



CITY OF YELLOWKNIFE

TERMS OF REFERENCE **Community Energy Planning Committee**

Whereas, pursuant to Council Procedures By-law Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**COMMUNITY ENERGY PLANNING COMMITTEE**” with the following terms of reference:

INTRODUCTION

1. The City of Yellowknife has identified that there is a need to establish a Community Energy Planning Committee to assist the City of Yellowknife in an advisory capacity to ensure the Community Energy Plan (CEP) is implemented and evolves in an effective manner.

BACKGROUND

2. The CEP was adopted by Council for information in September 2006 and included recommendations to establish the Community Energy Planning Committee. “Energy” for the purpose of the Community Energy Planning Committee is defined as energy used within the city boundaries in the residential, commercial/industrial, institutional and transportation sectors.

SCOPE

3. The purpose of the Community Energy Planning Committee is to assist the City in an advisory capacity regarding CEP implementation and the Community Energy Planning Committee will use the CEP Implementation Strategy as a guiding document to measure the progress of the implementation of the CEP.
4. The role of the Community Energy Planning Committee is to ensure the CEP evolves with advances in technology and best practices.

MEMBERSHIP:

Composition:

5. The Community Energy Planning Committee shall consist of members appointed by Council and shall include the following:
 - a. The **Mayor** of the City of Yellowknife - ex-officio, voting member;
 - b. One (1) Member of **City Council**;
 - c. One (1) representative from Ecology North;
 - d. One (1) representative recommended by the Yellowknife Chamber of Commerce;

Section 5 e. as amended by Council Motion #0044-16, February 22, 2016

- e. One (1) representative from the GNWT, Department of Public Works, Energy Division;
 - f. One (1) representative from the GNWT Department of Environment and Natural Resources;
 - g. One (1) representative from the NWT Power Corporation;
 - h. One (1) representative from the Artic Energy Alliance's Community Energy Planning section;
 - i. Two (2) representatives from the Public at Large;
 - j. Northland Utilities; and
 - k. One (1) representative from one of the Federal Funding Agencies,
6. A member(s) of City Administration shall provide administrative support to the Community Energy Planning Committee.
7. The Member of City Council shall be the Chair of the Community Energy Planning Committee.
8. Observers from various stakeholder groups may be periodically invited to participate at meetings of the Community Energy Planning Committee.
9. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
10. In the event that a Member is unable or unwilling to continue to serve on the Community Energy Planning Committee, for whatever reason, the Community Energy Planning Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
11. If any Member misses two (2) consecutive meetings without approval of the Community Energy Planning Committee, the Member shall be struck from Community Energy Planning Committee membership and replaced by Council.

12. Council may remove any member of the Community Energy Planning Committee for any good and sufficient cause.
13. Members shall be appointed for a two (2) year term.

MEETINGS

14. The first meeting shall be called within 30 days of the appointments to the Community Energy Planning Committee being established.
15. Regular meetings of the Community Energy Planning Committee shall be held quarterly in September, December, March and June, with the time and place to be determined by the Chairperson in consultation with the Community Energy Planning Committee Members. In addition to quarterly meetings, the Chairperson may schedule additional meetings as appropriate.
16. A quorum of the Community Energy Planning Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
17. The Community Energy Planning Committee may, in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories if it is determined, by resolution, to be in the public interest to do so.
18. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
19. The Chair may cancel any scheduled meeting of the Community Energy Planning Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
20. All decisions of the Community Energy Planning Committee shall be in the form of resolutions duly passed by a majority of its Members present.
21. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
22. The rules of procedure for the Community Energy Planning Committee shall be governed by the City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.

REMUNERATION

23. The Members of the Community Energy Planning Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

24. The Community Energy Planning Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.
25. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Community Energy Planning Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
26. Administration shall prepare minutes of all meetings of the Community Energy Planning Committee and distribute them within one week to the Community Energy Planning Committee members.
27. Administration shall forward all original approved minutes and recommendations of the Community Energy Planning Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.
28. Administration will present to the Committee:
 - a. An annual work plan for the implementation of the CEP, updated annually in September; and
 - b. An annual report in June.

COMMUNICATIONS

29. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.
30. Committee chairs are the spokespeople for City committees. If Administration is contacted in addition to committee chairs then the media response may be coordinated through City Administration.
31. All committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected official, but apply to all other members appointed by the City of Yellowknife.
32. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
33. Communications Plans are prepared in partnership with the Department of Communications and Economic Development.
34. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Communications and Economic Development.
35. Financial resources for the implementation of a communications plan shall form part of the communications plans.

REPORTING RELATIONSHIPS

36. The Community Energy Planning Committee shall make recommendations to the appropriate Standing Committee of Council.
37. All communications from the Community Energy Planning Committee in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

DUTIES

38. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
 - c. Monitor attendance; contact members as necessary re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Community Energy Planning Committee when presenting recommendations to City Council for approval; and
 - f. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter.
39. The Community Energy Planning Committee Members' responsibilities will be as follows:
 - a. To attend all regular meetings of the Community Energy Planning Committee;
 - b. To discuss issues pertaining to the Community Energy Planning Committee without breach of confidentiality;
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council;
 - d. Review the Community Energy Planning Committee's three year work plan and annual report to ensure the CEP is being implemented in a manner that best represents the interest of the community; and
 - e. Review the recommendations found in the CEP to ensure the plan evolves with technology, best practices and changes in the community.

CONFIDENTIALITY

40. Community Energy Planning Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Community Energy Planning Committee member.

TIMELINE

41. This is an ongoing Committee with no identified timeline for completion at this time.

TERMINATION

42. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.