

NOTES of a Meeting of the Energy Task Force of the Township of North Frontenac, held on Tuesday, March 26, 2013 at the Clar-Mill Fire Hall Meeting Facility, 6648 Road 506, Plevna, Ontario.

PRESENT: Councillor John Inglis, Chair – Ward 3; Councillor Lonnie Watkins – Ward 2; and John Kittle.

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

1. CALL TO ORDER

The meeting was called to order by the Chair at 10:05 A.M.

2. WELCOME FROM THE CHAIR

3. INTRODUCTIONS AND SOME BACKGROUND OF ALL MEMBERS

John Kittle:

- Career in High Tech;
- Former Senior Project Manager;
- 7 years experience with the County and the Township in politics.

Councillor John Inglis:

- 20 years with Hydro (now Hydro One);
- Currently owns a small business;
- 3 years experience on Township of North Frontenac Council.

Jim Phillips:

- Civil Engineering Degree from Waterloo;
- Consulting Engineer;
- 20 years as Municipal Engineer and Public Works Manager.

Councillor Lonnie Watkins:

- Raised on a local farm;
- Worked as a cargo handler and then as a dispatcher;
- Construction on roads and a heavy equipment operator;
- Currently owns a small business;
- 6 years experience on Township of North Frontenac Council.

4. NEW BUSINESS

a) Chair to explain the following:

(i) Task Force – Procedural By-law Excerpt.

The Chair went through the Procedural By-law Excerpt stopping for discussions at the following points:

Section: A Task Force shall, paragraph 1 – *“be appointed by Council resolution, including the Chair (who shall be a Member of Council)...”*

Section: A Task Force shall, paragraph 2 – *“be made up of at least one (1) member of Council, but less than fifty percent (50%) Council members and shall include....”*

It was agreed that the current makeup of the Task Force is good; a small Task Force can move projects along.

Section: The Task Force Shall, paragraph 1 – *“provide a written progress report (covering scoping issues and data collection, etc.) in accordance with their Terms of Reference to the Clerk for inclusion in the next Council Agenda.”*

Through discussion of the Task Force it was decided that the term “Report” is deemed to mean “Notes”.

Section: Operating Principles for Task Force Meetings, Number 2, Confidentiality *“...Deliberations should remain confidential until there is general agreement and consensus to make them public”* and Number 3, Public Communication and Media – *“...No material from the Task Force will be made available to people outside the Task Force without prior approval by Council”*.

Note: Per Resolution #380-13 dated July 2, 2013 that reads in part “all Task Force Meetings immediately be advertised in advance and be open to the public”.

Clarification is required. The Task Force must approve the Notes of a meeting prior to the Notes going to Council. Private information is excluded from the Notes (speakers are not identified by name or title). Notes of the Task Force are not confidential, once approved by Council they can be requested by the public. Council is made aware of or provided Notes through Agenda Package which become public. These sections of the Procedural By-law are not meant to hinder the progress of the Task Force, members are able to gather information and discuss interests with experts.

(ii) Task Force – Members Confidential Contact Information.

The Chair noted one change on the contact information for himself.

Received for information only.

b) Committee to review the draft Terms of Reference (TOR) and make recommendations and/or changes.

The Chair read the mandate as per Resolution #148-13. A discussion ensued detailing that the mandate is a Resolution from Council and therefore cannot be changed by the Task Force unless Council amends the Resolution. Ontario Regulation 397/11 “The Energy Conservation and Demand Management Plans Regulation”, has two parts: the first report due in 2013 is ready but the second part due in 2014 has a planning component that has not been completed, the Task Force can provide recommendations for this portion.

(i) Mission Statement.

The Task Force created a mission statement as follows:

“To address climate change, 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.”

(ii) Proposed dates for future Task Force Meetings.

The Task Force did not feel that they could finalize the meeting dates or topics at this time, however, it was agreed that they should meet on a monthly basis.

(iii) Target dates for Council Briefing.

The Task Force did not feel that they could set Council Briefing dates at this time.

c) Public Works Manager (PWM) to explain the following:

(i) Reimbursement Expenses – Forms attached to agenda.

Discussed before Terms of Reference see above. The current mileage reimbursement rate is \$0.47/km and it is listed on the expense form provided in agenda package.

d) Committee to review existing program:

(i) Township MicroFIT application.

