

**REGULAR MEETING OF ENVIRONMENT AND ENERGY INNOVATION COMMITTEE**

***Wednesday, September 6, 2023 – 4:30 p.m.***

Township of South-West Oxford

Council Chambers

Present: Chair Jim Pickard; Mayor David Mayberry; Councillor Valerie Durston; Cathy Reeves (community representative); David Schell (community representative); and George Klosler (community representative)

Regrets: None

Staff: Clerk’s Assistant/Records Management Co-ordinator Nicole Chambers, Works Superintendent Adam Prouse and Chief Building Official Howard Leaver

Guests: Tim Smith (electrician)

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**Call to Order**

Chair Jim Pickard called the meeting to order at 4:30 p.m. and a quorum was present.

**Motion to Accept the Agenda**

Resolution No. 1 Moved by Howard Leaver  
Seconded by David Schell

RESOLVED that the agenda for the meeting of the September 6<sup>th</sup>, 2023 Environment and Energy Innovation Committee be approved, as amended.

DISPOSITON: Motion Carried

**Minutes**

Resolution No. 2 Moved by Howard Leaver  
Seconded by Adam Prouse

RESOLVED that the minutes of the August 9<sup>th</sup>, 2023 meeting Environment and Energy Innovation Committee meeting be reviewed and approved, as amended (exhaust fan).

DISPOSITON: Motion Carried

**Business Arising from the Minutes**

Fire Station Electrical Audits – Tim Smith

Tim Smith presented the findings of his electrical audit of the three South-West Oxford Fire Department Stations. He described his data collection process – he hooked up power meters to each circuit to determining power usage. Mr. Smith then identified the largest “quick fixes” and provided quotes for any associated repairs/maintenance.

### **Station 1 – Brownsville:**

- No large projects/repairs
- Monthly lighting costs to note (approximate):
  - Office: \$4
  - Outside: \$13-14
- Recommendation: swap out lights to LED as necessary to slowly bring costs down

### **Station 2 – Mount Elgin:**

- Monthly lighting costs to note (approximate):
  - Office: \$6
  - Bay: \$33
  - Inside: \$24
  - Bathroom: \$6
- Recommendation: swap all lights to LED - quoted close to \$6,500 which includes labour, parts and rebate
- Savings on heating will be reflected in natural gas bill – will have a better idea after winter

### **Station 3 – Beachville:**

- Monthly lighting costs to note (approximate):
  - Bay: \$25 – reduced to \$9
  - Exterior: \$34 – reduced to \$18
- Bay lighting is LED but motion switches triggered by sound of solar panels/wind – changed to manual switches to decrease costs.
- Exterior lighting was reduced – turned off lights on side and back of building (building still remains the same from the front).
- In-floor heating pump issue was fixed which reduced the cost to \$6 per month (saved approximately \$16.21 per month).
- General lighting: took motion sensors off and turned timers down to 5 minutes which has saved just over \$100.
- Turned off one heater to the generator and will recalculate savings there. This is a critical generator so Mr. Smith is being careful with any changes being made.

Mr. Smith noted that the “low hanging fruit” issues are primarily at the Beachville Station. The Beachville Fire Hall does have an Ecobee Thermostat which needs to be

installed (Mount Elgin and Brownsville both have them installed). Mr. Smith added that the Brownsville Fire Hall is used less due to lower call volumes (time in the building is less). It is insulated well, lights are updated and other than replacing outside lights with LED's, nothing major jumped out. For the Mount Elgin Station, it is primarily just the lights that need to be replaced with LED's. When he completed his audit, Mr. Smith noted items commonalities (trucks plugged in/charged, fans, exhaust fans, etc.) and looked for items which were present at one facility versus another. He noted that audits for unoccupied buildings are far less complicated than occupied buildings (i.e., the Municipal Office). If an audit was to be done for the community halls, we would have to look at the percentage of time the building sits occupied vs. unoccupied to help determine the largest issues. He noted that the best ways to decrease electricity usage in occupied buildings are to install motion detection and LED lighting. The easiest way to identify issues is by looking at each facility's bill.

In response to a question by Councillor Pickard regarding the costs to complete an electrical audit, Mr. Smith noted that unoccupied buildings such as the Mount Elgin Community Centre would cost around \$150-200, to a total of \$250 or less including the report. Occupied buildings are more labour intensive, at approximately \$500 or less including the report. He noted that for occupied buildings, he would come after hours to troubleshoot any problems identified. Mr. Leaver is also able to check and monitor the meter.

The Committee thanked Mr. Smith for his time and effort completing the fire station audits.

