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**TO:** GENERAL COMMITTEE

**SUBJECT:** COMMUNITY ENERGY AND GREENHOUSE GAS REDUCTION PLAN  
STAKEHOLDER ADVISORY GROUP APPOINTMENT

**WARD:** ALL

**PREPARED BY AND KEY CONTACT:** A. MCMULLIN, MANAGER OF ENERGY EXT.5097

**SUBMITTED BY:** R. PEWS, DIRECTOR OF CORPORATE FACILITIES

**GENERAL MANAGER APPROVAL:** D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

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### **RECOMMENDED MOTION**

1. That Councillor, \_\_\_\_\_ be appointed to represent Barrie City Council on the Community Energy and Greenhouse Gas Reduction Plan Stakeholder Advisory Group, anticipated to be complete in the Fall of 2021.

### **PURPOSE & BACKGROUND**

#### Report Overview

2. In March of 2018, Council adopted motion 18-G-047 allocating \$180,000 in capital funds to develop a Community Energy and Greenhouse Gas (GHG) Reduction Plan.
3. In May of 2019, staff applied for and received \$90,000 in provincial funding from the Municipal Energy Plan Program in support of the development of the Plan. This \$90,000 grant will reduce the City's portion of the program cost from \$180,000 to \$90,000
4. The objective of this initiative is to create a comprehensive and practical Community Plan that includes implementable actions and strategies for improving energy efficiency and reducing community-wide GHG emissions.
5. The Project Team for the Community Energy and Greenhouse Gas Reduction Plan is comprised of the City of Barrie staff and the consultant LURA (Land Use Research Associates Inc.). An important part of developing this plan is to work collaboratively with local community, businesses, elected officials, environmental groups, and residents of the City of Barrie to define a vision, goals, and strategies that best meet the unique context of Barrie. As part of this approach, a Stakeholder Advisory Group is being formed to provide insight and expertise to the Project Team from a number of important perspectives relating to energy and emissions locally.
6. The role of the Advisory Group is to help shape the Plan through more in-depth discussion from a variety of perspectives, providing sector-specific knowledge and expertise. There are six planned meetings anticipated to occur throughout the duration of the project.

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7. A draft of the Terms of Reference document is included in Appendix "A" that outlines the roles, mandate and responsibilities of the Stakeholder Advisory Group and its members.

### **ANALYSIS**

8. Council support and participation in community planning exercises represents a best practice for stakeholder and public engagement. Stakeholder Advisory Group participants establish relationships within the community, build capacity and understanding of energy efficiency and conservation opportunities and can serve as champions for the plan implementation moving forward.
9. Through Motion 19-G-291, Council declared a Climate Emergency, deepening the City's commitment to protecting the community from climate change and reaffirming action that serves to mitigate the release of greenhouse gas emissions. Council participation on the Community Greenhouse Gas Reduction Plan Stakeholder Advisory Group could serve as an ideal opportunity to demonstrate this commitment.
10. It is recommended that Council appoint an individual that is passionate about environmental matters and is willing to serve as the role of champion on behalf of Barrie City Council and the community.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS**

11. Creation of a comprehensive community plan to reduce greenhouse gas emissions and improve energy efficiency is a key step to improve the environmental performance of the community and mitigate the impact of climate change moving forward.

### **ALTERNATIVES**

12. The following alternatives are available for consideration by General Committee:

#### **Alternative #1**

General Committee could choose to include more than one appointee to participate on the Stakeholder Advisory Group.

While a single Councilor has been recommended to respect Council's workload and responsibilities, this option is available if desired.

#### **Alternative #2**

General Committee could decline to appoint a member to participate on the Stakeholder Advisory Group and receive this Staff Report for information purposes only.

Because the creation of a Community Energy and Greenhouse Gas Reduction Plan for the City of Barrie is a positive first step in helping to curb future greenhouse gas emissions within Barrie's City limits, this option is not recommended.

### **FINANCIAL**

13. There are no direct financial implications associated with the recommended motion.



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**LINKAGE TO 2018–2022 STRATEGIC PLAN**

14. Fostering a Safe & Healthy City

Prudent community energy and greenhouse gas reduction planning will help to build a greener Barrie and reduce the City's climate change impact.

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APPENDIX "A"

**Community Energy and Greenhouse Gas Reduction Plan**  
**Stakeholder Advisory Group**

**Draft Terms of Reference**

**Mandate**

The Stakeholder Advisory Group (SAG) is a non-political advisory group. It provides an opportunity for key stakeholders representing different perspectives to discuss the development of the Community Energy and Greenhouse Gas (GHG) Reduction 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 Community Energy and GHG Reduction Plan. The SAG will participate in the development of each step of the work and will also deliberate on and review input received from the 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.

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

- Members understand, accept and agree to abide by these Terms of Reference.
- Members are willing to commit to participate on the SAG throughout the duration of the plan development process.
- Members agree to attend as many SAG meetings as possible.
- Members will strive to complete work in a timely fashion and be prepared for all SAG meetings.
- 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.

**Facilitation and Secretariat**

Meeting facilitation will be undertaken by the project's consultant. The facilitation will include:

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

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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, it 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.
- The consultant 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 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.

## **Advisors and Experts**

The SAG may wish to invite or request additional advisors or experts (i.e. City staff) 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, the consultant will provide the resources needed to support operation of the SAG, including facilitation, 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.

The tentative meeting schedule is listed below. Meetings are generally 2 hours in length.

- Meeting #1 - Review Baseline, Base Case and Energy Maps (May 2020)
- Meeting #2 – Draft Vision, Goals, and Targets (June 2020)
- Meeting #3 – Define Potential Strategies (September 2020)
- Meeting #4 – Continue to Define Potential Strategies (October/November 2020)
- Meeting #5 – Prepare Implementation Plan (December 2020)
- Meeting #6 – Review and Refinement of the Draft Plan (January/February 2021)