An update to the MicroFIT application was provided. The Township of North Frontenac had approval to go ahead with the Feasibility Study and Structural Engineer's Report. The Township has signed on with Essex Energy Corporation (EEC) to complete the study and report, and then submit an application to the Ontario Power Authority (OPA). Issues arose with the property parcel PIN and the Deed was in the wrong name. The parcel has been registered with the Registry Office as of March 22, 2013. The Township's application has been received by OPA. Once approved, EEC will complete installation and hook ups.

The Application is for the municipal office and roads garage building. We will need to do an advertising campaign to advertise the project.

The estimated cost of the project will be:

- \$3,300 plus HST for the Feasibility Study and Engineer's Report.
- \$48,196 plus HST for the design, installation, and hookup.

It will take 7-10 years for project payback, and the panels should last 30 – 40 years. They are able to withstand ice and hail; the clear coat is what is damaged by UV rays.

(ii) Regulation 397/11 compliance.

The Township is ready for the first Report (Energy Consumption and Greenhouse Gas Emission Template for operations conducted in the year 2011) due July 2013; we are only waiting on the Province to provide a link for upload. We are using Local Authority Services Ltd. (LAS) Energy Planning Tool (EPT), which staff has been inputting information to. We believe we are at the forefront of other municipalities.

At this point only the consumption is being tracked. We input the age, size of buildings, hours of operation, types of use, etc. and the amount and type of energy used. The EPT is set up with calculations that convert the information into the required report.

After the first Report has been submitted, the Township will begin working on the second portion of the compliance (develop and implement 5-year Energy Conservation and Demand Management Plans (CDM)) for July 2014. A Plan must be created detailing future goals to reduce emissions. At this time fuel consumption for fleets are not included in the Regulations but, it may become a requirement in the future.

The members discussed the possibility of incentive programs for upgrades and it was noted that Ross Elliot is a local Energy Assessor who has a lot of experience with completing

Energy Audits and information about existing programs. It may be beneficial to contact him and inquire about programs that the Township could take advantage of.

The PWM advised that LAS has a free Energy Audit service; they have been contacted and have visited our offices a couple of months ago to complete an Audit of the municipal building. We are waiting on a Report from them at this time. They can complete Audits of all of our buildings for us at no cost. The LAS program is financed through a partnership with Association of Municipalities Ontario (AMO).

The EFT discussed how the community could be engaged in energy efficiency. Property owners could provide Township with building dimensions and utility costs. Build an inventory of private structures through a public survey.

The Township could produce a survey to distribute to the public. The public would then do self-audits and provide the information to the Township. The survey would provide information about the public's interests (water heaters, insulation, energy efficient appliances, solar panels, etc.); introduce the Property Assessed Payments for Energy Retrofits (PAPER) program to the public.

(iii) PAPER investigation and solar water pre-heat initiative and possible collaboration with Frontenac Islands and/or City of Kingston.

There is interest from the City of Kingston as well as the Frontenac Islands to enter into this program. The program itself was explained (see attached). There is a Pilot program for PAPER that is about to or has just started. The rules for this program are still in the development stage.

It was noted that this program is under development and we are waiting on legal requirements and rules. The Deputy Treasurer is working on a portion of this program and therefore should be invited to the next Energy Task Force meeting. The ETF agreed that we should stay in contact with other interested parties (City of Kingston and Frontenac Islands). Denis Doyle (provided the PAPER summary) indicated to a Task Force member that Sonja Persram of Sustainable Alternatives Consulting is involved with a pilot program of PAPER. We should contact Sonja to find out if the Township could take part in the pilot project. It may be possible to have Energy Audits be included in the loan to property owners through the PAPER program. Task Force member to follow up with Denis Doyle and Sonja Persram.

Concern about program – the program could disappear in the next provincial election. What is the possibility and what would happen if the program disappears? The property owners are under contract; once they sign they are committed to repaying the loan. There should be no repercussions for the Township. The program is set up through legislation; if the program is cancelled then the legislation would need to be recalled and the program would not be offered through municipal financing tools.

(iv) LAS Electricity Procurement Program.

