

NOTES of a Meeting of the Energy Task Force of the Township of North Frontenac, held on Monday, July 7, 2014 at the Clar-Mill Community Hall, 6598 Buckshot Lake Road, Plevna, Ontario.

PRESENT: Mayor Bud Clayton, Chair; Councillor John Inglis – Ward 3; and John Kittle

ALSO PRESENT: Jim Phillips, P. Eng, Public Works Manager (PWM); and Sandra Lessard, Administrative – Financial Assistant (Recording Secretary).

ABSENT: Councillor Lonnie Watkins

1. CALL TO ORDER

2. DISCLOSURES OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

3. DELEGATIONS

None

4. ENERGY TASK FORCE NOTES

- a) March 26, 2013 – Energy Task Force.
Approved – 2nd by Councillor John Inglis
(Council to receive on July 21, 2014)

5. BUSINESS ARISING

- a) Terms of Reference (TOR) – Revised Mission Statement and finalized for Council to consider on July 21st, 2014.

Mission Statement:

To initiate programs which will promote energy conservation, by establishing the Township of North Frontenac as a community leader in energy conservation and renewable energy, and to encourage community participation.

To develop strategic partnerships with neighbouring municipalities and other energy related organizations.

- b) Public Works Manager to provide updates on the following:

- MicroFit installed on the Municipal Building in 2013;
Installed late fall of 2013 and therefore not enough information to determine if the payback will be as anticipated.
- LAS Energy Planning Tool being used to annually report to the Province;
The 2012 energy consumption information was reported on the Ministry of Energy website as of June 30, 2014. The required 5 Year Energy Conservation and Demand Management Plan was completed, approved and posted to the North Frontenac website. North Frontenac is in compliance. The plan to be reviewed annually and updated with any new actions from the ETF. EFT to monitor energy usage.
- LAS Electricity Procurement Program implemented in 2013;

It was indicated a modest savings of 5-10% was predicted. Need to review usage and Kw rate to monitor savings.

- LAS LED Street Light Program implemented in 2013; with the balance of 3 new LED Street Light Replacements being completed in 2014.
Completed
- c) Contact Frontenac Islands Mayor Denis Doyle to set up a meeting between Mayor Doyle, Energy Task Force Chair, Public member of the Energy Task Force and Sonja Persram (Sustainable Alternatives, Toronto) to discuss a joint rural pilot Property Assessment Payments for Energy Retrofits (PAPER) Project as collaboration between the Townships of North Frontenac and Frontenac Islands. (John Inglis)
- Hydro One already has a program to help low income property owners and tenants with energy conservation retrofits. If one qualifies, they would get a free energy audit and the improvements free of charge. Therefore, the EFT wants to meet and talk to a Hydro One representative about this program and how the Township can promote it.
 - If they do not qualify for the Hydro One program the Township could establish an incentive program for energy audits. The municipality could pay a portion 50% up to \$250 (value to be set by Council). This pre-qualifies the homeowner. Audit completed and homeowner decides on the project, then contacts a contractor from the pre-qualified contractor list. Contractor completes work, submits invoice to municipality.
 - ETF to begin a PAPER project for North Frontenac called 10/10/10 Program (10 participants in a year/\$10,000 maximum dollar value/10 year repayment term). This will be for general upgrades/projects that will promote energy conservation. EFT will present to County Council and request from County that Peter Young work on drafting a contract (making it simple) for the 10/10/10 Program. Peter Young to advise on interest calculation (variable/fixed) and that the lien is on the property and not the individual. If residence is sold at what point is the lien discharged. The Mayor says that Peter Young at the County has a \$100,000 budget to investigate this as well as other energy conservation initiatives, so he can take the lead on this and develop a "Made in Frontenac" model of the PAPER program. The Mayor said he would talk to Kelly, Joe or Peter at the County about this.
 - Then a pre-qualified contractors list to be created. In order to do this a checklist will have to be completed and signed by the contractor. Some items on the checklist will be WSIB clearance certificate, insurance certificate, references, permits and a note indicating there will be no deposit and payment will be 30 days after completion of project and receipt of invoice. North Frontenac will need to advertise to contractors.
- d) Develop and distribute by email for review to Energy Task Force members a draft survey questionnaire suitable to be mailed out to all North Frontenac property owners (subject to Council approval first) requesting details about their

homes/cottages (e.g. outside dimensions, number of levels, heating/cooling methods and energy consumption details including hydro, propane, wood, etc.). (John Kittle)
On Hold – review Kathy Wood white paper.

- e) Contact Hydro One to discuss delivering their Home Assistance Program services to qualifying North Frontenac homeowners. Determine program status and report back to the Energy Task Force. (John Kittle)
ETF to arrange a Hydro One Representative to attend a meeting and discuss how North Frontenac can assist in promoting the program (website/pamphlets). Also inquire how Hydro One qualifies their contractors.
- f) Investigate current Provincial and Federal grants that are still available for energy conservation and renewable energy systems, and report back to Energy Task Force. (John Kittle)
None at this time – completed.
- g) Kelly Watkins, Deputy Treasurer – Update and 2012 Administrative Report with respect to Green Energy Programs (i.e. Solar Water Pre-heat initiative which was supported by Council) – see copy attached.
EFT will work with County Staff.

6. COMMUNICATIONS

- a) Public Works Manager Administrative Report dated June 9, 2014 – Energy Conservation and Demand Management Plan 2014 – 2018.
- b) Energy Conservation and Demand Management Plan 2014 – 2018 (5 Year Energy Plan).
Completed and posted on North Frontenac website.
- c) Energy Consumption and GFG Emissions – 2011 and 2012 Rates.
Completed and posted on Ministry of Energy and North Frontenac websites.

7. NEW BUSINESS

- a) Community Improvement Plans – Use of Plan to promote Solar Hot Water Heaters. The Mayor went on to say that there is County money also available next year through the Community Improvement Program to augment this energy conservation program by \$50,000, if our Council agrees, and that way some homeowners could get grants for part of their energy improvements. A public meeting will be required to implement the CIP. 1 Year Grant – could be added to the 10/10/10 Program.
- b) Investigate if CFDC Group lend funds to individuals. (J. Kittle)
- c) Investigate L.E.A.P. program.

8. ADJOURNMENT

Moved by Councillor Inglis at 12:05 pm

APPROVED BY THE ENERGY TASK FORCE

ON _____, 2014.

**Mayor Bud Clayton, Chair
Township of North Frontenac
Energy Task Force**