

MUNICIPAL ENERGY PLAN PROGRAM (“MEP PROGRAM”)

Program Guidelines

Ministry of Energy

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Municipal Energy Plan Program Guidelines

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Municipal Energy Plan Program (“MEP Program”)

1. Introduction

The Municipal Energy Plan Program (“MEP Program”) is designed to help Ontario municipalities understand their energy use through a community energy planning process. A municipal energy plan (“Plan”) is a comprehensive long-term plan to improve energy efficiency, reduce energy consumption and greenhouse gas emissions, foster green energy solutions and support economic development. The Plan looks at energy use across the entire municipality and includes a municipality’s¹ residential, commercial, industrial, transportation, and public-sector energy use, including municipal operations² and energy and water infrastructure such as water supply and treatment. The Plan identifies energy conservation and green energy opportunities for all sectors within the broader context of the built environment, land use planning, and growth planning and generation and transmission infrastructure. The Plan will also help to articulate municipal priorities for other energy planning initiatives, such as regional and provincial energy plans. The Plan may include energy mapping to visually represent energy intensity and conservation opportunities.

The MEP Program will provide up to \$90,000 per project or 50% of eligible costs incurred for each milestone, whichever is less. This funding is for stakeholder engagement, the gathering of baseline energy data, analysis of the data which may include an energy map, and the creation of a Plan. Additional funding for a Plan may be sought from other sources³ including other levels of government, and community stakeholders. Successful applicants to the program from lower-tier and single-tier municipalities will have up to two years (three years for upper-tier municipalities) from the execution date of their funding agreement to complete their Plan.

A well-developed Plan provides key energy use information and identifies a broad range of energy conservation opportunities that can help local governments in their long-term decision-making and planning for future developments. Applicants are encouraged to engage the municipality’s communications team (if applicable) to plan and implement the stakeholder engagement activities of the MEP project and to promote the inclusion of low income, vulnerable, and underrepresented communities in stakeholder engagement and implementation plans of the MEP project.

The creation and implementation of a Plan can provide a number of benefits to the municipality and

¹ A municipality is defined as “a geographic area whose inhabitants are incorporated” as per the Municipal Act, 2001

² The MEP Program differs from the Broader Public Sector (BPS) reporting requirement of O. Reg. 507/18 made under the *Electricity Act, 1998* that requires municipalities to report on specific operations in municipally owned or leased buildings and to create a conservation plan for municipal buildings. A Municipal Energy Plan covers municipal-wide energy use in all sectors.

³ For a list of possible funding sources, please see Appendix E.

community at large including:

- Providing strategies that allow Ontarians to conserve energy, reduce costs and use cleaner sources of energy that will contribute to improved air quality, environmental protection and related health benefits;
- Aligning the built environment, energy and land use growth planning to help identify the best possible energy options for municipalities creating complete communities and enhanced mobility;
- Supporting economic development and local business opportunities leading to an enhanced tax base and more competitive and sustainable communities;
- Increasing energy literacy and commitment to conservation leading to lower energy bills for residents and businesses; and
- Identifying community priorities to help inform regional and provincial energy planning.

The Plan should include a commitment and timeline to integrate energy recommendations and action items detailed in the Plan into other relevant municipal planning directives such as the municipal Official Plan, strategic plan, economic strategy, growth plan, operational plan, prioritization exercise, etc.

Applicants can refer to Appendix C for additional resources such as examples of existing Plans.

As part of the MEP Program, the Ministry has created a second funding stream (Stream 2) for municipalities that have already developed a complete, or partial Community Energy Plan, Climate Action Plan or other energy plan. Successful applicants to Stream 2 will receive up to \$25,000 or 50% of costs, whichever is less, to undertake enhancements to these plans. This funding is for augmenting or updating sections of an existing energy plan, including updating utility or structure data and/or creating new or additional implementation plans or maps. More information about this funding stream can be found in Appendix D.

