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LAS COMMUNICATION

FYI N°: 08-006

To the attention of the Clerk and Council
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LAS Municipal Energy Management Benchmarking Project First Meeting of Advisory Group - November 25 in Toronto

As a follow up the LAS Communication dated October 16, AMO's subsidiary, Local Authority Services (LAS), is pleased to announce that the Municipal Energy Management Benchmarking Project is now underway.

As previously mentioned, **LAS is seeking volunteer municipal staff interested in joining an "Advisory Group"** for this project. This group will work with LAS staff and our consulting team to provide advice and steer the project, support communications within their municipality and with their peers, and help sustain the ongoing benefits of benchmarking once the project is complete.

Please note that a revised "terms of reference" for this Advisory Group is attached to this communication, listing the required "Membership Commitments".

A first meeting of the Advisory Group will be taking place on **Tuesday November 25 from 9:00AM to 4:00PM** at the AMO LAS offices at 200 University Ave, Toronto, ON.

If you are interested in becoming a member of the Advisory Group, please contact Robert Storey (416) 971-9856 ext 350 or rstorey@amo.on.ca.

Municipal Energy Management Benchmarking “Advisory Group”

Terms of Reference

(Revised November 3, 2008)

Introduction

The Municipal Energy Management Benchmarking Project is made possible by the Ontario Municipal Eco-Challenge Fund and will build on the successes of the LAS Audit++ program and other initiatives aimed at improving energy management and reducing greenhouse gas emissions in the municipal sector.

For this project, benchmarking is defined as “a continuous improvement technique that compares and analyses various energy use metrics and practices to determine best practices which are then emulated by an organization”. The work will focus on energy use performance, technical best practices and management best practices and will recognize the various attributes, differences and limitations of specific facilities to provide an objective basis for measurement and improvements.

The approach will be highly interactive in nature and include the participation of staff associated with specific facilities as well as an “Advisory Group” of municipal staff who will work closely with LAS staff and outside consultants to provide advice and steer the project.

Purpose / Objectives

The Advisory Group will work with LAS staff and the project consultants for the following purposes:

- To provide guidance on the user level metrics that will be of value to municipal / facility staff for energy management purposes
- To provide guidance on the types of facilities / equipment that will be of most value to study and benchmark
- To advise on the criteria used to establish “peer groupings” of facilities
- To help identify, recruit and support target municipalities / facilities for participation
- To advise on any information technology requirements or enhancements to support the project
- To help engage any additional internal / external stakeholders who may be able to participate in or otherwise support the project

Participants in the project will:

- Become more familiar with a wide range of energy management best practices and technologies
- Become familiar with the art & science of benchmarking
- Improve their understanding of energy management information systems
- Improve their understanding of energy / operating costs and planning abilities
- Network with municipal peers and other energy management specialists

Membership:

The Advisory Group will be chaired by LAS staff and all members will be volunteer Municipal Staff. Members should have experience in one or more of the following areas including energy management, facility management, engineering, accounting, working with utilities, climate change related activities. Members will participate on a volunteer basis and should seek the appropriate approval of their supervisor to devote time to this effort.

Timelines and Level of Effort:

The first (one-day) meeting of the Advisory Group will take place on November 25, 2008 at the AMO LAS office in Toronto (200 University Ave., Suite 801). Subsequent meetings will be scheduled 3-4 weeks in advance and may last from a couple of hours to an entire day. There will likely be another meeting on December 10, then 3 or 4 meetings through 2009. In addition to scheduled meetings, Advisory Group members may be requested to take on additional activities to support the project.

Membership Commitment:

Members of the Advisory Group are required to commit to the following principles:

1. I have received any necessary approvals (if needed - from Council or Administration) to support my participation in the Advisory Group.
2. I understand that the success of this project depends on the commitment and teamwork of all members and will endeavour to attend and participate in all scheduled meetings.
3. I understand that a number of facilities within my Municipality will be studied in the pilot phase of this project and will support any necessary approvals.
4. I will support any approval processes necessary to allow the Project Team to collect and receive any necessary physical or operational information for facilities in the Municipality I represent.
5. I will support any approval processes necessary to allow the Project Team to collect and receive any necessary energy or fuel consumption information for facilities in the Municipality I represent.