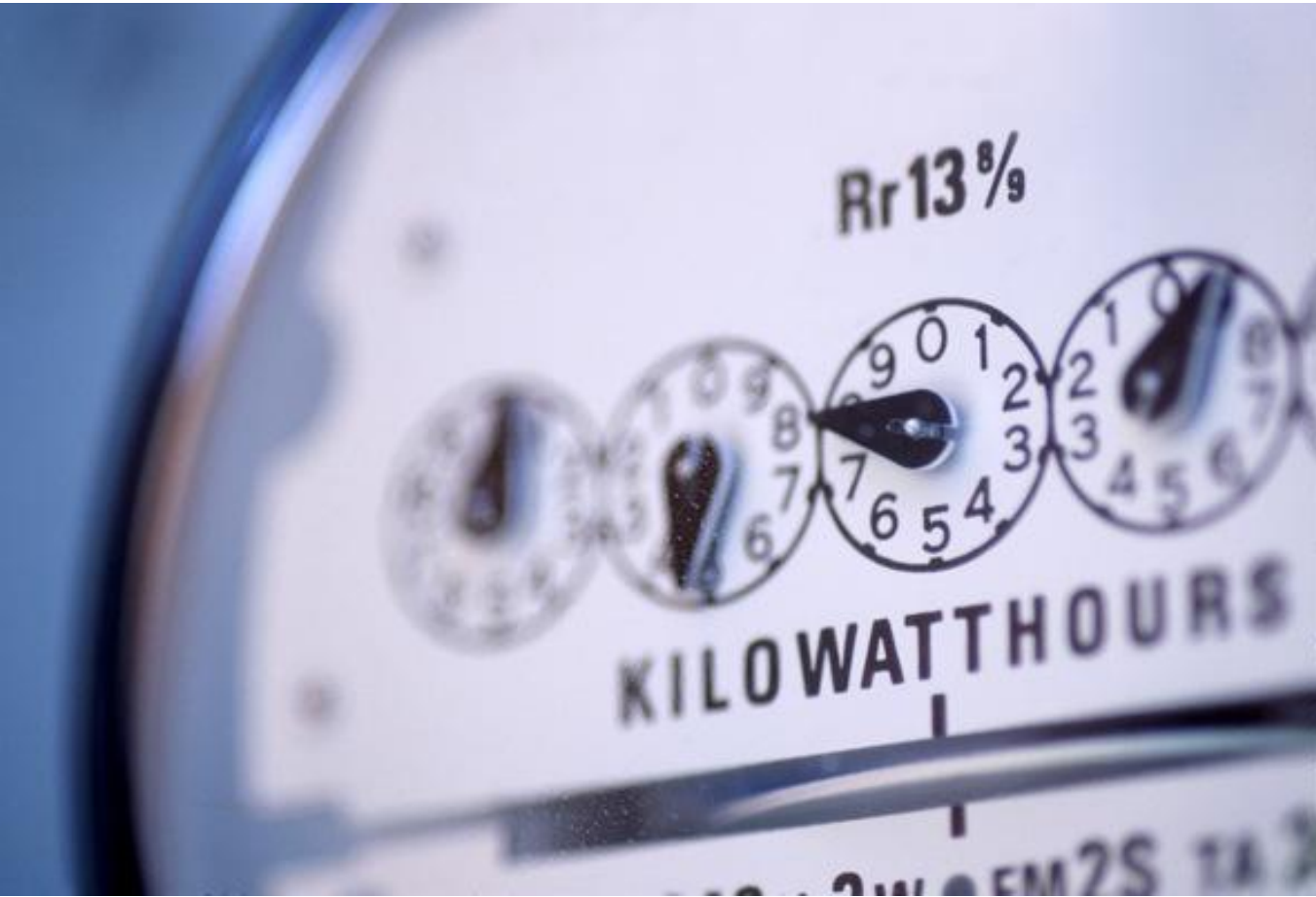


# City of Vaughan Municipal Energy Plan



Prepared by Lura Consulting for:  
The City of Vaughan

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## Purpose of Stakeholder Advisory Group Terms of Reference