The MEP Program is a discretionary, non-entitlement program administered by the Ministry of Energy. Funding will be in the form of conditional grants (transfer payments) and contingent on the recipient entering into a funding agreement with the Ministry of Energy that will outline the conditions. There is no assurance of funding for any application. The MEP Program has a limited funding allocation. In some instances, applications that meet all program criteria and objectives may not be approved for funding as there may be other projects that meet the MEP Program criteria and objectives more effectively. Ontario has the sole right to approve funding, and all decisions are final.

The Ministry of Energy reserves the right to restrict the number of successful applicants receiving funding, even if the eligibility criteria have been met.

The MEP Program will strive to support a geographically diverse portfolio of projects.

2. Municipal Energy Plan Program Context and Overview

Municipalities have an essential role in determining how energy is used. Efficient energy use is a provincial priority as reflected in the [*Planning Act*](#)⁴, the [*Provincial Policy Statement, 2020*](#)⁵, and the [*Places to Grow Act, 2005*](#)⁶. Long-term, strategic energy planning will help municipalities identify opportunities for energy conservation and foster local, sustainable green energy solutions.

Participating in the MEP Program will:

- Build awareness of energy use, energy generation and supply, energy efficiency and conservation principles;
- Inform the municipality about its energy consumption patterns by sector (municipal, commercial, residential, industrial, institutional and transportation) and region;
- Engage stakeholders in the community who have an interest in energy issues;
- Identify opportunities to conserve energy and initiate green energy solutions;
- Help develop long-term energy strategies to implement those opportunities throughout the municipality; and
- Support more sustainable growth and development.

The final product will be a plan approved by Municipal Council. The expectation is that the Plan's objectives and initiatives will be integrated into other municipal planning processes and documents that address energy related issues.

3. Program Eligibility

Eligible Organizations:

All Ontario municipalities including regional municipalities are eligible to apply to the MEP Program.

As upper-tier municipalities are often responsible for some planning functions, it is important that lower-tier applicants engage their upper-tier municipality in the development of their Plan.

⁴ The Planning Act states the "supply, efficient use and conservation of energy" is a matter of provincial interest; identifies energy efficiency as an eligible cost of a Municipal improvement plan; and states that subdivision planning shall be designed to optimize the available supply, means of supplying, efficient use and conservation of energy.

⁵ Section 1.8 of the PPS set out a number of policies requiring planning authorities to support energy efficiency.

⁶ Section 6 of the PGA lists the conservation of energy as a consideration in growth plans.

Upper-tier municipalities applying to the MEP program must include the following in their application:

- A list of all lower-tier municipalities in their region; and
- Which, if any, of these municipalities have MEPs and how they will be integrated into the larger MEP.

Municipalities currently in the process of developing or updating municipal energy plans as part of the MEP program must complete their projects before submitting a subsequent application to the MEP program.

Ineligible Organizations:

- Local electricity utilities or local distribution companies (LDCs) and gas utilities. (LDCs and gas utilities are expected to participate as key stakeholders in the development of the Plan);
- Non-governmental organizations (NGOs); and
- First Nation and Métis communities (The Independent Electricity System Operator has developed the Indigenous Community Energy Plan Program for First Nation and Métis communities and organizations. For more information please visit <https://www.ieso.ca/en/Get-Involved/Funding-Programs/Indigenous-Community-Energy-Plan-Program/ICEP-Overview>).

4. Program Stages

Successful program applicants will be expected to complete the following program stages:

1. Gathering and analyzing baseline data, which may include energy mapping;
2. Stakeholder Engagement; and
3. The creation of the Plan and approval by Municipal Council.

Successful applicants will have to report their progress on a milestone basis, as identified in Appendix B. A reporting template will be provided by the Ministry of Energy.

Please note: the MEP Program does not provide funds for work completed prior to the approval of the municipality's application and signing of the funding agreement. Successful applicants to the program are eligible for up to 5% of their total grant as a payment upon the signing of the funding agreement. It is recommended that municipalities undertake Stages 1 and 2 (baseline energy study and stakeholder engagement) concurrently to avoid project delays. However, participants from lower-tier and single-tier municipalities will still have a total of 12 months (18 months for upper-tier municipalities) to complete the deliverables under Stage 1 and 2 even if activities occur at the same time.

