



CITY POLICY

POLICY NUMBER: A1405

REFERENCE:

Commissioner's Ref. #11826, 1981 09 23
Commissioner's Ref. #10475, 1983 08 31
City Council Minutes, December 10, 1985,
Pg. 1340-1341 City Manager 1986 10 30

ADOPTED BY:

City Manager

SUPERSEDES:

1078 – September 23, 1981

PREPARED BY: Real Estate & Supply Services Department

DATE: 1985 12 10

TITLE: ENERGY MANAGEMENT

Policy Statement:

1. THE CITY OF EDMONTON ADMINISTRATION IS COMMITTED TO COST EFFECTIVE ENERGY MANAGEMENT PRACTICES WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF EDMONTON.
2. THE ENERGY MANAGEMENT COMMITTEE IS DESIGNATED AS THE DIRECTIONAL BODY FOR THE INITIATION, COORDINATION AND IMPLEMENTATION OF THE CORPORATE ENERGY MANAGEMENT PROGRAM.
3. THE CITY OF EDMONTON ADMINISTRATION RECOGNIZES THAT TO ACHIEVE MAXIMUM BENEFIT FROM THIS COMMITMENT REQUIRES THAT ADHERENCE TO PROPER ENERGY MANAGEMENT PRACTICES BE THE RESPONSIBILITY OF ALL STAFF. SUITABLE RECOGNITION TO THIS EFFECT WILL BE MADE IN THE OBJECTIVE SETTING AND PERFORMANCE EVALUATION PROCESSES.

The purpose of this policy is to:

Ensure that proper energy management practices are followed throughout the Administration, internally and in dealings with the community and other levels of government.



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1. DEFINITIONS

- 1.01 "Cost Effective" - A situation in which the total benefits of an action or investment exceed its total costs. Such benefits and costs shall include dollar expenses, savings and resources as well as intangibles. The method of determining "cost effectiveness" shall be "Life Cycle Costing" or other suitable methods as approved by City Manager.
- 1.02 "Life Cycle Costing" - A method of determining cost effectiveness which: accounts for all significant costs of ownership of an item, system or facility over a specified length of time; and presents the information in a form suitable for analysis.
- 1.03 "Energy Management" - The act or process of judiciously directing energy use toward the goal of eliminating wasteful uses of energy.
- 1.04 "Energy Management Committee" - That committee chaired by the Manager of the Engineering Services Branch, Real Estate and Supply Services Department, consisting of senior staff from major departments, approved by City Manager to serve as the executive/steering committee for the City of Edmonton's Energy Management Program.
- 1.05 "Energy Management Program" - That plan, system, budget, and set of procedures, developed by the Energy Management Committee in consultation with City Departments and approved by City Manager under which all energy management actions are to be taken by the Administration toward achieving the City's energy management goals.
- 1.06 "City Energy Management Coordinator" - That person in the Energy Management Section, Real Estate and Supply Services Department who is charged with the administration, planning and organization and implementation of the Corporate Energy Management Program in conjunction with the Energy Management Committee and all City Departments involved in the Corporate Energy Management Program.

2. RESPONSIBILITIES

- 2.01 City Manager to:
- a) annually approve the membership of the Energy Management Committee; and



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- b) provide direction to the Committee, as necessary, through the Chairman.

2.02 General Manager, Real Estate and Supply Services Department to:

- a) receive as information and furtherance to City Manager, an annual report from the Chairman of the Energy Management Committee which documents the corporate and departmental accomplishments for the previous year and the plans for the subsequent year.

2.03 Energy Management Committee to:

- a) assist Executive Committee in making corporate representation on plans and programs in the energy area, as required;
- b) advise departments of all corporate energy management requirements;
- c) monitor progress against these requirements and advise the responsible Energy Management Committee member;
- d) ensure that department's energy management programs are complementary and consistent with the Energy Management Policy and Procedures;
- e) coordinate energy management measures which are interdepartmental and/or corporate in nature;
- f) serve as liaison with other levels of government and other bodies regarding assistance for energy management projects in accordance with established practices;
- g) coordinate all general training, motivational and educational programs pertaining to energy management;
- h) assist departments, as able, with energy management initiatives; and
- i) assist the Chairman in the preparation of an annual report for presentation to City Manager on the progress of the City's Energy Management Program and plans for the future.



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2.04 Committee Chairman to:

- a) present to City Manager an annual list of members; and
- b) present to City Manager an annual report on the progress of the City's Energy Management Program and plans for the future, as approved by the Committee.

2.05 Energy Management Committee Members to:

- a) recommend energy management policy and program decisions on behalf of their departments;
- b) participate with departmental approval, in educational opportunities designed to develop Energy Management skills in Management Staff (i.e. energy economics, life cycle cost benefit analysis, state-of-the-art technologies, community energy issues, energy legislation, current energy issues and trends, operations planning and procedures, employee motivation, etc.);
- c) serve as liaison with and assist their department's management in energy-related issues;
- d) monitor progress against energy management goals and advise the responsible General Manager of progress and deficiencies;
- e) attend all meetings of the Energy Management Committee or, when attendance is not possible, ensure that an alternate representative attends; and
- f) participate in the activity of the sub-committees which may be formed as required.

2.06 All General Managers to:

- a) adhere to corporate energy management requirements as directed by City Manager;
- b) pursue department-specific initiatives in energy management in accordance with cost-effectiveness criteria;
- c) develop and administer specific training, motivational and educational programs relating to departmental energy management needs;



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- d) ensure that all staff recognize that responsible behaviour in energy matters is required from every employee and that objective setting and performance evaluation will reflect this;
- e) appoint as requested, a staff member to the City's Energy Management Committee with authority to participate in decision making on behalf of the department on energy related issues; and
- f) ensure that functional Energy Management Programs are established and maintained within the department, with the objective to reduce corporate and community energy consumption and increase employee awareness of the need to conserve energy.

2.07 City Energy Management Coordinator to:

- a) serve as a liaison between the Energy Management Committee and departments;
- b) act as a program and information resource to both the Energy Management Committee and departments;
- c) undertake program initiatives at the request of the Energy Management Committee; and
- d) supervise and direct the staff of the Energy Management Section of Real Estate and Supply Services.

3. PROCEDURES

- 3.01 The practices, procedures and controls related to this policy will be as detailed in the current Energy Management Program Guide. These will be updated and revised as necessary by the Energy Management Committee, approved by Executive Committee and circulated to all departments.