



THE CORPORATION OF THE CITY OF
BRANTFORD
POLICY MANUAL

POLICY NUMBER: PUBLIC WORKS-013

SUBJECT: Energy Management Policy for the Engineering and Operational Services Commission

POLICY STATEMENT:

The Engineering and Operational Services Commission recognizes it has a responsibility to help protect the environment. The commission will adopt economic, sustainable energy management practices to reduce its overall environmental impact.

OBJECTIVES:

- Decrease the consumption of non-renewable resources.
- Decrease greenhouse gas emissions.
- Implement sustainable environmentally friendly management practices.

RELATED POLICY PROCEDURES/GUIDELINES:

1.0 DEFINITIONS

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| 1.1 Energy | Includes electricity, natural gas, water, waste water, heating oil and fuel (diesel/unleaded). |
| 1.2 Energy Conservation Committee (ECC) | A committee formed from members of the Engineering and Operational Service Commission to develop and implement energy conservation projects in the Commission. One representative from each department was appointed to the Committee by the General Manager. |
| 1.3 Facility | A City of Brantford asset in its entirety including building structure, technology, operations and staff. |

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| 1.4 Implementation Group | A group of Facilities where policy related projects are being considered or are being put into practice. Once the Energy Management Policy and energy projects are in practice within the facility it will no longer be part of the Implementation Group. |
| 1.5 Baseline | The energy that a Facility is consuming in its current condition. The baseline will provide a reference to compare future energy use to so that the effectiveness of energy management efforts may be determined. |
| 1.6 Benchmark | To compare energy-related data and energy management practices with similar Facilities in order to help guide Facility operations towards greater energy efficiency. |
| 1.7 Best Management Practice | A technique, method, process or activity that is believed to be more effective at delivering a particular outcome than any other technique, method, and process when applied to a particular condition or circumstance. |
| 1.8 Life-Cycle Costs | Refers to the total cost of ownership over the life of an asset and valuation of the environmental impacts of a given product or service caused or necessitated by its existence. |

2.0 GUIDELINES:

The Engineering and Operational Services Commission shall:

- 2.1 Reduce energy consumption in existing facilities through elimination of waste, reduced consumption and improvements in efficiency.
- 2.2 Consider least lifecycle energy cost options during new construction, renovation of buildings and repair of equipment.
- 2.3 Ensure that energy efficiency and/or pollution reduction are incorporated into product and service procurement terms and conditions of acquisition.
- 2.4 Assist with the development of renewable energy generation using corporate resources wherever feasible.
- 2.5 Integrate energy conservation best management practices, where available, into existing operational and maintenance procedures.
- 2.6 Increase employee awareness of energy consumption and conservation

opportunities to reduce operational energy use.

- 2.7 Explore available funding opportunities to reduce the financial burden of energy saving projects.
- 2.8 Continue to invest in energy saving projects.
- 2.9 Ensure that energy saving measures undertaken by the Commission comply with all federal and provincial regulations.
- 2.10 Adhere to a continuous improvement process in achieving these objectives.
- 2.11 Coordinate all projects related to the consumption of energy, requiring over \$5,000 of capital, through the Environmental Services Department.

3.0 SCOPE OF APPLICATION:

- 3.1 This policy applies to the Engineering and Operational Services Commission. It is focused on energy management within corporate buildings and operations managed by the Commission. Encouraging energy conservation by residents and businesses in the City is outside the scope of this policy.
- 3.2 The policy will be systematically implemented across the Engineering and Operational Services Commission.
- 3.3 The Energy Conservation Action Plan (Action Plan) sets out the manner of implementation of the policy. The Action Plan may be amended from time to time, as required, by the General Manager, Engineering and Operational Services, or designate, in order to effectively apply the policy.

4.0 RESPONSIBILITIES:

- 4.1 Department Directors will be responsible for the implementation of energy saving projects.
- 4.2 The Environmental Services Department will assist with the coordination and initiation of projects necessary to achieve the Policy objectives.

Date of Enactment: April 19, 2010	Related By-law Number/Staff Report Number: Report #2010-007 70-2010 (consolidation)
Review and Amendment Dates: June 2010 (consolidation)	Responsible for Review: Energy Conservation Committee (ECC)

Date of Next Review:
2013

Applicable Legislation/Legislative Authority:
Green Energy Act, 2009