

Conservation & Demand Management Plan Checklist

(for O.Reg. 507/18 Compliance)

According to O.Reg. 507/18, all public sector organizations must update their 5-year Energy Plans by July 1, 2019. The following checklist is intended to be used as a guide to update your current Corporate Energy Plan.

- **Step 1: Review your Commitment, Vision, Goals, and Policies to ensure these are current:**
 - What are your new goals and objectives for the next five years? Do you need to update your target? Are your policies still current?
 - Who is responsible for energy at your organization? Has staff changed?
 - How is energy handled at an organizational level? Departmental level?
 - Is Energy linked to other plans (ie. Asset Management, Procurement, etc)?
 - Has your organization progressed with respect to Energy Conservation?

- **Step 2: Summary of Annual Energy Consumption & GHG Emissions:**
 - Ensure you have energy consumptions for all applicable buildings.
 - Gather consumptions records for energy reported since 2013.
 - Suggest to break down into energy and GHG pie charts for the portfolio of buildings.

- **Step 3: Looking Back: Analysis of accomplishments over last 5 years:**
 - Review and comment on your actual results.
 - What is your baseline year and consumption? What is the benchmark you are measuring against?
 - Try graphing to compare energy use trends over the past 5 years to the baseline. Consider using regression/CUSUM analysis for selected buildings at the very least. Annotate these graphs to show when measures were implemented in a building. (CUSUM works best at a building level – measures become events on the timeline).
 - How much have you saved (annually or in total) compared to your targets?
 - Did you complete everything in your plan? Meet your targets? Did you fall short? Why?
 - Can you attribute savings to particular projects/programs/processes undertaken by your organization over the past 5 years?
 - Provide a chart or graphs showing savings by measure and/or building. Can you prove savings using CUSUM/Regression Analysis?
 - List your achievements and celebrate your success!

- **Step 4: Renewable Energy:**
 - Does your organization generate or make use of renewable forms of energy?
 - If yes, list any current Renewable Energy measures (including amount of energy generated annually):
 - Solar Air/Water Heating;
 - Solar Photovoltaic;
 - Ground Source Heat Pumps;
 - Wind Turbines.
 - Do you have plans to increase renewable energy use? If so, how?

- **Step 5: Looking Ahead: What's happening in the next 5 years:**
 - List proposed conservation measures (programs/processes/projects) and timelines over next 5 years (including forecasted costs/savings estimates, results of ongoing initiatives). Include how long the measures will be in place.
 - Go beyond just technical/equipment upgrades to include behavioural and organizational ideas:
 - Energy Training programs for staff (Employee Engagement, Operations, On-boarding programs);
 - Procurement of energy related goods and services (include Life Cycle Costing);
 - Building Standards;
 - Communication Programs and other simple day-to-day activities
 - List any proposed changes to your approach that will help you in reaching your targets.
 - How often will you review your plan? Do you have contingencies in place to keep you on track?

- **Step 6: Confirmation of approval by organization's senior management**
 - Include the report showing your plan has been approved by senior management or Council.

- **Step 7: Publish and make plan available to public**
 - Make sure your publication is compliant with Accessibility for Ontarians with Disabilities Act, 2005 (AODA) both in print and online.
 - By July 1, 2019 the CDM plan needs to be:
 - Published on the public agency's website (if there is one);
 - Published on the public agency's intranet site (if there is one);
 - Made available to the public in printed form at its head office.