The PWM provided information on this program and noted that the Township may save money in this program. Load testing for each building may be required at a cost to the Township. The Manager of Community Development (MCD) and PWM are already looking into this program to find out how it will benefit the Township. Township currently pays based

on the Register Price Plan (RPP) set up by the Province. We will see an increase in costs once pay per use comes to our area through smart meters.

(v) LAS Turn-Key LED Streetlight Retrofit Service.

Once the new Capital Project is completed in 2013 the streetlight maintenance responsibility will be moving from the MCD Department to the Public Works Department. Council has expressed interest in converting streetlights to LED. LAS has introduced a program that they are developing; there is not much information at this time. The LAS Turn-Key program is promising and Council will be looking into signing on with their program. The program would offer North American products instead of products from overseas, which may alleviate compatibility issues. The MCD has been bombarded with calls from multiple suppliers.

e) Council Resolutions:

(i) Council Resolution #148-13.

(ii) Council Resolution #167-13.

Received for information only and no comments.

The following was then discussed (However the Agenda as circulated was not amended):

f) Hydro One Home Assistance Program

A Task Force member introduced the Hydro One Home Assistance Program (pamphlet). This program may or may not be available in this area. There are requirements that the property owner must meet. The program is for low income families only, that meet all of the requirements listed. The program provides the property owner with an Energy Audit, and if required install energy saving light bulbs, refrigerator, weather stripping, etc.

g) Pre-approved Contractors for Energy Retrofits

The ETF discussed the possibility of providing a list of pre-approved contractors for energy retrofits. The Township could advertise a Request for Interest or Expression of Interest to contractors. List would contain qualified interested contractors. Projects should be specified for contractors to submit quotes (solar water heater installations and possibly more projects). Contractors could be evaluated using a rating system.

Actions to be taken by Task Force members:

- Contact Frontenac Islands Mayor Denis Doyle to set up a meeting between Mayor Doyle, ETF Chair, Public member of the Task Force, and Sonja Persram (Sustainable Alternatives, Toronto) to discuss a joint rural pilot PAPER project as collaboration between the Townships of North Frontenac and Frontenac Islands. (John Inglis)
- Develop and distribute by email for review to ETF 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)
- 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)
- Investigate current Provincial and Federal grants that are still available for energy conservation and renewable energy systems, and report back to ETF. (John Kittle)

- Kelly Watkins, Deputy Treasurer to be invited to the next Task Force meeting. (PWM)

TENTATIVE – NEXT MEETING DATE – April 26, 2013 *(Note: Meeting was cancelled).*

5) ADJOURNMENT

The Chair adjourned the meeting at 12:00 P.M. until Tuesday, April 26, 2013 at 10:00 A.M., at the Clar-Mill Fire Hall Upstairs Meeting Room, or at the call of the Chair.

*Note: Following the Task Force Meeting; it was determined that April 26, 2013 shall be changed to **April 22, 2013**. (Note: Meeting was cancelled)*

APPROVED BY THE ENERGY TASK FORCE

ON _____, 2014.

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



Township of North Frontenac

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ENERGY TASK FORCE

MANDATE:

(Mandated by the Council of the Township of North Frontenac Resolution #148-13):
To identify energy conservation and renewable energy initiatives which the Township could support and promote within the North Frontenac Community; along with compliance of Ontario Regulation #397/11.

TERMS OF REFERENCE – DRAFT

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.

MEMBERSHIP:

As appointed by Council on May 21, 2013 (*Resolution No. 292-13*), the composition of the Energy Task Force (ETF) shall include:

Mayor Bud Clayton shall be the Chairperson;

and as appointed by Council on March 18, 2013 (*Resolution #167-13*), the following Council Member:

Councillor Lonnie Watkins (Ward 2);

and as appointed by Council on July 2, 2014 (*Resolution #361-14*), the following Council Member:

Councillor John Inglis (Ward 3) (*Resigned as Chair, per Resolution #266-13 on May 21, 2013*);

and the following Staff Person:

Jim Phillips, Public Works Manager (PWM).

Also, as appointed by Council on March 18, 2013 (*Resolution #167-13*), the composition of the Task Force shall include members of the public as follows:

John Kittle (Ward 3);

Sandra Lessard, Administrative/Financial Assistant: Task Force Secretary (as appointed by the PWM).