Stage 1: Baseline Energy Study (BLS) and Energy Map

Baseline energy studies (BLS) measure how and where energy is used within a community and analyze opportunities for energy reduction. The participation of local gas and electric utilities is required to provide energy consumption data. Other sources of data may include the Municipal Property Assessment Corporation (MPAC), municipal offices, propane and home heating oil providers, transportation fuel providers, and other government bodies. An accurate BLS allows a municipality to identify potential opportunities for energy savings in all areas of the community. Initial conversations with your local utilities and energy providers should be had prior to applying to the MEP program to help determine the level of data that they can provide. The more detailed and granular the data, the more useful it will be in identifying specific areas and opportunities for reducing energy consumption.

Energy mapping may be an effective tool for visually representing energy use, identifying conservation opportunities, and communicating this information to all citizens in a municipality. Municipalities are strongly encouraged to include energy mapping in their plans. Energy mapping allows municipalities, businesses, community stakeholders, and the public to see how energy is used in their communities and identify opportunities for energy efficiency (new and existing buildings), heat conversion, renewable integration (small scale and utility scale), district energy, harnessing waste energy resources, minimizing impact of land-use decisions (e.g. sprawl), and addressing transportation (e.g. electrification, shared services, active routes). Together, these measures provide communities with combined economic, social, and environmental benefits for the long term, and can inform policy discussions and identify energy opportunities when developing municipal energy plans.

A BLS should contain, at a minimum:

- A profile of how energy is supplied and distributed in the municipality, including renewable and distributed energy facilities;
- Energy consumption data, including electricity, natural gas, heating oil, propane, diesel and transportation fuels by sector including municipal, residential, commercial, industrial and transportation (including water treatment and sewage infrastructure);
- Spatial analysis of energy consumption statistics in each sector to identify opportunities for energy conservation within each sector (if undertaking energy mapping); and
- Greenhouse gas (GHG) emissions resulting from energy consumption (the Ministry of Energy can provide a calculation methodology to estimate GHGs).

While gathering data for the BLS, municipalities can also collect the following information to help in the development of the Plan: land-use planning and development information (i.e. the location of new developments/buildings); transportation planning; water conservation and waste management

planning/objectives.

Successful applicants to the program will be required to submit the following to the Ministry at the completion of Stage 1:

- A summary of the results of the BLS data research including:
 - A description of the data collection process including roles of relevant stakeholders;
 - Methodologies used for data analysis; and
 - Any energy maps, where relevant.
- A description of how the results of Stakeholder Engagement in Stage 2 and the Baseline Energy Study in Stage 1 will inform the development of the Plan including:
 - An outline of next steps/timelines;
 - The ongoing role of key stakeholders; and
 - Any preliminary findings/opportunities that may be integrated into the Plan.

Successful applicants to the program will have **up to 6 months from the** execution date of the funding agreement to complete Stage 1.

Stage 2: Stakeholder Engagement

The **Stakeholder Engagement** component is intended to ensure that all relevant local stakeholders are engaged in the process of creating a Plan. Key stakeholders should include, but are not limited to: municipal departments (including, but not limited to, planning, energy, infrastructure, zoning, permitting, finance); elected municipal officials; municipal sustainability/environment offices; the LDC(s) and local gas utility(ies), or other utilities as needed; energy providers such as propane and home heating oil suppliers; large institutional, commercial and industrial energy users; local economic development offices; Chambers of Commerce; business improvement associations and local business groups; local non-governmental organizations with an energy/environmental focus; sector associations; real estate sector; transportation sector; energy project developers; and local academic institutions, where applicable. This engagement is intended to build awareness of current energy issues (including generation and transmission supply), invite stakeholder input about individual energy trends, issues, and needs, identify conservation objectives/opportunities, create local energy conservation champions and instill a long-term commitment to MEP implementation.

