



Policy Number: 2026-02
Date of Issue: January 20, 2026
Policy Subject: Energy Management Policy

1. POLICY STATEMENT:

It is the policy of the Village of Myrnam to manage all municipal activities, services, and facilities in a manner that ensures the consumption of energy and natural resources is reduced to the practical minimum while maintaining effective service delivery for residents. The Village will demonstrate leadership in energy stewardship and work toward a more resilient, affordable, and sustainable energy future.

2. DECLARATION OF COMMITMENT:

Council and Administration of the Village of Myrnam affirm their commitment to responsible energy management. As part of the municipality's environmental and financial sustainability strategy, the Village will:

- Practice energy efficiency throughout all municipally owned buildings, utilities, equipment, and operations, wherever it is cost-effective and technically feasible to do so.
- Incorporate energy considerations into municipal planning, budgeting, and procurement practices.
- Support staff, residents, and local businesses in pursuing energy efficiency, conservation, and renewable energy opportunities.

3. POLICY INTENT AND OBJECTIVES

The Village of Myrnam will manage and control energy consumption to:

- Avoid unnecessary operating expenditures and ensure responsible use of public funds.
- Improve the municipality's energy resiliency and reduce exposure to volatile energy markets.
- Reduce greenhouse gas (GHG) emissions and contribute to improved local and regional environmental health.
- Preserve non-renewable energy resources and support Alberta's long-term sustainability goals.
- Encourage local energy innovation, economic development, and community preparedness.

All municipal departments share responsibility for implementing this policy.

4. OBJECTIVES

4.1 Short-Term Objectives (1–3 Years)

1. **Conduct Annual Energy Benchmarking:**

Track and analyze municipal energy consumption and costs for buildings, fleet, water/wastewater operations, and street lighting.

2. **Develop an Energy Management Plan:**

Establish priorities, timelines, and actions to reduce energy consumption, with annual reporting to Council.

3. **Procure Energy Cost-Effectively:**

Secure fuels and electricity at the most economically advantageous and stable cost available to the municipality.

4. **Improve Operational Efficiency:**

Implement low-cost and no-cost efficiency measures (e.g., lighting upgrades, equipment tuning, staff training).

5. **Promote Community Education:**

Provide information to residents and local businesses on energy savings, available rebates, and renewable energy opportunities.

4.2 Long-Term Objectives (3–10 Years)

1. **Optimize Fuel and Equipment Efficiency:**

Use fuels and equipment as efficiently as practicable through upgrades, lifecycle planning, and preventative maintenance.

2. **Reduce Emissions and Pollution:**

Reduce GHG emissions, specifically CO₂, associated with municipal operations.

3. **Expand Renewable Energy Use:**

Reduce dependence on fossil fuels by incorporating renewable energy technologies and energy-efficient systems where feasible.

4. **Integrate Energy into Community Planning:**

Ensure that land-use planning, infrastructure renewal, and economic development consider long-term energy efficiency and sustainability.

5. **Enhance Municipal Resilience:**

Strengthen the Village's ability to operate during energy price spikes, supply disruptions, or extreme-weather events.

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5. IMPLEMENTATION METHODS

To meet the objectives outlined in this policy, the Village will:

- Assign responsibility for the Energy Management Program to the Chief Administrative Officer or their designate.
- Incorporate energy efficiency considerations into capital planning and procurement processes.
- Track, record, and report energy performance quarterly to Council.
- Seek external funding, grants, and partnerships to support energy-related projects.
- Train staff in energy-efficient practices and encourage continuous improvement.
- Prioritize investments with favorable life-cycle costs, not only lowest upfront cost.

6. COMMUNITY ENGAGEMENT AND PUBLIC ENCOURAGEMENT

The Village recognizes that long-term energy resilience requires community participation. Therefore, the Village will:

- Promote public awareness campaigns encouraging residents to adopt energy-efficient technologies and behaviors.
- Share information about provincial and federal rebate programs and funding for home energy retrofits, renewable energy systems, and electric vehicles.
- Support local initiatives such as energy audits, home-efficiency workshops, and community renewable energy projects.
- Partner with schools, community groups, and businesses to foster a culture of energy stewardship.

7. REVIEW AND CONTINUOUS IMPROVEMENT

- This Energy Policy will be reviewed at least once every five years or earlier if required due to technological, regulatory, or financial changes.
- Performance against the stated objectives will be assessed annually, and updates will be incorporated into municipal planning and budgeting.

