Community Energy Initiative Update – Task Force

Terms of Reference (includes Selection Criteria)

Background
The Community Energy Plan (CEP) was approved by Guelph City Council in April, 2007. In 2010, the CEP was relabelled the Community Energy Initiative (CEI) to reflect that the CEP had moved into the implementation phase.

The CEI, with its 2031 implementation horizon, has entered its 10th year of existence and is due to be updated. In the area of Community Energy Planning a great deal has changed since 2007.

Purpose:
The Task Force provides a forum for community-based stakeholder guidance, oversight and reporting to the community and to Council during the update of the Community Energy Initiative.

The Task Force will be established at the outset of the Update Process and will support the Update Process through to its conclusion (anticipated to be the end of Q1, 2017).

Mandate:
The mandate of the Task Force is to provide an ongoing forum for consultation and feedback to the Community and Council at key points throughout the development of the Guelph Community Energy Initiative Update, including:

- Community engagement with a strong interaction with local stakeholders;
- Roles of Local Government, Local Government Agencies and local stakeholders;
- Reconfirmation of policy, program and regulation framework;
- Partnering opportunities with external third party advocacy and support groups. Analysis, reporting and oversight to set baselines and targets and communicate results

The Task Force will also help the City staff Project Team ensure that Community Engagement efforts provide the public with a clear understanding of the project and encourage participation, in keeping with the City of Guelph’s Community Engagement Framework.

Membership:
The Task Force consists of up to 16 key stakeholders, and includes members of the Project Team and the City’s internal CEI Update Working Group. Participating members will be drawn from a variety of stakeholder groups, and represent a balance of interests that reflect the range of perspectives in the community in order to provide continuity and preserve previous lessons learned. Table 1 lists the recommended make-up of the Task Force.
Table 1

<table>
<thead>
<tr>
<th>Stakeholder Group</th>
<th># Members (Up to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business/Industry</td>
<td>3</td>
</tr>
<tr>
<td>Home Builder/Developer</td>
<td>2</td>
</tr>
<tr>
<td>Energy/Environmental Interest Group</td>
<td>3</td>
</tr>
<tr>
<td>Academia</td>
<td>2</td>
</tr>
<tr>
<td>Public At Large/Residential Rate Payers</td>
<td>3</td>
</tr>
<tr>
<td>Guelph Chamber of Commerce</td>
<td>1</td>
</tr>
<tr>
<td>Provincial or Federal Representatives</td>
<td>2</td>
</tr>
</tbody>
</table>

Task Force members are expected to serve for the full extent of the study, with the mandate of Task Force completed upon Council’s approval of the 2017 Community Energy Initiative Update.

Membership is voluntary and open to participation from interested and eligible community members. It is required that Task Force members must understand, and agree to the terms and conditions outlined in these Terms of Reference.

Project and consultant team members would also be resources to the Task Force, as required.

**Recruiting:**
The Project Team – working with appropriate organizations and City staff – will identify potential stakeholder group representatives for all categories listed above, except community at large. The Project Team will contact the stakeholder groups to determine interest and availability of individuals.

Public at large representation on the Task Force will be fulfilled by the through call for submissions of interest. Criteria that will inform sector-based recruitment (as per the table above) and the selection of at-large participants will be:

- Private-sector market participants in one or more of:
  - Energy efficiency;
  - Energy generation;
  - Energy distribution.
- Representatives from large industrial and/or commercial energy consumers within the city;
- Representatives from organizations with large constituencies with a demonstrated interest in activities related to community energy.
  - Faith-based groups;
  - Community Groups;
  - Educational institutions;
Community Energy Initiative Update Task Force Terms of Reference

- Business groups;
- Clubs and other organized interest groups.

- Individuals with demonstrated experience in energy-related policy and programs at the Provincial and Federal government level;
- Individuals or organizations involved in academic research related to community energy;
- Individuals or organizations related to expertise and experience in the area of energy and transportation;
- Individuals or organizations with a demonstrated understanding of the relationship between energy and local economy.

**Role of the Chair:**
Supported by the Project Team, the Chair will plan meeting agendas, preside over meetings and coordinate activities of the Task Force.

The Chair will also assist the Task Force to develop and approve meeting process rules and other procedures related to Task Force effectiveness. The Chair will be supported by the Project Team in developing the details of the meeting protocols.

A Chair with extensive facilitation experience will be initially appointed from the Project Team to act as an administrator to the Task Force and to enable all members to participate fully in the discussion. The Task Force is expected to appoint a replacement Chair – by way of vote – from its membership, at the earliest possible time after it is struck.

**Task Force Meetings:**
It is anticipated that there will be a minimum of four (4) Task Force meetings (i.e. – monthly over the course of the CEI Update). To facilitate a Task Force meeting, a minimum of 10 members and/or alternate members is required. Meetings will be held at accessible locations in the evenings, such as City Hall – or as convenient to the majority of members – so as to encourage attendance at each meeting. All Task Force meetings will be open to the public, with date, time and place of each meeting published on the City’s website. Members of the public who wish to attend a Task Force meeting should notify the Chair three days in advance of the meeting so that space and seating arrangements can be adjusted. The Chair will make every effort to accommodate members of the public, but cannot guarantee adequate space or seating if advance notification of attendance is not provided. Those seeking an opportunity to address the Task Force should also make a request to the Chair three days prior to the meeting. Notification of attendance or requests to address the Task Force can be made by telephone to 519-822-1260, extension 2079 or by email to rob.kerr@guelph.ca.

**Decision-Making:**
As an advisory body, the Task Force should operate by consensus to the extent possible. Consensus is where participants openly discuss views and opinions, seeking to develop common ground and narrow areas of disagreement to the best
of their ability. Where differing viewpoints and opinions exist, these will be noted in the Task Force meeting reports.

In the event that there is an unresolvable lack of consensus, the Task Force will use a voting system to make decisions.

The Task Force may establish working groups or sub-committees to address specific issues if necessary. Membership on working groups may be open to other interested stakeholders, with the consent of the Task Force.

**Minutes, Documentation and Administration:**
Task Force meeting notes will be taken by a representative of the Consultant Team, and will be circulated to the Task Force members following each meeting for review and comment. Minutes of the meeting will be approved by the Task Force at the following meeting.

All minutes and documentation produced or received by the Task Force will be made accessible to the public through the City’s website (guelph.ca/energy). All administrative services associated with the Task Force will be the responsibility of the Project or Consultant Team.

**Roles and Responsibilities:**
In addition to the Participant Responsibilities identified in the City’s Community Engagement Framework (see Appendix A) Task Force members will:

- Consider matters, issues or information provided by the Project Team relating to the Strategy Update process, and provide advice and recommendations as requested.

- Liaise with the organization they represent (if applicable) to bring forward advice, issues or comments from their organization and to return information and results to the organization from the Task Force.

- Strive to operate in a consensus mode where participants openly discuss views and opinions and seek common ground.

- Ensure that the results of Task Force discussions are accurately recorded in the meeting records, or in any additional documents that the Task Force or the Project Team may determine are needed.

- Embrace the City of Guelph’s Guiding Principles for Community Engagement and Community Engagement Framework when providing advice or recommendations and when interacting with the Project Team.

In addition to the Employee Responsibilities identified in the City’s Community Engagement Framework (see Appendix A) Project Team members will:

- Strive to provide accurate, understandable information to Task Force members, so they can contribute informed advice and recommendations.
• Ensure that appropriate City staff, or other resource people, are present at discussions on specific issues or components of the planning process.

• Ensure that advice, recommendations, and consensus positions from the Task Force are fully considered in developing the CEI Update.

• Be open, receptive, and give careful consideration to advice and ideas received from Task Force members, and strive to reflect consensus positions in the Master Plan.

• Embrace the City of Guelph’s Guiding Principles for Community Engagement and Community Engagement Framework when interacting or planning to interact with the Task Force.

Reporting Relationship
The Task Force is an advisory body to the Project Team, and to City Council through the Project Team. All meeting minutes and recommendations from the Task Force to the Project Team will be posted on the City’s website for review by Council and the public and will be included in the final Strategy Update documents.

By participating on this Task Force, members are not expected to waive their rights to the democratic process, and may continue to avail themselves of participation opportunities through delegation to committees of Council, and/or providing written briefs. Any positions taken by individual members are without prejudice.

Community Engagement Framework – Select Excerpts

Guiding Principles for Community Engagement
The following principles build on those approved by Guelph City Council in 1998. They have been updated to reflect emerging community engagement practices. Community engagement in the City of Guelph embraces these principles.

1. Inclusive – The City encourages participation by those who will be affected by a decision. The City builds relationships with stakeholders by using a range of tools to engage varied audiences.

2. Early Involvement – The City involves the public as early as possible in the community engagement process so stakeholders have time to learn about the issue and actively participate.

3. Access to Decision Making – The City designs processes that will give participants the opportunity to influence decisions.

4. Coordinated Approach – The City co-ordinates community engagement activities to use community and City resources effectively.

5. Transparent and Accountable – The City designs processes that are open and clear. Stakeholders will understand their role, the level of engagement and the outcome of the process.

6. Open and Timely Communication – The City provides information that is timely, accurate, objective, easily understood, accessible and balanced.
7. **Mutual Trust and Respect** – The City engages the community in a fair and respectful way that fosters understanding between diverse views, values and interests.

8. **Evaluation and Continuous Improvement** - The City commits resources to evaluating engagement processes to ensure engagement activities are effective.

9. **Equitable Engagement Process** – The City designs engagement processes that allow all community members a reasonable opportunity to contribute and to develop a balanced perspective.

**Council Responsibilities**

As key leaders within the City, the support of City Council is important for successful community engagement. Council is asked to:

- Review information gathered through community engagement processes to inform Council decisions.
- Consider appropriate project timelines and resources needed for community engagement.