan, revising and updating it as necessary, on an annual basis during the annual budgeting and planning process.

EXAMPLE

THE TOWNSHIP OF
SOUTH
ALGONQUIN



Conservation and Management
Energy Plan
2025-2029

Ontario Regulation 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans requires Broader Public Sector (BPS) organizations to develop an Energy Conservation and Demand Management (CDM) plan and update it every five years. Our updated CDM plan was developed in compliance with the regulation and covers the period from 2025 to 2029.

Our updated CDM plan builds on the municipality's previous conservation and demand management efforts. This updated plan also continues to build on experience gained in energy conservation and demand management over the last five years. In addition, this update supports our transportation and fleet asset plans, and incorporates our emissions reductions plans.

Hard copies of the CDM plan are available at the Municipal Office located at 7 Third Avenue, Whitney ON.

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- 1.1.3 Staff Composition
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- 1.1.6 Challenges
- 1.1.7 Energy Management Data

CHARTS:

Heating Consumption 2017-2023

Electrical Consumption 2017-2023

Electrical Consumption- Street Lights 2015-2023

Green house Gas Emissions 2016-2023

- 1.1.8 Five Year Plan
 - Levels of Success Achieved
- 1.1.9 Goals-Measures-Objectives

1.1.1 Background

“This document is a living document that will be reviewed annually by staff and Council and updated as required. It has been prepared by the Corporation of the Township of South Algonquin to achieve compliance with Ontario Regulation 397/11 of the *Green Energy Act 2009*. Under this regulation municipalities and other public service bodies must prepare a five-year plan identifying strategies on how they will conserve energy and optimize consumption patterns.” This plan includes 2023 data usage and outlines measures that could be taken by the municipality to achieve objectives, goals and targets. It should be noted that measures are the preferred expectation, however most of the measures are long term goals that would be dependent on incentive programs and additional funding through ministry programs.

1.1.2 Location and Geography of South Algonquin

The Township of South Algonquin is located in Northeastern Ontario, directly adjacent to the world-famous Algonquin Provincial Park. It is accessed from the east and west by Provincial Highway #60 and from the south by Provincial Highways #127 and 523. South Algonquin is the southernmost municipality in the District of Nipissing. To the south it borders Hastings County, and to the west and east, respectively, it borders Haliburton and Renfrew Counties.

South Algonquin can generally be described as a remote and sparsely populated municipality. Located on the Canadian Shield, the Township is comprised mainly of forested areas, as well as numerous water bodies. Approximately 80% of the Township’s land base is composed of provincial Crown land, most of which is off-limits to new development. These factors, along with the Township’s relatively remote location away from major urban centers, have limited the availability of local economic development opportunities over the past few decades.

1.1.3 Staff Composition

The Township operates with; A full-time CAO/Clerk-Treasurer, Road Superintendent, Deputy Treasurer, Planning and Building administrator, Administrative Assistant, Custodian, and Chief Building Official. 5 full time and 2 part-time Road staff, 1 part-time Administrative Assistant, 1 part-time Fire Chief and 31 volunteer fire personnel.

1.1.4 Economic Characteristics of South Algonquin

South Algonquin has a narrow economic base, characterized by dependence on forestry, tourism, and retail sectors. The number and variety of job opportunities within the Township are both quite limited. This has led to a relatively high unemployment rate in the municipality, and at the same time, many community members are underemployed due to their reliance on seasonal and/or part-time jobs.

1.1.5 Social and Demographic Characteristics

Census data statistics for South Algonquin in 2021 demonstrate trends of an aging and declining population within the municipality. Population in 2021 was 1055 (1095 in 2016). The Township had a median age of 59.6 (56.2 in 2016). Population decline in the Township can largely be attributed to the out-migration of youth, who tend to leave South Algonquin after graduating from high school and rarely return. These trends and a stagnant number of children living in the Township have combined to result in South Algonquin senior’s population (65+) being larger than the municipality’s child and youth populations combined.

In South Algonquin, 34.6 % of the population was aged 65 or higher in 2021 (29.7% in 2016), while only 20.4% of residents were less than 25 years old (20.1% in 2016).

