



CITY OF YELLOWKNIFE

MINUTES

COMMUNITY ENERGY PLANNING COMMITTEE

February 25, 2016 at 12:00 p.m.

City Hall, Upper Boardroom

Minutes of a meeting held on Thursday, February 25, 2016 at 12:00 p.m. in the City Hall Upper Boardroom. The following Committee members were in attendance:

Chairperson: Councillor S. Morgan,
Mayor M. Heyck (ex officio),
S. Anderson,
A. Fowler,
J. Newton,
C. Scott, and
J. Sparling.

The following committee members were absent:

L. Azzolini,
J. Hazenberg, and
D. Nightingale.

The following individuals attended as observers:

J. Carr,
R. Gervais, and
D. McHugh.

The following members of Administration were also in attendance:

C. Greencorn, and
L. Alexandra.

Call to Order

1. Councillor Morgan called the meeting to order at 12:15 p.m.

Introductions

2. Roundtable introductions were made for the benefit of new members.

Disclosure of Pecuniary Interest

3. There were no disclosures of pecuniary interest.



Discussion Regarding Terms of Reference

4. It was noted that the current Committee Terms of Reference states that regular members cannot assign voting privileges to alternate representatives if they are unable to attend a meeting. The Committee discussed amending the Terms of Reference to allow organizations to assign alternate representatives to attend Committee meetings, and to allow the alternates to have voting rights during the meeting.

Action: Administration will review and modify the Committee Terms of Reference to allow organizations represented on the Committee to assign alternate representatives to attend meetings, and to allow the alternate voting rights during a meeting.

Approval of Agenda

5. S. Anderson moved,
Mayor M. Heyck seconded,

That the Committee approve the agenda.

MOTION CARRIED UNANIMOUSLY

Discussion Regarding Sustainability Projects Coordinator Position

6. It was relayed that the job description for the Energy Coordinator position was recently revised and is now a Sustainability Projects Coordinator. The revised job description still incorporates energy components, but will also focus on issues such as waste diversion, active transportation, electric vehicles and other sustainability initiatives.

Action: If the Sustainability Projects Coordinator position is posted externally, it will be forwarded to Committee members for their reference and to distribute to their networks.

Approval of Minutes of Previous Meeting

7. C. Scott moved,
Mayor M. Heyck seconded,

That the Minutes of the meeting held on January 7, 2016 be approved.

MOTION CARRIED UNANIMOUSLY

Draft Community Energy Action Plan Document Discussion

8. Points of discussion regarding the Draft Community Energy Action Plan document:
 - It was discussed whether to take market based financial information out of the report, to ensure the document remains relevant; there was further discussion regarding whether it is appropriate for the report to contain numerous lists of specific future actions when it is considered a 'living document' subject to change based on conditions of the time.



- It was suggested that instead of removing financial estimates entirely from the report, that projected long term rolling averages be used to demonstrate financial figures, such as return on investment.
- It was relayed that all assumptions should be identified in the report, including clarification on how estimates have been generated, as well as how expected results have been measured.
- It was noted that all potential benefits of projects, financial and otherwise, should be identified in the report; indicators of success and success stories should be incorporated in the report.
- It was discussed whether the Implementation Plan should be incorporated into the report as an appendix. It was also questioned whether the appendix should also incorporate technical information, for individuals more technically advanced.
- It was noted that an acknowledgement section should be incorporated in the report, to recognize government and agencies that contributed to or supported the document in some capacity.

Action: Recommendations for specific or technical changes to the report can be sent to the Chair or Administration for consideration.

Upcoming Work and Funding Deadlines

9. In order to meet funding deadlines, it was relayed to the Committee that the deadline for the completed Community Energy Action Plan document is January 2018, as opposed to March 2016, as originally understood. It was recommended to the Committee that the Plan still be completed in 2016 in a timely manner, so that implementation of the plan may move ahead. It was additionally noted that the document will have to be approved by Council.

It was relayed to the Committee that upcoming projects include completing the installation of solar panels at the Fieldhouse, which are scheduled to be installed in May 2016. It was also noted that Stantec would be moving forward with project management to complete the installation of the new pellet boiler system at Pumphouse 1.

Round Table Discussion and Comments

10. It was noted, based on reflection on minutes of the previous meeting, that L. Azzolini of Arctic Energy Alliance would share relevant documents/reports with the Committee, which could have beneficial information to incorporate into the report.

Next Meeting:

9. To be determined.

Adjournment

10. The meeting was adjourned at 1:55 p.m.