

STRATEGIC ENERGY MANAGER PROGRAM

STEP 1: Hire or appoint an Energy Manager

The first step in the program is to hire or appointment an Energy Manager. The Energy Manager will be an employee and their salary is offset by additional incentives we provide on top of Efficiency Manitoba's existing program incentives. There's also an option for up front funding to reduce any financial barriers to participation. The upfront funding acts as a credit for future program incentives. The amount is determined by Efficiency Manitoba and is based on estimated annual energy reductions.

The qualifications for the Energy Manager are as follows:

- a) A professional engineer, preferably in mechanical or electric discipline, with 3+ years of experience in energy engineering, energy management, energy-efficient design of industrial systems and processes, or facility operations.
- b) A Certified Engineering Technician (CET) with 5+ years' experience in energy engineering, energy management, energy-efficient design of industrial systems and processes, or facility operations.
- c) No formal education with 10+ years' experience in energy engineering, energy management, energy efficient design of industrial systems and processes, or facility operations.

If not already designated as a Certified Energy Manager (CEM), attain the CEM designation within the term of the Program.

Participating organizations must also appoint an Executive Sponsor. The Executive Sponsor will support the Energy Manager and all program initiatives within the organization to ensure successful implementation of the Strategic Energy Management Plan. This includes providing final sign off on all required approvals, supporting communication and marketing of program successes, and fostering an organizational culture of energy conservation and a long-term commitment to energy efficiency.

STEP 2: Develop a plan

The Strategic Energy Manager Program is designed to foster a structured approach to continuous energy reduction. The planning stage begins with a consultant lead workshop funded by Efficiency Manitoba. The intended outcomes of the workshop are:

- Develop a clear understanding of how and where energy is used within the organization. This may involve establishing benchmarks, energy mapping, data logging and utility bill analysis.
- Understand where the organization is starting from an organizational standpoint and summarize the existing efforts and plans that may already exist.
- Begin a project registry to identify and document energy-saving projects.
- Identify key performance indicators, energy reduction targets and annual energy reduction goals.

Participants should include a variety of people from across the organization, including members from the technical and executive management teams. Following the workshop, information is consolidated into the Strategic Energy Management Plan, which may be reviewed and updated over the course of the program. This establishes a process for consistently evaluating and implementing projects, resulting in a culture of continuous improvement as it relates to energy reduction.

STEP 3: Implement projects & report savings

Participants can take part in existing Efficiency Manitoba commercial and industrial programming. The Strategic Energy Manager Program pays incentives IN ADDITION to the existing approved program offerings. The Energy Manager is responsible for submitting quarterly reports:

- Identifying completed projects through Efficiency Manitoba programs and the corresponding application number. These projects have an existing application with supporting project information.
- Individual measures and improvements leading to sustained energy savings. These projects fall outside of existing programming and/or have a payback of 1 year or less. A template for these projects is provided and must be completed for each measure.

The report is reviewed and the additional incentives are then paid out to the participant.

STEP 4: Recognize achievements

The Strategic Energy Manager Program is about developing a culture of continuous improvement. At the end of year one, we bring the attendees of the workshop back together and review the Strategic Energy Management Plan. This provides an opportunity to celebrate success and share it with the rest of the team. It's also an opportunity to evaluate what worked and where the focus should be moving forward.

We suggest sharing your organization's good work at saving energy, money, and the environment with customers and the rest of your organization.