The population trends identified above – an aging population and significant youth out-migration – pose several issues for the municipality as it pertains to strategic planning and budgeting. The municipality has seen increases in assessment but very little increase in wages or cost of living for the senior population. The municipality has tried to keep the municipal levy minimal to offset the increase in assessment and meet its obligations to raise enough funds for the yearly operational budget.

The remoteness of the area has in some cases limited development, but also increased costs. Due to our geographic location, we have limited choices among our service providers. The municipality is participating in Association of Municipalities (AMO) Local Authority Services (LAS) municipal group buying program which provides benefit from bulk purchasing but has limited vendors.

1.1.6 Challenges of Single Tier Municipality relevant to consumption and cost savings:

The Corporation of the Township of South Algonquin has always exercised prudent financial practices and attempted to control electricity and fuel consumption.

- Funding
- Aging population and infrastructure
- Minimal industries and assessment growth
- Few commercial properties and industries
- Geographical location: we are over two hours from any major center which would offer cost savings
- Suppliers are limited – cost of travelling is incorporated in rates
- Decreasing electricity consumption would require a reduction in service level
- The municipality cannot predict or attain cost savings when the fuel and hydro costs fluctuate and continue to increase
- Lighting retrofits were done in all of our buildings, but no further upgrades are planned without financial assistance as we have not seen any cost reduction resulting from those upgrades

1.1.7 Energy Data Management

- The rink attendants and volunteers of our recreation facilities monitor the heat in those buildings and the Deputy Treasurer follows the annual energy budget to analyze variances.
- The municipality has contracted the services of AMO Local Authority Services (LAS) to participate in the electricity and natural gas procurement program. This program would remove the municipality from the Ontario government's Regulated Price Plan (RPP) and provide opportunities for strategic and competitive energy purchasing. Unfortunately, due to our geographic location, we cannot benefit from these programs and cannot benefit from savings.

Energy Use in Facilities

In April 2023, the municipality completed an asset management plan during which time a review was done for our facilities. In upcoming years, when doing upgrades or repairs to our facilities, the municipality will evaluate economic opportunities in energy and water efficiencies.

Equipment Efficiency

- Ongoing maintenance and replacement of inefficient mechanical equipment is underway, including a review of our existing systems and consider replacement with energy efficient equipment.

Baseline Energy Use

- Our fuel consumption cannot be reduced without jeopardizing the health and safety of our workers or doing some major retrofits which this small municipality cannot afford.