In addition to municipal departments, applicants must identify a minimum of one stakeholder from each of the following sectors:

- Public Sector (e.g., school board, college/university, hospital);
- Economic Development (e.g., Chamber of Commerce, Business Improvement Associations);

- Private Sector (e.g., major local business or commercial enterprises); and
- Non-governmental organization (e.g., local environmental group).

The extent of proposed stakeholder participation in the MEP will be considered in the evaluation of applications.

As proof of completion of Stage 2, successful applicants will be required to submit the following to the Ministry of Energy:

- A list of stakeholders engaged (dates and participants), copies of consultation agendas, and minutes or summaries of meetings;
- A list of conservation objectives and any opportunities identified through engagement with stakeholders; and
- A strategy for continued stakeholder engagement through stage3.

Successful applicants to the program from lower-tier and single-tier municipalities will have a total of 12 months (18 months for upper-tier municipalities) to complete the deliverables under Stage 1 and 2 even if activities occur at the same time.

Stage 3: Municipal Energy Plan Development

Using energy consumption data from the BLS, municipalities will evaluate their energy conservation opportunities by sector and develop a Plan that includes conservation plans and policy recommendations aimed at reducing energy use across the municipality. Municipalities should also consider renewable and local energy sources as part of their Plan as they are an important priority for the Province. Municipal support and formal Municipal Council approval of the Plan are crucial and required. The Plan needs to include a commitment and propose timelines to integrate energy efficiency and conservation recommendations and action items detailed in the Plan into other municipal planning directives such as the municipality's Official Plan, strategic plans, economic strategies, growth plans, operational plans, prioritization exercises, etc.

An implementation strategy is also required in the Plan. This results-based strategy must state what actions are intended to achieve the goals, objectives and targets the Plan sets out. Timelines and budgetary considerations (costs and funding sources) must also be outlined. The approved Plan provides both a vision and a plan for long-term energy conservation and green energy solutions to be integrated into municipal planning processes as well as the planning processes of key community stakeholders over time.

The Plan will include, at a minimum:

- Identification of any supply or generation constraints and/or growth pressures within the community/municipality;
- Linkages between the Plan and regional energy planning;
- A comprehensive assessment of various energy efficiency strategies (including analysis of cost-effective alternative technologies and renewable and distributed energy);
- The identification of costs and impacts of specific conservation measures that could be undertaken for specific facilities, operations, areas or sectors and timelines for implementation;
- Identification of internal or external resources (human resources and financial resources) that will assist in plan implementation;
- A description of how the key objectives and initiatives of the MEP will be incorporated/coordinated with other municipal and key stakeholder planning processes;
- A summary of stakeholder engagement undertaken and how stakeholders will continue to be engaged in the future;
- An outline of how the Plan will be communicated to stakeholders; and
- An implementation strategy that sets immediate goals (1-2 years out), short-term goals (3-7 years out), and medium- and long-term goals (8-20 years out).

The final deliverable will be a Municipal Council-approved Plan.

Successful applicants to the program from lower-tier and single-tier municipalities will have **up to 12 months (18 months for upper-tier municipalities) from the end of Stage 2** to complete Stage 3.

5. Reporting Requirements

Successful applicants will be required to submit Milestone Status Packages (MSPs) based on the milestones outlined in Appendix B. Each MSP includes a short progress report outlining progress on the current stage and original invoices/receipts for expenses incurred **and paid** up until that specific milestone reporting due date. A milestone reporting template will be provided.

Additionally, successful applicants will be required to submit a detailed expenditure report using the template provided on the project spending to the end of the current milestone completion deadline. For a list of milestone completion deadlines, please refer to Appendix A.

Municipalities funded by the MEP Program will receive up to \$90,000 or 50% of total project costs, whichever is less to complete all three stages of the MEP Program as outlined above.

Successful applicants to the MEP program will receive an initial Payment Upon Agreement Execution equivalent to 5% of the total budget. Funds are provided as outlined in the funding agreement and are paid in arrears with the exception of the 5% Payment Upon Agreement Execution.