This document outlines the role of the Stakeholder Advisory Group (SAG) for the City of Vaughan Municipal Energy Plan (MEP). It also presents guidelines for how the SAG will operate, including how and when meetings will take place. This document may be amended as the Municipal Energy Plan progresses. Any amendments to these Terms of Reference (ToR) will be done in consultation with the Project Team and Stakeholder Advisory Group members. The Project Team includes representatives from the City of Vaughan and a team of consultants led by Lura Consulting.

## Project Overview

A Municipal Energy Plan is a comprehensive long-term plan to improve energy efficiency, reduce energy consumption and greenhouse gas (GHG) emissions developed within the context of the built environment, land use planning, growth planning, and generation and transmission infrastructure. The MEP will result in a comprehensive energy plan that fosters a culture of conservation, considers the impact of future growth and options for local clean energy generation, and supports economic development by better meeting local energy needs. It will include a baseline energy study and energy mapping, identification of clear goals and objectives, definition of targets, and short- and long-term actions and ongoing policy initiatives. The MEP will allow the City of Vaughan to integrate energy planning into the secondary planning process and help develop longer-term energy strategies.

The MEP builds on the recently completed Community Climate Action Plan (CAP), leveraging the process and partnerships to advance a comprehensive approach to energy planning that is supportive of the CAP and many other initiatives outlined in *Green Directions Vaughan*, the Community Sustainability and Environmental Master Plan. The CAP, with its strong focus on developing the conservation culture within the community, will provide a strong foundation for the MEP. The City of Vaughan will be one of the first municipalities to leverage its CAP into a MEP and provide an example to other jurisdictions looking to accomplish this in the future.

The City of Vaughan is looking to develop a Municipal Energy Plan that is:

- Consistent with and supportive of the CAP and *Green Directions Vaughan*
- Comprehensive
- Forward thinking
- Innovative
- Collaborative – through consultations with neighboring cities and internal stakeholders
- Stakeholder driven
- Integrated with existing plans and initiatives
- Developed using best practices from municipalities across Ontario and Canada

The City of Vaughan has retained Lura Consulting and ICLEI Canada to assist with the development of the Municipal Energy Plan. A key component of the MEP is strong engagement of stakeholders within Vaughan. Stakeholder engagement will include this Advisory Group, additional engagement with municipal staff and utilities, and opportunities for public engagement, both in-person and online.

## Mandate

The Stakeholder Advisory Group is a non-political advisory committee guided by these Terms of Reference. It provides an opportunity for key stakeholders representing energy generation and distribution, large users of energy, buildings and built form, land use planning and development, and transportation perspectives to discuss development of the Municipal Energy Plan, including goals, actions, targets, and implementation.

The mandate of the SAG is to provide an ongoing mechanism for input and advice to the Project Team on key points in the development of the Municipal Energy Plan. The Project Team includes representatives from the City of Vaughan and a team of consultants led by Lura Consulting. The SAG will participate in the development of each step of the work and also deliberate on and review input received from public and other stakeholders engaged in the process.

The role of an SAG member includes:

- **Acting as a sounding board** for the Project Team to share and discuss ideas and findings at meetings;
- **Providing guidance, critiques and suggestions** on proposed approaches, concepts, and potential actions;
- **Sharing technical advice and knowledge** to help provide context and a well-informed planning process;
- **Actively participating and sharing knowledge** during discussions on energy strategies and implementation;
- **Identifying potential issues or concerns** and how these might be addressed;
- **Participating in two-way communication** between members’ constituencies and the Project Team;
- **Attending all the SAG meetings whenever possible;** and
- **Coming prepared to meetings** by reviewing any reports prior to the meetings and having comments, questions and concerns previously identified

## Work Plan

It is proposed that the SAG meet in person six times over the course of the development of the Municipal Energy Plan, between October 2014 and May 2015.