Process Improvement

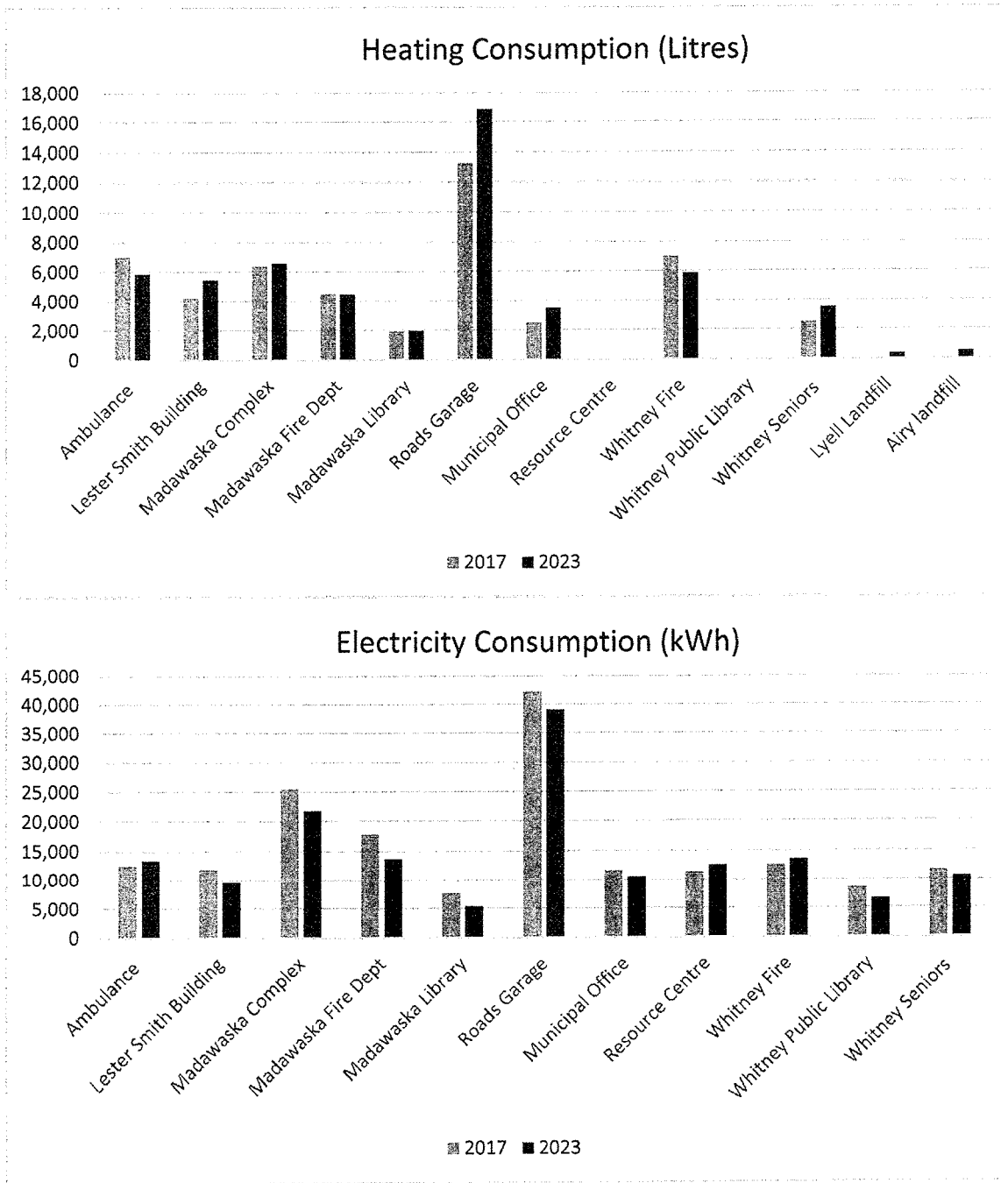
- With the implementation of the BPS website and updating the energy use, the management team can better track efficiencies and identify problem areas. Building component assessment tracking sheets will help identify infrastructure condition and efficiencies.

Program Implementation

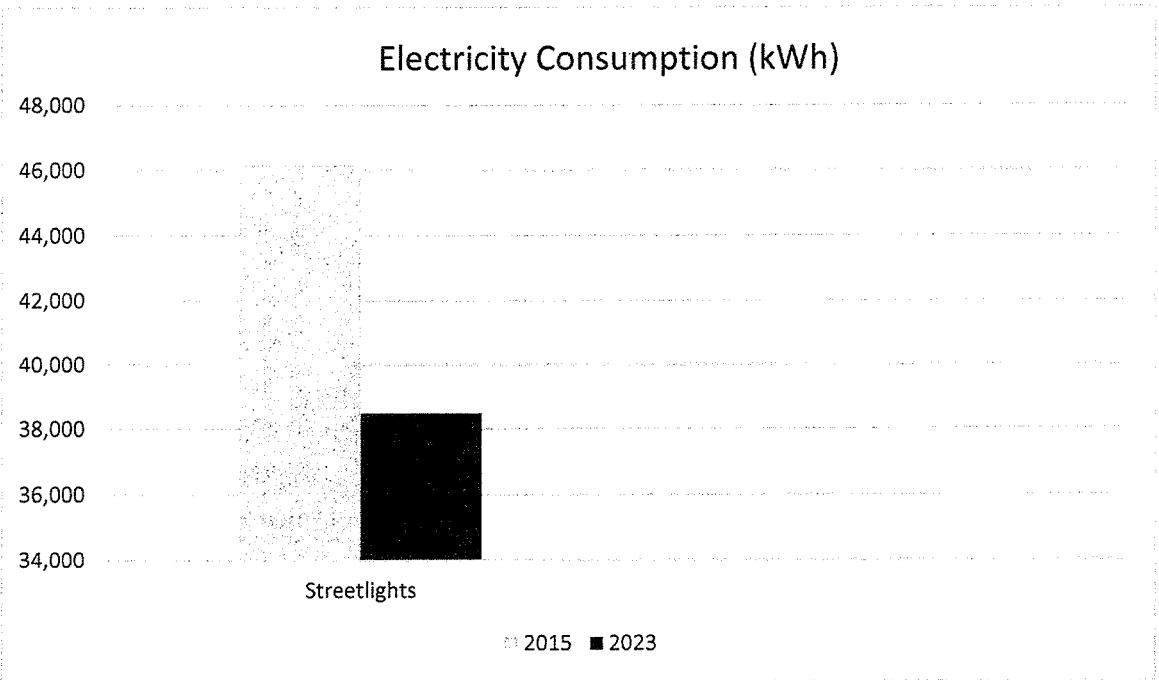
- Develop a communications plan to promote the municipality's successes and initiatives as it pertains to energy savings to the community and implement a preventative maintenance program on the website.
- Continue to update and maintain our Corporate Energy Management Plan
- Begin building component condition tracking.
- Develop and implement operating procedures throughout the facility encouraging turning down the heat when facilities not in use.
- Provide ongoing energy training for municipal staff.