If the successful applicant cannot demonstrate that they have met the necessary requirements for each milestone, the Ministry will not reimburse the applicant for eligible expenses until the necessary corrective action has taken place satisfactory to the Ministry. In the event that the applicant does not remedy the situation, the Ministry will terminate the agreement.

In addition, if the Ministry of Energy determines, in its sole discretion, that the successful applicant is not using allocated funds for the purpose of the MEP Program, the Ministry of Energy will rescind the funds, or seek other remedies as may be appropriate in the circumstances and permissible by law.

6. Eligible and Ineligible Costs:

Eligible Costs:

- Costs for consultants that have been selected through a fair and transparent competitive procurement process;
- Costs for staff hired specifically to support the project that were not previously being paid by the municipality (for costs associated with existing municipal staff time, please see “Staff Costs” below);
- Equipment and supply costs exclusively related to the project;
- Utility costs for energy data;
- Room rentals for stakeholder engagement sessions;
- Light refreshments for stakeholder engagement sessions;
- Local travel costs for staff directly related to stakeholder engagement; and
- Non-recoverable HST incurred by the recipient from other eligible costs that is not eligible for a rebate by the Canada Revenue Agency.

Ineligible Costs:

- Costs incurred prior to the approval of program application and signing of the agreement;
- Furniture;
- Computer hardware;
- Computer software (unless it can be demonstrated that the software is essential to the project, such as software to analyze baseline energy data);
- Telecommunications hardware;
- Training such as conferences and courses;

- Non-local travel costs and accommodations;
- Daily travel costs, with the exception of local travel costs directly related to attending stakeholder engagement sessions related to the project;
- Meals and Hospitality expenses specifically for staff including external consultants or contractors hired exclusively for the project;
- Alcohol;
- First-class travel;
- Purchasing or leasing capital equipment;
- Purchasing or leasing real estate;
- Lobbying projects; and
- Insurance for general liability as required by the Province, or any other type of insurance.

Staff Costs:

The MEP Program will provide funding for staff that are hired specifically for the undertaking of the MEP project, including contract staff and consultants. The Ministry will not cover salaries of existing municipal staff that are already being paid by the municipality. The only exception would be compensation for additional hours (i.e., evening public meetings, weekend conferences dedicated to the MEP project) that fall outside of staff paid time responsibilities. Salaries for existing municipal staff working on the project may be donated in-kind to a maximum of twenty percent of the total project costs.

7. Mandatory MEP Application Requirements

All applicants are required to provide the following as part of their application to the MEP Program. Incomplete applications will not be accepted.

- A letter from Council or a senior municipal authority (e.g., CAO) confirming municipal intent to develop a Plan;
- A letter from your upper tier municipality, where applicable, confirming their support for your application;
- A list of all lower-tier municipalities in their region and which, if any, of these municipalities have MEPs and how they will be integrated into the larger MEP, where applicable;
- A written commitment from a senior representative (e.g. CEO, CFO) at the local utilities to participate in the stakeholder engagement process and to supply the energy consumption data required for the development of the Plan. This letter should also describe the way in which the data will be transferred to the municipality and the granularity of the data set;
- A description of how the Stakeholder consultation will be conducted (Stakeholder Engagement Plan);

- A preliminary list of stakeholders to be consulted;
- Identification of the party who will be responsible for the gathering and analysis of the baseline data and the creation of the Plan – municipal staff or private consultant - including their qualifications to coordinate/write the Plan, where known (part of the application form);
- A completed Budget Forecast Template and signed Application Form (part of the application form);
- A letter of commitment from other funders, where applicable;
- A link to your energy conservation and demand management (CDM) plans to demonstrate compliance with Ontario regulation 507/18: *Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*, which requires municipalities to prepare, publish, and make available to the public CDM plans (part of the application form); and
- A copy of a completed or partially completed Community Energy Plan, Climate Action Plan or other energy plan for Stream 2 Applications.