The table below includes a general work plan to illustrate the topics proposed for SAG meetings. The work plan anticipates that the SAG will provide input and feedback on the topics discussed in each meeting. It is important that the meeting topics are adhered to in order to ensure the onward development of the project. If a member of the SAG is unable to attend a meeting, they will be encouraged to send any feedback and concerns to the Project Team prior to the scheduled meeting.

| SC Meeting | Meeting Topics   |
|------------|--|
| Meeting #1 | <ul style="list-style-type: none"> <li>▪ Project overview and background;</li> <li>▪ Introduction to municipal energy planning;</li> <li>▪ Review of the regional planning context</li> <li>▪ Review of local utilities and local energy planning context;</li> <li>▪ Review of Vaughan Community Climate Action Plan;</li> <li>▪ Desired outcomes and goals for the MEP;</li> <li>▪ Project process framework, work plan and project schedule; and</li> </ul> |

City of Vaughan Municipal Energy Plan –  
Stakeholder Advisory Group Terms of Reference

|            |  |
|------------|--|
|            | <ul style="list-style-type: none"> <li>▪ SAG mandate and terms of reference.</li> </ul>  |
| Meeting #2 | <ul style="list-style-type: none"> <li>▪ Best practices from other jurisdictions;</li> <li>▪ Develop vision and principles;</li> <li>▪ Identify goals and objectives; and</li> <li>▪ Update on baseline data process to date.</li> </ul>   |
| Meeting #3 | <ul style="list-style-type: none"> <li>▪ Review directions established in Community Climate Action Plan;</li> <li>▪ Present and review baseline data;</li> <li>▪ Opportunity to discuss the baseline energy study and what the future looks like under this scenario; and</li> <li>▪ Discuss the implications of the current energy patterns and opportunities.</li> </ul> |
| Meeting #4 | <ul style="list-style-type: none"> <li>▪ Review energy maps;</li> <li>▪ Identification of community assets;</li> <li>▪ Identification of potential actions;</li> <li>▪ Identification of potential targets; and</li> <li>▪ Discuss key implementation considerations for the MEP.</li> </ul>   |
| Meeting #5 | <ul style="list-style-type: none"> <li>▪ Review and prioritization of actions; and</li> <li>▪ Discuss implementation approach.</li> </ul>  |
| Meeting #6 | <ul style="list-style-type: none"> <li>▪ Review of draft plan; and</li> <li>▪ Discuss next steps</li> </ul>  |

## Membership

SAG membership will consist of the following sector areas and organizations:

| Sector                             | Proposed Representative   |
|------------------------------------|---|
| Energy generation and distribution | <ul style="list-style-type: none"> <li>• Regulators</li> <li>• Producers</li> <li>• Utilities</li> </ul>  |
| Energy users                       | <ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial operators</li> <li>• Large industrial operators</li> <li>• Large users of energy</li> </ul>                    |
| Buildings and built form           | <ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial operators</li> <li>• Large industrial operators</li> </ul>   |
| Land use planning and development  | <ul style="list-style-type: none"> <li>• Building associations</li> <li>• Large landowners</li> <li>• Planning authorities</li> </ul>   |
| Transportation                     | <ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial/industrial operators</li> <li>• Transportation service providers</li> <li>• Special interest groups</li> </ul> |

The following are the key terms and conditions of SAG membership:

- I. Members understand, accept and agree to abide by these Terms of Reference.
- II. Members are willing to commit to participate on the SAG throughout the duration of the Municipal Energy Plan process (six meetings over six to nine months).
- III. Members agree to attend as many SAG meetings as possible.
- IV. Members will strive to complete work in a timely fashion and be prepared for all SAG meetings.
- V. Through their participation on the SAG, members agree to ensure a two-way flow of information between the organizations they represent and the Project Team.

