

Original Date: 11/14/2012 | Date Revised: February 22, 2013

Property Types: 1=Owned, 2=Leased, 3=Leased Maintained

Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels

Service Category – Energy Management and Conservation Strategy (EMCS) | Service Type: Energy Management (a)

Purpose: To provide effective management of key strategies that support continual improvement of energy management and conservation outcomes.

Service Level	Service Description	Service Level Attributes	Reporting Frequency					Property Type		
			Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2	3

An annual Energy Management and Conservation Strategy (EMCS) will be developed and delivered in consultation with the Province. An effective management process will be in place to support the successful delivery of key strategic priorities. *The delivery of energy management activities that require additional resources are not included within these services.	a) Prior to the beginning of each fiscal year, the Service Provider will complete a mutually agreed annual Energy Management and Conservation Strategy.					✓	✓	✓	✓
	b) The annual Energy Management and Conservation Strategy (EMCS) will identify current and key priorities that will be the focus of the Service Provider’s strategic energy management activities and be signed by the Service Provider. The EMCS will include purpose, objectives and measurable goals regarding each key strategic energy management and conservation priority.					✓	✓	✓	✓
	c) Regular EMCS review meetings will be attended by the Service Provider (Energy Account Manager) with the Province, no less than monthly, with minutes posted for mutual access within one week of meeting dates.		✓				✓	✓	✓
	d) Quarterly executive summary report to Joint Operating Management Committee regarding the status of delivering on EMCS goals will be submitted by the Service Provider.			✓			✓	✓	✓
	e) By fiscal year end, the Service Provider will submit a final report on the status of delivery regarding goals of the EMCS and the dates of completion.					✓	✓	✓	✓

Performance Measurement Criteria/Reporting: | General Comments

Original Date: 11/14/2012				Date Revised: February 22, 2013						
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained										
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels										
Service Category – Energy Management and Conservation Strategy (EMCS)				Service Type: Energy Management (a)						
Purpose: To provide effective management of key strategies that support continual improvement of energy management and conservation outcomes.										
Service Level	Service Description	Service Level Attributes	Reporting Frequency					Property Type		
			Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2	3

<ul style="list-style-type: none"> a) Completion and mutual agreement of a final EMCS prior to the beginning of each fiscal year for which the EMCS applies. b) Final report of delivered goals by fiscal year end. EMCS meeting minutes posted for mutual access. c) Quarterly executive summary report to Joint Operating Committee regarding the status of delivering on EMCS goals. 	<ul style="list-style-type: none"> • The EMCS does not detail routine operational activities such as bill payment. The EMCS is a dynamic document where key strategic priorities that reflect the Service Provider and the Province’s interest in continuous improvement in energy management services. • Support by the Service Provider to develop business cases for additional resource allocation may be required.
--	---