8. Evaluation Criteria

The Ministry will use the following evaluation criteria to evaluate applications:

- Meet mandatory requirements identified in section 7;
- Demonstrated commitment to conservation, green energy, sustainability, growth planning in existing municipal planning documents (sustainability plans, strategic plans, etc.);
- Undertaking of initiatives or projects that support the objectives of the MEP Program;
- Extent of proposed community stakeholder participation in the development of the MEP; and
- Extent of proposed utility participation in the development of the MEP.

In addition to the evaluation criteria, the Ministry will also consider the following:

- Projected municipal growth in the next 5 years (state source/methodology of projection);
- Identification of local energy “champion(s)” or NGO(s) to “help drive” the Plan’s development; and
- Geographic diversity of projects.

Should an application be approved for funding, the successful applicant will enter into a funding agreement with the province.

9. How to Apply:

Applications will be accepted to the MEP program on an ongoing basis. Please note the MEP Program has a limited funding allocation. Successful applications will be funded on a first come, first served

basis.

Applications must be submitted electronically through the Transfer Payment Ontario (TPON) system.

Any optional supporting documents must also be submitted at the time of application. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Energy. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application.

Please note that successful applicants will be required to produce a general liability insurance certificate of no less than \$2 million dollars that indemnifies the Ministry of Energy with regards to the project and explicitly lists as an additional insured: “Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.” If a higher coverage is required, the successful applicant will be notified at the time of signing the funding agreement.

Applications submitted by fax or email will not be considered.

Please contact Ministry staff if you have any questions about the required materials. Inquiries about the MEP Program should be directed to MEP@ontario.ca.

Appendix A: MEP Program Deliverables and Timelines

Program Stage	Maximum Duration	Required Deliverables
Stage 1: Baseline Energy Study	Six months after execution of funding agreement	Successful applicants to the program must provide: • A summary of the results of baseline data research including: ○ A description of the data collection process including roles of relevant stakeholders; ○ Methodologies used for data analysis; and ○ Any energy mapping undertaken. • A description of how the results of Stakeholder Engagement and the BLS will inform the development of the Plan including: ○ An outline of next steps/timelines; ○ The ongoing role of key stakeholders; and ○ Any preliminary findings that may inform the Plan.
Stage 2: Stakeholder Engagement	Six months for lower-tier and single-tier municipalities (twelve months for upper-tier municipalities) after the completion of Stage 1. Participants from lower-tier and single-tier municipalities will have a total of 12 months (eighteen months for upper-tier municipalities) to complete the deliverables under Stage 1 and 2 even if activities occur at the same time.	Successful applicants to the program must provide: • A list of stakeholders consulted (dates and participants), copies of consultation agendas or minutes; • A list of conservation objectives and any opportunities identified; and • A strategy for continued stakeholder engagement through Stages 2 and 3.
Stage 3 (a): Creation of the Plan – Draft plan	Six months after the completion of Stage 2.	Successful applicants to the program must provide: • A Draft Plan that meets the requirements outlined in Section 4.

Program Stage	Maximum Duration	Required Deliverables
Stage 3 (b): Creation of the Plan – Final plan approved by council	Six months for lower-tier and single-tier municipalities (twelve months for upper-tier municipalities) after the completion of Stage 3 (a).	Successful applicants to the program must provide: • The final deliverable will be a Municipal Council-approved Plan.

Appendix B: MEP Milestone Status Package (MSP) Reporting Due Dates

Stream 1

Participants report once for each of the three stages and once upon receiving council approval of the final plan for a total of four milestone reports:

Successful applicants to the program are eligible for a Payment Upon Agreement Execution of up to 5% of their total grant	Upon the signing of the TPA funding agreement
1. MEP Milestone Status Package (MSP) Stage 1: Baseline Energy Study	One (1) month after the completion of Stage 1
2. MEP Milestone Status Package (MSP) Stage 2: Stakeholder Engagement	One (1) month after the completion of Stage 2
3. Creation of the Plan – Draft Plan	One (1) month after the completion of Stage 3 (a)
4. Creation of the Plan – Final Plan approved by council	One (1) month after the completion of Stage 3 (b)

Stream 2 projects (updating existing municipal energy plans) will have a custom number of milestones.