## Term of Membership

Membership in the SAG is for the duration of the project – approximately nine months, starting in September 2014 and concluding in May 2015.

## Facilitation and Secretariat

Meeting facilitation will be undertaken by Lura. The facilitation will include:

- I. Development of meeting agendas in consultation with the City.
- II. Facilitation of SAG meetings.
- III. Record keeping and preparation of action items for SAG meetings.

The point of contact for all SAG correspondence is:

### **Chris Wolnik**

Manager, Environmental Sustainability  
City of Vaughan  
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### **Jeff Garkowski**

Project Coordinator  
Lura Consulting  
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## Decision Making

It is envisioned that a consensus-based approach – where members seek general agreement on advice and recommendations to the Project Team – will be the operating mode for the SAG. If consensus is not achieved, differing perspectives and viewpoints will be recorded and noted in the SAG meeting minutes. Voting will not be used as the function of the SAG is to provide guidance and advice.

## Meeting Management, Agendas and Reporting

The following procedures will be used in convening meetings of the SAG:

- Meetings will be scheduled at the outset of the SAG process, and subject to confirmation based on the project schedule.
- Meetings will generally be held on Thursday afternoon's beginning at 5 PM. When more discussion time is required, members may consider holding an extended daytime session.
- Lura will distribute agendas and any materials to SAG members in advance of each meeting.
- SAG members will be consulted on agenda items for future meetings at the conclusion of each SAG meeting.

- The Project Team will prepare action items and key points from each SAG meeting. Meeting highlights will be prepared within 10 business days of each meeting.
- SAG members will also receive project information made available to the public and be invited to attend any community engagement events.
- The meetings are open to other interested parties who may observe the SAG meetings; however, should these parties wish to participate they may act as a delegate at an assigned time on the agenda.

### **Advisors and Experts**

The SAG may wish to invite or request additional advisors or experts to attend at various points during the project. Considerations will be given to each request by the Project Team and will be subject to timing, availability and budget considerations.

### **Resources**

On behalf of the Project Team, Lura Consulting will provide the resources needed to support operation of the SAG, including: facilitation and secretarial support; and meeting materials and supplies.

### **Reporting Relationship**

The SAG is acting in an advisory capacity to the Project Team, and is not responsible for the decisions made by the Project Team. By participating as members of the SAG, members are not expected to waive their rights to participate in the democratic process, and may continue to avail themselves of participation opportunities through other channels.

### **Freedom of Information and Protection of Privacy**

Please note that the personal information provided through the SAG process will form part of the public record, as per the *Freedom of Information and Protection of Privacy Act*, and will not be protected from disclosure.

## Appendix A: Vaughan Municipal Energy Plan Stakeholder Advisory Group Meeting Schedule

The following is the proposed schedule of dates for project team meetings. All meetings will be held at Vaughan City Hall, unless otherwise noted.

### PROPOSED MEETING DATES

| Meeting     | Date                         | Location   |
|-------------|------------------------------|--|
| Meeting #1  | October 2, 2014<br>5 – 7pm   | Vaughan City Hall,<br>2141 Major Mackenzie Drive, Vaughan                    |
| Meeting #2  | November 4, 2014<br>5 – 7pm  | Vaughan City Hall, Community Room 242<br>2141 Major Mackenzie Drive, Vaughan |
| Meeting #3  | December 9, 2014<br>5 – 7pm  | Vaughan City Hall, Community Room 242<br>2141 Major Mackenzie Drive, Vaughan |
| Meeting #4  | January 13, 2015<br>5 – 7pm  | Vaughan City Hall, Community Room 242<br>2141 Major Mackenzie Drive, Vaughan |
| Meeting # 5 | February 10, 2015<br>5 – 7pm | Vaughan City Hall, Community Room 242<br>2141 Major Mackenzie Drive, Vaughan |
| Meeting # 6 | March – 2015 - TBD           | Vaughan City Hall, Community Room 242<br>2141 Major Mackenzie Drive, Vaughan |