

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Energy Policy (Electricity)</i>	POLICY NO: B1.19 CROSS REF.:
EFFECTIVE DATE: June 1, 2010	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 2

PURPOSE

The purpose of this policy is to establish organization-wide direction to conserve energy at all RDN facilities and in all RDN departments; to ensure that opportunities to reduce energy use in new and existing RDN facilities are recognized and acted upon; to formalize opportunities to raise awareness about energy and energy issues among staff; and to strengthen financial stability by building resilience against energy price volatility through the reduction of energy use in Regional District of Nanaimo facilities.

This policy forms the basis of the Regional District of Nanaimo's strategic approach to energy management. It is intended to contribute to the RDN's goal of carbon neutral operations, and fulfills requirements of participation in the BC Hydro Energy Manager Program

POLICY

1. Targeted Reduction

- Taking 2009 consumption rates for all facilities as the baseline, the RDN will target a 10% reduction in electricity consumption at existing facilities to be achieved incrementally over a five year period beginning in 2010.
- For new facilities, an energy performance target, measured in kilowatt hours per square metre, will be established at the outset of the design process, in keeping with the Green Building Policy for RDN Facilities. This target should be consistent with the targets to achieve carbon neutral buildings outlined in the Green Building Policy for RDN Facilities, and at a minimum should demonstrate electricity consumption at a level of 10% better than existing comparable facilities.

2. Understanding Performance and Recognizing Opportunities

- The RDN will establish a program of assessing the performance of buildings, facilities and systems through ongoing energy monitoring and yearly facility audits.
- Each year, beginning in 2011, audits will be conducted on facilities that demonstrate poorer than average energy performance. Upgrades that demonstrate sufficient energy savings, and having simple payback periods of 10 years or less under current energy prices will be considered necessary. Additional financial metrics, including life cycle analysis and internal rate of return

shall be used for more comprehensive upgrades and when considering systems for new facilities.

3. Awareness and Training

- All staff will have access to outreach programs designed to raise awareness and understanding of issues relating to energy use and consumption. Practical opportunities for staff to reduce electricity consumption at the office and at home will be provided.
- Energy conservation and management shall be included in RDN job descriptions.
- Training and staff capacity building will be provided to select members who have the ability, knowledge and opportunity to effectively manage energy at high consumption facilities. Site supervisors and superintendents at industrial (wastewater and solid waste) and recreational facilities will be given priority training in energy management.

4. Accountability

- The Energy Manager will be responsible for coordinating all programs relating to energy management, and assist with Senior Management with responsibilities relating to energy management.
- As a whole, the RDN will publicly report on energy use and optimization annually. The Board of Directors will be made aware of energy issues and related activities through the Select Sustainability Committee.
- General Managers will be responsible for understanding energy consumption relating to the functions they administer.
- All managers will report on new activities, capital projects and services, that increase energy consumption within the organization, as well as measures implemented to reduce energy use.
- At the discretion of General Managers, appropriately trained site supervisors and superintendents will be afforded the authority to undertake activities to reduce energy consumption at their respective facilities, recommend energy audits and oversee implementation of measures identified in audits.

5. Monitoring and Feedback

- Energy use at select, high consumption RDN facilities will be monitored using real-time, interval data.
- Energy use at all other RDN facilities will be monitored on a monthly basis.
- An RDN Energy Use Update will be provided to the Select Sustainability Committee on a quarterly basis.

- Electricity consumption rates that deviate from expected norms will be forwarded to the Energy Manager, the General Manager responsible, the Departmental Manager, and site supervisor as available. All reasonable efforts will be made to identify the cause and rectify the situation. If necessary, an energy audit will be arranged.
- Staff and public feedback on energy conservation opportunities will be solicited on an annual basis. Activities undertaken will be reported back.
- Energy performance and conservation measures, Regional District success stories in conservation, and other items such as incentive programs will be reported to the public annually through the RDN website, newsletters, and other avenues for outreach deemed appropriate.