The funding agreement will be completed with the exact MSP and forecasting due dates in the table above.

Please submit your MSPs through the Transfer Payment Ontario (TPON) system.

Appendix C: Additional MEP Resources

Below are various examples of municipalities that have completed a Municipal Energy Plan as well as other resources.

Completed Municipal Energy Plans

City of Guelph's Municipal Energy Plan

<http://guelph.ca/plans-and-strategies/community-energy-initiative/>

City of Burlington's Municipal Energy Plan

https://www.burlington.ca/en/live-and-play/resources/Environment/Burlington_Community_Energy_Plan.pdf

City of London's Community Energy Action Plan

<https://pub-london.escribemeetings.com/filestream.ashx?DocumentId=14761>

Town of Newmarket's Community Energy Plan

<https://www.newmarket.ca/communityenergyplan#:~:text=What%20is%20a%20Community%20Energy,%2Fnon%2Dresidential%20and%20energy.>

City of Vaughan's Municipal Energy Plan

https://www.vaughan.ca/cityhall/environmental_sustainability/Pages/Municipal-Energy-Plan.aspx

Municipality of Wawa's Energy Plan

<https://edcwawa.ca/invest-wawa/wawaenergyplan/>

City of Woodstock's Community Energy Plan

<https://www.cityofwoodstock.ca/en/resourcesGeneral/PDFs/Engineering/ReportsStudies/Plans/WoodstockCEP-FINAL.PDF>

Other Resources

Province of Ontario: Community Emissions Reduction Planning: A Guide for Municipalities.

http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2018/013-2083.pdf

British Columbia's Climate Action Toolkit <http://www.toolkit.bc.ca/>

QUEST Canada. Advancing Integrated Community Energy Planning in Ontario: A Primer
<https://questcanada.org/advancing-integrated-community-energy-planning-in-ontario-a-primer/>

ICLEI – Local Governments for Sustainability: *Changing Climate, Changing Communities: Guide and Workbook for Municipal Climate Adaptation*
<https://icleicanada.org/wp-content/uploads/2019/07/Guide.pdf>

Natural Resources Canada: Adapting to Climate Change: An Introduction for Canadian Municipalities
https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/earthsciences/pdf/mun/pdf/mun_e.pdf

Natural Resources Canada: Community Energy Planning - 2007
https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/canmetenergy/files/pubs/CommunityEnergyPlanningGuide_en.pdf

The Federation of Canadian Municipalities: Partners for Climate Protection Program
<http://www.fcm.ca/home/programs/partners-for-climate-protection.htm>

QUEST Canada. ICES Literacy Series: Building Smart Energy Communities: Implementing Integrated Community Energy Solutions.
<https://questcanada.org/paper-no-1-building-smart-energy-communities/>

The Atmospheric Fund: Building Energy Efficiency Policy Calculator
<http://taf.ca/beecal/>

APPENDIX D: Stream 2 Funding for Municipalities with Existing Energy Plans

As part of the MEP Program, the Ministry has created a second funding stream for municipalities that have already developed a complete or partial Community Energy Plan or Climate Action Plan. Stream 2 funding is intended to support further enhancement of existing plans, consistent with the objectives outlined in Section 4 of the MEP Guidelines. Evaluation will be based on the value added to the municipality's existing MEP or Climate Action Plan. Examples of such initiatives could include:

- Conducting community outreach to engage stakeholders and support implementation;
- Updating baseline energy data;
- Updating structure data;
- Creating or updating an energy map; and
- Developing more detailed implementation plans for targeted conservation or green energy opportunities.

Approved projects can receive up to \$25,000 per project or 50% of total project costs, whichever is less. Successful applicants to the program will have up to 12 months from the execution date of their funding agreement to complete their Project.