RESPONSIBILITIES, GOALS AND RULES:

See attached excerpt from By-law #71-10 as amended by By-law #32-11; and Resolution #380-13.

TASKS AND MILESTONES:

1. At the Initial Task Force meeting: **March 26, 2013**

The Chair John Inglis reviewed with the Task Force their Responsibilities, Goals and Rules, per the attached By-law/Resolution.

The Public Works Manager (PWM) explained the following:

- Reimbursement Expenses – Form.

The Task Force discussed the draft #1 of the Terms of Reference (TOR), which included the following:

- Task Force – Procedural By-law Excerpt
- Task Force – Member’s Confidential Contact Information.
- Draft #1 Terms of Reference, including:
 - ⇒ Mandate for the Task Force (set by Council) and discussed the background material leading to the creation of Task Force.
 - ⇒ Developed a Mission Statement (see above).
 - ⇒ Discussed existing programs: Township MicroFIT application; Ontario Regulation 397/11 compliance; Property Assessed Payments for Energy Retrofits (PAPER) investigation and solar water pre-heat initiative and possible collaboration with Frontenac Islands and/or the City of Kingston; LAS Electricity Procurement Program; LAS Turn-key LED Streetlight Retrofit Service; Hydro One Home Assistance Program; and Pre-approved Contractors for Energy Retrofits.

2. At the second Task Force meeting: **July 7, 2014** the Task Force discussed the draft #2 of the Terms of Reference (TOR), which included the following:

- Task Force – Member’s Confidential Contact Information.
- Draft #1 Terms of Reference, including:
 - ⇒ Mandate for the Task Force (set by Council) and discussed the background material leading to the creation of Task Force.
 - ⇒ Developed a Mission Statement – revised (see above).
 - ⇒ Discussed existing programs: Monitor municipal energy usage as per Ontario Regulation 397/11 compliance; Develop a “made in” Frontenac Property Assessed Payments for Energy Retrofits (PAPER) investigation for possible solar water pre-heat initiative and other energy conservation measures; Hydro One Home Assistance Program; and Pre-approved Contractors for Energy Audits and Retrofits.

⇒ These draft TOR, as approved in principle by the Energy Task Force on July 7, 2014, shall go to Council on July 21, 2014 for consideration of approving the final TOR.

3. Time Frame and Meetings.

The Energy Task Force commenced on March 26, 2013 until the end of Council's term, being November 30, 2014. The Task Force will meet at the call of the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

Task Force meeting(s) with:

- Meeting Dates as listed below to be held at the Clar/Mill Community Hall, 6598 Buckshot Lake Road, Plevna, ON at 9:00 a.m., unless otherwise directed by the Chair. The following meeting dates were set:
 - August 12, 2014 (time and location to be determined)
 - September
 - October
 - November

4. Work Plan and Assigned Tasks:

1. HYDRO ONE HOME ASSISTANCE PROGRAM

1.1 Contact Hydro One and invite a representative to meet with the Energy TF to discuss how the Township can assist in promoting and delivering Hydro's Home Assistance Program in the Township. (Action - Kittle)

(Further planning in this area will need to wait until after the meeting with Hydro One.)

2. 10/10/10 PROGRAM (PAPER)

2.1. Investigate the County's ongoing (\$100K) PAPER/CIP (Community Improvement Program) project by Peter Young. Request Peter be made available to work on the North Frontenac 10/10/10 program. (Action - Clayton)

2.2. Develop statistics on NF housing stock. Provide link to Kathy Wood white paper for review. (Action - ETF)

2.3. Investigate other potential funding sources, including LEAP (Low-income Energy Assistance Program) and CFDC. (Action - ETF)

2.4. Develop a process for pre-qualifying contractors (energy auditors, solar installers). (Action - ETF)

(Further planning in this area will need to wait until the above tasks are done.)

3. NORTH FRONTENAC ENERGY PROGRAM PROMOTION

- 3.1. Develop addition to NF website to advertise and communicate NF's commitment to energy conservation and renewable energy. Update website as program elements are developed. (Action - ETF)
5. Prepare the submission of a final report and recommendations to Council on November 24, 2014.
*(Shall be to the Clerk one week prior to Council Meeting) **November 17, 2014***

Note: the above is subject to change (i.e. as new information is brought forward).

DRAFT