Projects

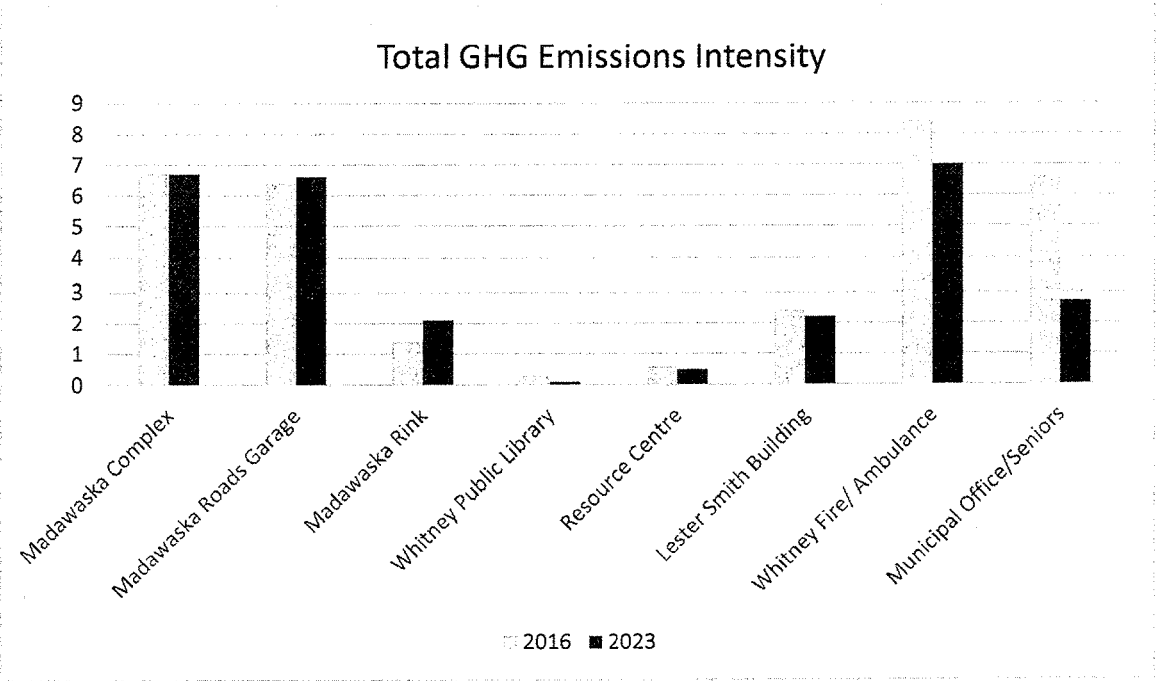
- Review building components and recommend retrofits, or system upgrades.