Applicants to this stream must demonstrate clearly how their proposed project is directly related to, and how it augments or enhances their existing plan.

Mandatory Application Requirements

All applicants are required to provide the following as part of their application for funding for their initiative:

- A letter from Council or a senior municipal authority (e.g., CAO) confirming municipal commitment to the existing Plan or related work;
- Where applicable, a written commitment from a senior representative (e.g. CEO, CFO) at the local utilities to participate in any stakeholder engagement processes and to supply the energy consumption data required for the initiative. This letter should also describe the way in which the data will be transferred to the municipality and the granularity of the data set;
- A preliminary list of stakeholders to be consulted, if applicable;
- A plan describing how the Stakeholder engagement process will be conducted, if applicable;
- Identification of the party who will be responsible for managing the project – municipal staff or private consultant;
- A completed Budget Forecast Template and signed Application Form (part of the application form);

- Letters from other funders, where applicable; and
- A copy of the completed or partially completed Community Energy Plan or Climate Action Plan or related plans.

Incomplete applications will not be accepted.

Evaluation Criteria

The Ministry will use the following criteria to evaluate applications:

- The Municipality has completed some or all of a Community Energy or Climate Action Plan, or other energy plan (including energy mapping);
- The project objectives are consistent with the general objectives of a MEP as outlined in the MEP Program Guidelines;
- The extent to which the project will enhance/improve the existing MEP or Climate Change Action Plan;
- The extent to which the project will support the implementation of conservation and green energy solutions outlined in the MEP or Climate Change Action Plan;
- Municipal and relevant stakeholder support for the project; and,
- The Mandatory Application Requirements have been met (see above).

In addition to the evaluation criteria, the Ministry will also consider the following:

- Geographic diversity of projects. The Ministry will endeavour to have representation from across the province.

Should an application for funding be approved, the successful applicant will enter into a funding agreement with the province.

The MEP Program is a discretionary, non-entitlement program administered by the Ministry of Energy. Funding will be in the form of conditional grants (transfer payments) and contingent on the recipient entering into a funding agreement with the province that will outline the conditions. There is no assurance of funding for any application. The MEP Program has a limited funding allocation. In some instances, applications that meet all program criteria and objectives may not be approved for funding as there may be other projects that meet the MEP Program criteria and objectives more effectively. Ontario has the sole right to approve funding, and all decisions are final.

All eligible and ineligible costs follow those as outlined in Section 6 of the MEP Program Guidelines.

The Ministry of Energy reserves the right to restrict the number of successful applicants receiving

funding, even if the eligibility criteria have been met.

Applications must be submitted electronically through the Transfer Payment Ontario (TPON) system. Any optional supporting documents must also be submitted at that time. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Energy. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application.

Please note that successful applicants will be required to produce a general liability insurance certificate of no less than \$2 million dollars that indemnifies the Ministry of Energy with regards to the project and explicitly lists as an additional insured: “Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees,” If a higher coverage is required, the successful applicant will be notified at the time of signing the funding agreement.

Applications submitted by fax or email will not be considered.

Please contact Ministry staff if you have any questions about the required materials. Inquiries about the MEP Program should be directed to MEP@ontario.ca.

APPENDIX E: Other Possible MEP Funding Sources

The ministry encourages municipalities to consider additional funding sources to support a MEP. These could include the Canada Community-Building Fund, the Green Municipal Fund and the Ontario Trillium Foundation as well as major local energy stakeholders in your community including utilities, large businesses and NGOs.

Canada Community-Building Fund

The Canada Community-Building Fund provides funding for Canadian municipalities to help them build and revitalize public infrastructure that achieves positive environmental results. In Ontario the fund is administered by the Association of Municipalities of Ontario.

<https://www.infrastructure.gc.ca/plan/gtf-fte-eng.html>

Green Municipal Fund

The Green Municipal Fund supports funds sustainable community plans or strategies. Municipalities can contact GMF if they are considering climate change/ energy conservation initiatives.

<https://fcm.ca/en/programs/green-municipal-fund>