

**To: David Creery, Chief Administrative Officer**

**From: Jeff Molenhuis, Director of Public Works**

**Re: Award of Proposal – Facility Energy Evaluation and Reduction Strategy**

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**AIM**

To obtain Council approval to proceed with contracted professional services to complete an Energy Consumption Savings Study that will inform implementation of the 2025–2029 Energy Conservation and Demand Management (CDM) Plan and Capital Program, as well as support Woodstock's participation in the Save On Energy program incentives available through IESO & Hydro One.

**BACKGROUND**

The City of Woodstock is required under Ontario Regulation 25/23 to maintain and publicly post a five-year Energy Conservation and Demand Management (CDM) Plan. The 2025–2029 CDM Plan outlines capital investments in City facilities to improve energy performance, lower operational costs, and reduce greenhouse gas emissions. The CDM outlines goals and objectives for this period as:

*Continue to improve energy conservation efforts in all City facilities, through the capital budget and planning process. Through implementing improved systems and reviewing new and innovative options.*

In June 2025, Woodstock became eligible for enhanced Save On Energy incentives offered through the IESO and Hydro One. These include 'Retrofit Regional Adders' that increases incentives to businesses for energy efficiency upgrades, with funding increased from original incentives, which could mean up to 50% of capital costs covered for eligible electricity-saving projects. To qualify, the City must first complete detailed facility energy studies to identify actionable measures, and then incorporate and complete actions within the capital program delivery. The targeted funding incentive amounts for projects will be included within reporting deliverables and project planning. The amount of incentive received will be dependent on demonstrating the energy efficiency achieved through the targeted capital program delivery. The intake is completed through an online application once the projects are completed.

**COMMENTS**

WalterFedy has proposed to complete detailed electrical energy audits across 15 of the City's highest electricity-consuming facilities, with the following sites included in the total proposal:

- Reeves Community Complex (including Gym, Goff Hall)
- Cowan Park Sportsplex
- Southside Aquatics Centre
- Woodstock Police Department
- Civic Centre Arena
- Woodstock Museum

- City Hall
- Engineering Building Garage
- Woodstock Public Library
- Fire Department (Parkinson)
- Engineering Building Offices
- Woodstock Market Centre
- Fire Department (Vansittart)
- Art Gallery
- Bus Storage

Their proposed timeline includes completion of existing condition audits, utility use analysis, and reporting of energy conservation measures. This reporting could be completed within 2025, aligning with IESO program framework and City budgeting processes for inclusion in long-term capital planning. The scope includes baseline energy use, evaluation of electrical energy conservation measures (ECMs), incentive eligibility analysis, and GHG reduction assessments. This aligns with CDM goals including HVAC automation, LED retrofits, and energy performance benchmarking.

The CDM and Strategic Plan priorities identify energy efficiency as a priority exercise for the City, it is good business practice to analyze and evaluate opportunities for improvement with respect to energy use and greenhouse gas reduction. This is particularly beneficial in our area with these recently announced base-funding increases of 300% on original incentive values, for a total capital funding potential of 50%.

In addition to the above, the City's Asset Management Plan approved by Council in June 2025, outlines performance measures that help drive decision-making and spending on assets for the City. The Levels of Service metric of Environmental Stewardship is identified as *"Providing facilities that are energy efficient and environmentally conscious"* with the proposed performance trending downward over the next 10 years. Reporting and project implementation of this nature would have the effect of trending downward and support the AMP. The basis of this report will also support CDM goals of GHG emissions reduction through implementation of electrical consumption strategies.

The cost for completing the total audit is \$185,500 (excluding HST). Aligning with capital planning, Council could also consider a scoped review of the top facilities that align as high potential for coordination with the capital program delivery. The following facilities would be considered:

1. Reeves Community Complex
2. Cowan Park Sportsplex
3. Southside Aquatics Centre
4. Engineering Building Garage and Offices
5. Woodstock Bus Storage Building

For this reduced scope, the study cost would be \$80,000 (excluding HST).

The report itself is not fund-eligible. As such, the project is proposed to be funded from the *Hydro Reserve Fund*.

**ATTACHMENT LINKS for reference (not attached to the agenda)**

1. 2025–2029 Energy Conservation and Demand Management Plan  
[https://www.cityofwoodstock.ca/en/resourcesGeneral/PDFs/Engineering/2025-2029-Energy-Conservation-Demand-Management-Plan\\_Accessible.pdf](https://www.cityofwoodstock.ca/en/resourcesGeneral/PDFs/Engineering/2025-2029-Energy-Conservation-Demand-Management-Plan_Accessible.pdf)
2. City of Woodstock Strategic Plan (2013) -P1711-Final-Woodstock-Strategic-Plan  
[https://www.cityofwoodstock.ca/en/resourcesGeneral/Clerks/P1711-Final-Woodstock-Strategic-Plan\\_13Mar2013\\_Tagged.pdf](https://www.cityofwoodstock.ca/en/resourcesGeneral/Clerks/P1711-Final-Woodstock-Strategic-Plan_13Mar2013_Tagged.pdf)
3. <https://saveonenergy.ca/News-and-Updates/June-2025-Retrofit-program-update>

**RECOMMENDATION**

That Woodstock City Council approve the retention of Walter Fedy to undertake a contracted Energy Consumption Savings of the 5 facilities noted;

And that the project be funded from the Hydro Reserve Fund.

*Authored by: Angela Hills, B.Sc., C.E.T., Public Works Environmental Technologist*

*Approved by: Jeff Molenhuis, P.Eng., Director of Public Works*

*Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer*