
Last Updated: January 2, 2018

ENERGY TRANSITION LEADERSHIP NETWORK TERMS OF REFERENCE (January 2, 2018)

I. Background

Edmonton's Energy Transition Leadership Network first met on December 9th, 2016. Coordinated by the City of Edmonton's Energy Transition Unit, community leaders were identified and invited to participate in scheduled events aimed at inspiring action, strengthening community and ultimately achieving the targets outlined in **Edmonton's Community Energy Transition Strategy**. Currently, the network's membership list consists of more than 120 leaders who work in commercial, industrial, non-profit, educational and institutional sectors. After nearly one year, organizers collected feedback on members' experiences - seeking advice on how to adjust the network to best achieve members goals and Edmonton's energy transition targets. The results of this evaluation process have been integrated into updated terms of reference.

II. Mandate

Edmonton's Energy Transition Leadership Network consists of more than 100 representatives from community organizations who are actively working to transition Edmonton to a low carbon, sustainable energy future. As community leaders from all sectors, network members share the City of Edmonton's concern about climate change and its passion for innovative solutions. All members meet quarterly to generate new, innovative solutions and begin to move these ideas into action with the goal of influencing hundreds of thousands of Edmontonians. Meetings also provide an opportunity to strengthen the network of energy transition leaders and help members identify new partners or collaborators to advance their initiatives.

III. Roles/Responsibilities

Network Goals:

- Moving energy transition ideas into action
- Strengthening the network of energy transition leaders
- Finding partners or collaborators working towards mutual goals
- Generating new, innovative energy transition solutions and ideas
- Learning about other community-led energy transition initiatives
- Connecting community-led energy transition initiatives with City of Edmonton programs

Member Roles and Responsibilities:

- Attend scheduled meetings
- Read all materials provided in advance of meetings
- Review and respond to email communications from City of Edmonton staff
- Contribute ideas for upcoming meetings - help identify keynote speakers and relevant agenda items from personal experience/network

- Help with the achievement of actions/ideas that are generated/discussed within each meeting (helping other members move ideas to action)
- Bring relevant energy transition projects or initiatives to the network for discussion, collaboration and support for implementation
- Contribute to evaluation processes, as requested

IV. Meeting Format

Meetings will be organized by the City of Edmonton, will occur approximately every 4 months and will generally include the following agenda components:

- **Energy Transition Strategy Update** - A City of Edmonton update (presentation + electronic status report) on key projects and initiatives relevant to network members.
- **Keynote Speaker** - Most meetings will include a keynote speaker (local or other) who is an energy transition leader with relevant experience that would support Edmonton's energy transition. Keynote speakers do not need to be network members.
- **Member Profile** - Each meeting will seek to have one network member deliver a presentation about their energy transition efforts, in order for everyone to better understand each member's energy transition work and to learn from their experiences.
- **Moving Ideas to Action** - This agenda item is about strengthening the network of energy transition leaders by identifying potential collaboration opportunities. During each meeting 3-4 members will share an energy transition project or idea that they are leading that would benefit from the advice and support of others. After a brief presentation, small group discussions on each topic will take place. The network will work to support these ideas in an ongoing way by checking in on their progress periodically.

No formal meeting minutes are necessary for network events. However, for certain agenda items a designated network member or City of Edmonton staff member will take notes that will be distributed to members as needed.

V. Decision Making Process

- The network is not a decision-making group. Network activities that require a decision (such as finalizing a terms of reference or agenda-setting, etc.), or other considerations that directly impact the network, will be under the direction of the City of Edmonton with input from members.
- Terms of reference will be reviewed annually by all members.

VI. Network Members

A list of current members is maintained by the designated City of Edmonton lead.

An **energy transition leader** is defined as an individual who is actively working to advance one or more of the following within Edmonton: (1) diversify our community's energy mix and reduce the dependence on fossil fuels, (2) reduce community greenhouse gas emissions, (3) ensure energy delivery systems (for electricity and natural gas) are resilient and durable to the forces of climate change, (4) increase self sufficiency with respect to electrical power and heating and (5) participate in the opportunities made available in a green economy.

New Members - Anyone who self identifies as an energy transition leader is welcome to join the network. New members can register by contacting the designated City of Edmonton lead (contact information can be found below) to be added to the members-only email distribution list.

Member Removal - While members are not expected to attend all meetings, it is important that members are consistently present in order for the network to most effectively achieve its goals. As a result, members are asked to attend at least 2 network events per year (which is 50% of the scheduled events). Once per year members whose attendance does not meet this expectation, without reasonable explanation, will be removed from the email distribution list.

VII. Communication

- Communication between the City of Edmonton and network members will primarily be done by email. A call for agenda items will be distributed 4-6 weeks prior to each event, and a finalized agenda will be distributed 1-2 weeks prior.
- Network members are expected to register for each event at least 72 hours in advance as catering will be provided.
- Members are encouraged to promote their community events, projects and initiatives to other network members. Email communication about network member activities will be distributed by the designated City of Edmonton lead. Interested members should send a promotional email with a request for distribution at least 2 weeks prior to the date of the event/activity.
- Members will periodically receive email communications about City of Edmonton affiliated opportunities. These emails will be kept to a minimum and wherever possible multiple topics will be integrated into a single email.
- At any time, if a member is concerned by the number of emails they are receiving they should contact the designated City of Edmonton lead.

VIII. Measures of Success

- Member satisfaction (as assessed through evaluation)
- Number and diversity of active members
- Number and quality of collaborations identified
- Progress made on community energy transition initiatives discussed
- Progress made on City of Edmonton energy transition initiatives discussed
- Success of members energy transition projects

VIII. Designated Lead & Primary City of Edmonton Resource

A Senior Environmental Project Manager from the City of Edmonton's Energy Transition Unit will organize, coordinate and facilitate all network meetings. They will be responsible for the preparation of materials, agendas and communications with all network members. Questions can be directed to:

Environment and Climate Resilience Section

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