

# On-site Energy Manager Program Incentives

## Overview

The On-site Energy Manager (OEM) Program is intended to encourage, guide and accelerate the hire and placement of dedicated full-time qualified Energy Managers. The program offers salary incentive payments to complete strategic milestones and program deliverables, identify energy-savings projects, support decision-making for multiple facility improvements and ensure continued optimization in the facilities.

During the two-year program, organizations benefit from the continual focus of a fully trained and supported resource within their organization.

Following a facility energy audit with an Energy Efficiency Alberta Engineer, the OEM will organize, prepare and implement low cost/no cost projects, as well as build business cases for capital projects. Through the program, the OEM will receive continuous group workshop, one on one activities, and coaching/technical support to enable them to be successful in implementing their Strategic Energy Management plan, delivering program milestone deliverables, and saving energy for the organizations.

## Program Incentives

- Up to 90 per cent in Year 1 (up to \$90,000) and 50 per cent in Year 2 (up to \$50,000) funding of the salary of a designated full time OEM.
- Low cost/no cost savings (O&M) incentive of \$40/ tonne GHG capped at \$50,000 for the first year in the program.
- Ongoing training and support from Energy Efficiency Alberta throughout the length of the program.

## Events – Training – Deliverables

Throughout the two years of the program, the OEM must fulfill a total of 20 milestones, including training delivery, workshops attendance, and deliverable completion.

The calculation of the salary incentive payment is based on the accomplishment and verification of the 20 milestones (10 for Year One and 10 for Year Two). Each milestone represents 10 per cent of the total salary incentives for each program year. For more information and please see the program [Terms and Conditions](#). The milestones are outlined below.

### Year 1 Milestones

1. Participate in all organized OEM group workshops.
2. Presence and participation at one energy scan.
3. Strategic Energy Management Plan creation, maintenance on SharePoint online, and bi-monthly review with OEM Program Manager on progress.

4. Opportunity Register maintenance and update on SharePoint online and bi-monthly review with OEM Program Manager on progress.
5. Create and share a business case for a capital expense project internally within the OEM organization.
6. Create an Energy Team Charter.
7. Creation and maintenance of baseline energy model(s) for the quantification of site energy savings (O&M savings and capital project savings) on OEM profile site(s) using RETScreen. Where operational and maintenance measures or incentivized measures have been implemented, a minimum of one to be validated for use by the Modeling Team for use.
8. Facilitate and document one Employee Engagement activity.
9. Deliver one case study of a measure implemented/engagement delivered during Year 1 (photos to be provided within the case study). The case study must be approved for use by Energy Efficiency Alberta.
10. Deliver two Quarterly Reports created and delivered on time for Year 1.

## **Year 2 Milestones**

1. Participate in all organized OEM group workshops.
2. Presence and participation for a Year 2 Strategic Energy Management Plan creation session.
3. Quantify savings achieved on all sites within the OEM energy portfolio.
4. Participate in an Energy Management Assessment (EMA) session with key stakeholders within your organization.
5. Create and/or maintain an Energy Performance Indicator in the OEM organization, to be added to a “Continuous Improvement Visual Management Board.
6. Demonstrate a SOP change/creation including elements of energy efficiency.
7. Demonstrate one change in the procurement system of the OEM’s organization towards energy savings/energy efficient design or purchasing (for example energy procurement policy or procurement structure).
8. Incorporate EMA action items into the annual SEM Plan and assign owners and due dates for action implementation.
9. Deliver one case study of a measure implemented in Year 2 of the program (photos to be provided within the case study). The case study must be approved for use by EEA.
10. Deliver three Quarterly Reports and one Final Report focusing on sustainability of the measures implemented after the end of the program.