REVIEW DATE:

This policy and all associated systems shall be reviewed every four years, or sooner if required due to legislative changes or operational updates.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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VILLAGE OF MYRNAM 3-Year Energy Action Plan

Overview & Purpose

This Action Plan sets out concrete steps to advance the Village's Energy Management Policy over the next three years. Its goals are to reduce energy consumption, lower costs, cut greenhouse gas emissions, improve resilience, and build community support for energy efficiency and renewables.

Year 1 (2026) — Basic Inventory & Practical Improvements

Action 1 — Assign CAO as Energy Coordinator

Description: Council formally designates the CAO as the lead responsible person for municipal energy management.

Responsible: Council decision.

Action 2 — Gather Utility Information & Establish a Simple Baseline

Description: Collect utility bills for municipal buildings, water plant, wastewater facility, streetlights, and any fuel use. Enter into a simple spreadsheet (no software needed).

Responsible: CAO (with assistance from Public Works as needed).

Resources: Existing bills, Excel/Google Sheets.

Action 3 — Create a Short Energy Priority List

Description: Instead of a formal "plan," prepare a 1-page list of areas to improve, based on obvious opportunities (e.g., aging lights, old thermostats, drafty doors).

Responsible: CAO + Public Works.

Action 4 — Implement Low-Cost, No-Cost Measures

Examples:

- Replace burnt-out or remaining incandescent bulbs with LED.
- Adjust thermostats and programmed schedules.
- Limit heating in unused areas.
- Reduce idle time on equipment where practical.

Responsible: Public Works.

Action 5 — Awareness & Communication (Minimal)

Internal only: Inform staff about small, practical steps they can take.

Optional public component: A short notice on website/social media encouraging residents to save energy.

Responsible: CAO.

Deliverables by End of Year 1

- Basic utility baseline spreadsheet.
- CAO formally established as Energy Coordinator.
- 1-page priority list.
- At least a few efficiency "quick wins."
- Simple internal awareness communication.

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Year 2 (2027) — Targeted Upgrades & Funding Attempts

Action 1 — Small-Scale Efficiency Upgrades

Focus on one or two feasible projects, such as:

- LED upgrades in municipal buildings or streetlights (as budget allows).
- Weatherstripping or minor insulation fixes.
- Replacing an old, high-cost fixture or appliance when it fails (instead of major overhauls).

Responsible: CAO to coordinate; Public Works to complete.

Action 2 — Seek Funding Where Reasonable

Apply only for grants that:

- have simple application processes,
- offer clear savings,
- and fit within staff capacity.

(For example: MCCAC opportunities, small retrofit grants.)

Responsible: CAO.

Action 3 — Track Progress Once Annually

Update the spreadsheet with current utility costs and compare to Year 1.

Responsible: CAO.

Action 4 — Light-Touch Community Outreach (Optional)

If time allows, share simple energy tips or grant opportunities for residents, but only if practical.

Responsible: CAO.

Action 5 — Explore Feasibility of a Small Solar or Energy Project

No engineering studies required unless funding becomes available — simply gather basic quotes or information.

Responsible: CAO.

Deliverables by End of Year 2

- One or two minor upgrades completed.
- At least one funding application submitted (if available).
- Updated utility comparison report (basic).
- Initial inquiry into possible future solar or energy projects.

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Year 3 (2028) — Practical Integration & Long-Term Direction

Action 1 — Implement a Feasible “Next Step” Project

If Year 2 identified something affordable (e.g., a small solar array on the shop, more LED upgrades), proceed only if funding and budget allow.

Responsible: CAO / Public Works.

Action 2 — Energy-Aware Purchasing

Adopt a simple rule: when equipment or fixtures need replacement, choose more energy-efficient options if cost difference is minimal.

Responsible: CAO (procurement) & Public Works.

Action 3 — Integrate Energy Considerations Into Annual Budget Prep

Include energy costs, expected savings, and possible projects in the regular budgeting process—no separate planning cycle required.

Responsible: CAO.

Action 4 — Basic Annual Reporting

Provide a short, plain-language update to Council:

- energy use trends (from spreadsheet),
- completed upgrades,
- savings where evident,
- opportunities for the next year.

Responsible: CAO.

Action 5 — Set Realistic Future Goals

Based on experience, set **practical targets**, such as:

- prioritize LED upgrades as bulbs/fixtures fail;
- explore solar if grants improve;
- continue utility tracking.

Responsible: CAO; Council direction as needed.

Deliverables by End of Year 3

- One reasonable efficiency or small renewable project completed (if viable).
- Energy-aware purchasing guidelines in place.
- Annual energy update provided to Council.
- Basic incremental goals established.