*\*Tim Smith left the meeting at 5:08 p.m.*

Resolution No. 3      Moved by George Klosler  
                                       Seconded by Valerie Durston

RESOLVED that the Environment and Energy Innovation Committee authorize that Smith Services (Tim Smith) proceed with an electrical audit for the Mount Elgin Community Centre and Municipal Office.

DISPOSITON: Motion Carried

### Mount Elgin Fire Station Lighting

The Committee discussed the quote from Smith Services to replace lighting at the Mount Elgin Fire Station with LED (inside and outside). It was noted that 90% of the current lights are fluorescent. The Committee reviewed the fire station hydro usage and they are unsure what the total payback will be. It was noted that labour costs are quoted

at approximately \$3,900 and parts (lights) will cost approximately \$4,000. With a rebate of approximately \$1,500 this project will cost approximately \$6,500 excluding HST. It was noted that LED lights burn about 10% of the electricity of fluorescent bulbs. In response to a question from Ms. Reeves regarding how many LED bulbs will be required, Mr. Prouse noted it would cut the quantity to about half as LED lights burn brighter so you do not need to install as many.

Resolution No. 4     Moved by David Mayberry  
                                    Seconded by Howard Leaver

RESOLVED that the Environment and Energy Innovation Committee recommend to Council that the Township authorize the supply and installation of LED lighting at the Mount Elgin Fire Station as per the quote from Smith Services (Tim Smith) at a cost of \$6,500 plus HST to be funded from the climate change reserve.

DISPOSITON: Motion Carried

#### Mount Elgin Hall Ceiling Insulation

Mr. Leaver determined that the exhaust fans located in the ceiling are required, as they are the return air vents for the heating system. Therefore, we will not be able to remove them. The only option to improve heat exhaustion is to replace insulation in the ceiling.

He presented a quote from Wall Construction which totaled \$21,500 for removing drop ceiling tiles, removing and disposing of rigid foam insulation and bat insulation, insulating using 5" of spray foam and reinstalling existing drop ceiling tiles including lift rental (20% more insulation for 15% more money versus the other quotes). Mr. Leaver has inspected many jobs completed by Wall Construction, and has never had an issue with him before.

Mr. Prouse looked into Orchard View, he noted they are a business on Airport Road in South-West Oxford, and they operate out of a farm. He did leave them a message requesting verification of their WSIB clearance but did not hear back.

*\*David Schell left the meeting at 5:20 p.m.*

Resolution No. 5     Moved by Adam Prouse  
                                    Seconded by George Klosler

RESOLVED that the Environment and Energy Innovation Committee recommend to Council that the Township authorize the

removal of foam and bat insulation, and reinstallation of 5” spray foam insulation at the Mount Elgin Community Centre, as per the quote received from Wall Construction at a cost of \$21,500 plus HST to be funded from the climate change reserve.

DISPOSITON: Motion Carried

In response to a question by Mayor David Mayberry, George Klosler stated that he will ask the Mount Elgin Hall Board if there is any interest in further improving the insulation in the gym (by constructing walls around the cinder blocks). Mr. Klosler requested that Mr. Leaver and Wall Construction work with the hall board’s booking agent so that the work will not disrupt existing bookings. Mr. Leaver will touch base with the hall board.

Cathy Reeves looked into what grants may be available – staff will follow up on the information provided. Adam Prouse noted that Triple E (supplying the lights) will apply for the grant on the Township’s behalf. Nicole Chambers will circulate the grant links provided by Ms. Reeves as well as a copy of the current Energy Management Plan for the Committee to review.

#### Cintas Towel Dispensers

At the previous meeting, the Committee passed a resolution regarding the installation of a Cintas pull down towel dispenser in each washroom at the Municipal Office and Shop. Mr. Prouse has ordered three dispensers for the shop – they are arriving this Friday. It was noted that the office is not proceeding with this “industrial” style of dispenser at this time, and will continue to use the existing hand towels.

#### **Correspondence – None**

#### **Discussion Items – None**

#### **Standing Items**

##### Fire Station Hydro Usage

The Committee discussed the hydro bill usage for the Fire Halls for the current year (2023). The solar panels at Beachville generated about half the hydro bill for the summer.

#### **New Business – None**

**Adjournment**

Resolution No. 6      Moved by George Klosler  
                                  Seconded by Howard Leaver

RESOLVED that there being no further business, the Environment and Energy Innovation Committee adjourn at 5:46 p.m. to meet again on October 4<sup>th</sup>, 2023 at 4:30 p.m.

DISPOSITON: Motion Carried