Over the six-year period (2017 and 2023) heating consumption and electricity consumption has decreased for some municipal buildings. The graphs demonstrate some cost savings and some increased costs at a couple of the locations. The savings were realized through staff education and new programmable thermostats. Cost increases can be attributed to increased use of buildings and the irregular pattern of energy consumption during the winter months from year to year.



In 2015 the Township completed the Street Light Retrofitting Project where all streetlights were converted to LED luminants. The graph demonstrates efficiencies achieved from the upgrade, an approximate annual savings of 7670 kWh.



Greenhouse Gas (GHG) Emissions are the carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) gases released into the atmosphere as a result of energy consumption at the property. GHG emissions are expressed in carbon dioxide equivalent (CO₂e), a universal unit of measure that combines the quantity and global warming potential of each greenhouse gas. This report shows total emissions intensity - which is total

emissions on a per square foot basis.

1.1.8 Five Year Plan

Prior to the Province of Ontario mandating energy conservation, the staff of South Algonquin Township has always practiced with a limited measure of cost control. Energy efficient lights, newer computer systems and other equipment have been purchased to reduce the consumption of electricity. Use of the Air conditioning unit has also been minimized and office lights are turned off during afternoon on sunny days.

Levels of success achieved to date

- The municipality was proactive and built a multi-use facility that encompasses a recreation center, a library, and the fire department to save hydro costs and heating costs.
- The former fire hall in Madawaska was sold in 2018 as a surplus building because it was not being utilized for its intended purpose.
- Municipal staff reviewed all streetlights and sentinel lights, and some inactive lights were identified, and the municipality was reimbursed.
- Municipality took advantage of a retrofit matching program to upgrade lighting in municipal buildings.
- Township office lighting upgraded from florescent tubes to LED tubes.
- New propane furnace installed at Lester B.Smith Community Center in 2017.
- New propane boiler furnace installed at Township Office/Seniors building in 2022.
- Staff and Council involvement through attendance of LAS workshops.

INITIATIVES

- Upgrade internal lighting in buildings with LED lighting.
- Staff awareness programs, posters, turn off lights, computers.
- Aging furnaces be replaced with propane furnaces to save cost and efficiencies.
- Aging appliances be replaced with energy efficient products.
- New buildings be built with efficiencies.
- Inform the community and staff of energy consumption goals.
- Application for electric vehicle charging stations with eCamion Incorporated, a no-cost hosting program.
- Over the next five years the Township will continue with current practices in order to control energy consumption while investing into reserve funds to maintain and upgrade the existing infrastructure.

1.1.9 Conservation Demand Measures

Goals and Measures are the actions that are taken to save energy and to help achieve the goals and objectives of the municipality. The Township of South Algonquin is committed to implementing organizational and behavioral measures that can produce energy savings and raise awareness on conservation and efficiencies.

GOALS and MEASURES	ACTIONS	PERFORMANCE MEASURES
Install occupancy sensors in all washrooms, storage cupboards and staff rooms	As upgrades are needed change to sensory lights	Reduced cost Less staff monitoring
Set goals and objectives to consider efficiencies when replacing aging infrastructure	Investigate existing heating/cooling systems	Reduce cost and increase efficiencies
Develop, encourage, and implement an employee engagement program to solicit energy saving ideas from public agency staff	Continue to update and train staff on the energy management plan and energy initiative	Reduce costs increase awareness
Implement a periodic hydro review program	Review hydro usage with Hydro One rate plan calculator	Reduced cost
Continue to implement mechanical and building system upgrades	Continue to investigate savings through betterment or replacement	Reduce costs, extend life of system, find cost savings
Develop and implement a building component condition checklist (Appendix A)	For employees to check mechanical equipment and other building components	To maximize life of equipment

Over the next five years the Township will continue to use best practices in order to control energy consumption while finding funding to assist with goals of achieving efficiencies. The staff and Council will work diligently to ensure they are fiscally responsible to their residents and are mindful of the health and wellbeing of their citizens. The municipality does not have the financial resources to invest in changing existing infrastructure but will continue to seek funds through the province whenever available.