

<b>Title:</b>	Municipal Energy Plan Stakeholder Working Group Terms of Reference & Work Plan		
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### Introduction:

The City of Markham is developing a long term City-wide energy plan, known as a Municipal Energy Plan (“MEP”) that will improve energy efficiency, reduce energy consumption, and greenhouse gas emissions throughout the entire City. The MEP will identify opportunities for green energy solutions to support local economic development and the Energy & Climate priority in Markham’s Community Sustainability Plan, The Greenprint for the community target of Net zero energy, water, waste and emissions by 2050.

A Municipal Energy Plan integrates energy, infrastructure and land use planning together to create efficiencies and to identify opportunities for implementing energy retrofits in existing infrastructure, as well as integrating best practices and innovative technologies in new community areas. Markham’s MEP will assist with establishing targets, strategies and actions for the Terms of Reference for Community Energy Plans in Secondary Plans. The Terms of Reference will be based from policies in York Region’s New Communities Guidelines, Markham’s Official Plan and The Greenprint to consider the impact of energy in new community areas.

There are three stages in the two year development of the Municipal Energy Plan according to the Ministry of Energy’s Municipal Energy Plan Program. These stages include:

- **Stage 1A: Stakeholder Engagement** (August 2014 – January 2015)
- **Stage 1B: RFP Preparation** (February 2015 – June 2015)
- **Stage 2: Energy Mapping & Study** (July 2015 – December 2015)
- **Stage 3: Energy Plan Development** (January 2016 – December 2016)

Markham received a \$90,000 grant from the Ministry of Energy’s Municipal Energy Plan Program, which will support 50% of the cost to develop the MEP. Markham will invest another \$91,600 to develop the MEP for a total cost of \$181,600. Two reports in each of the three stages will be submitted to the Ministry of Energy to provide an update on the project development.

### Project Outcomes:

Markham’s Municipal Energy Plan will meet the following objectives upon completion:

- Identify energy conservation and generation, water efficiency, and active transportation opportunities throughout Markham to achieve net zero energy, water, waste and emissions by 2050
- Recommend actions, strategies and short to long term targets and milestones to achieve net zero by 2050
- Set out monitoring and reporting processes and frequency in order to guide implementation
- Integrate Communication & Engagement and Implementation Plans in the MEP to meet the recommendations
- Identify targets, strategies and actions for Community Energy Plans in Secondary Plans
- Integrate and guide other Markham strategies, plans, policies and actions to increase energy efficiency, resilience and overall sustainability
- Seek 2017 and future capital project funding and/or partnerships to kick start implementation
- Continue engagement with stakeholders to steward MEP implementation

The MEP will be a living document to be updated on a regular basis to reflect the outcomes of the monitoring and reporting process, as well as incorporating updates from City plans, strategies, and policies.

The development of the Municipal Energy Plan is broken down into three stages in accordance to the Ministry of Energy’s Municipal Energy Plan Program. These stages include:

### Stage 1: Stakeholder Engagement

The initial stage of the MEP focuses on engaging stakeholders in the MEP concept and identifying preliminary opportunities for energy conservation within all sectors across Markham. An initial meeting with the Stakeholder Working Group (“SWG”) was held in May 2014 and will continue once every quarter for the next two years until the completion of the MEP in 2016.

City staff also identified policies from York Region’s New Communities Guidelines, Markham’s Official Plan and The Greenprint to draft a qualitative Community Energy Plan framework for Community Energy Plans in Secondary Plans. Markham staff will also prepare a Request for Proposal (“RFP”) to hire a consultant to complete stages 2&3.

### Stage 2: Baseline Energy Study and Energy Map

The second stage of the MEP will define the term net zero by 2050 using the four elements of energy, water, waste and emissions to determine how the baseline data analysis will correlate with the net zero definitions.

This stage will also include the development of an energy map & study for the entire City in partnership with local utility companies and the consultant, to identify high energy consumption areas and opportunities.

The SWG will continue to meet every quarter to provide recommendations and identify opportunities for the MEP according to the energy map & study and the preliminary energy conservation opportunities discussed in stage 1.

### Stage 3: Community Energy Plan Development

The third stage of the MEP will focus on finalizing the recommendations and opportunities for energy efficiency in the Municipal Energy Plan with the SWG and City staff.

This stage will also include the development of a Communication & Engagement, Implementation Plan and initial actions or projects to support and educate to the community the recommendations from the Municipal Energy Plan.

Once the MEP and the supporting Communication & Engagement and Implementation Plans are finalized, City staff will seek Council endorsement for implementing recommendations in the energy plan.

### Municipal Energy Plan Work Plan:

The table below summarizes project activities and completion dates within each of the three stages.

**Note:** City staff formed and held the first MEP SWG meeting during the 2014 provincial election period. The elections delayed the start of the Ministry of Energy’s Municipal Energy Plan program from April, 2014 to August, 2014.

The work plan provides a high level outline. Further details can be found in the MEP scope of work Section 1.7.

Tasks	Dates	Who is Responsible
<b>Stage 1A - Stakeholder Engagement (5 months)</b>		
Provide MEP update to key stakeholders	April 2014	City staff
Kick-off Stakeholder Working Group (SWG) meeting	May 2014	City staff
Finalize Terms of Reference for SWG	June 2014	City staff
Draft MEP framework to meet requirements for OP Secondary Plans	July 2014	GS/JW
Identify preliminary conservation objectives	August 2014	SWG
Stakeholder Working Group meeting	August 2014	City staff
<b>Submit Ministry Milestone Status Package (MSP)</b>	<b>November 1, 2014</b>	<b>City staff</b>
Stakeholder Working Group meeting	November 2014	City staff

Draft RFP Scope of Work to hire consultant for stages 2&3	Dec. 2014-Jan. 2015	City staff
<b>Submit Ministry MSP</b>	<b>February 1, 2015</b>	<b>City staff</b>
<b>Stage 1B – RFP Preparation (5 months)</b>		
Stakeholder Working Group Meeting	February 25, 2015	City staff
Circulate RFP Scope of Work to City staff and revise document	March-May 2015	City staff
RFP Scope of Work one-week public consultation and revise document	May 2015	SWG/Public/City staff
Review RFP proposals and hire consultant	June-July 2015	City staff
<b>Submit Ministry MSP</b>	<b>July 1, 2015</b>	<b>City staff</b>
<b>Stage 2A – Baseline Energy Mapping &amp; Study (3 months)</b>		
Stakeholder Working Group meeting	August 2015	City staff
Define net zero term for energy, water, waste and emissions by 2050	July-Sept. 2015	Consultant
Collect utility data and separate fuel sources by sector	July-Sept. 2015	City staff/Consultant
Create energy supply, consumption and distribution profile	July-Sept. 2015	Consultant
<b>Submit Ministry MSP</b>	<b>October 1, 2015</b>	<b>City staff</b>
<b>Stage 2B - Completion of Baseline Energy Mapping and Study (3 months)</b>		
Create energy intensity map and develop baseline data analysis and conservation priorities	Oct.-Nov. 2015	Consultant
Stakeholder Working Group Meeting	November 2015	City staff
Analyze energy consumption and identify conservation opportunities	Nov.-Dec. 2015	Consultant/SWG
Calculate GHG emissions and identify short to long term energy targets	Nov.-Dec. 2015	Consultant
<b>Submit Ministry MSP</b>	<b>January 1, 2016</b>	<b>City staff</b>
<b>Stage 3A - Creation of Energy Plan (6 months)</b>		
Develop Energy Descent Strategy with preliminary short to long term recommendations	Jan.-Feb. 2016	Consultant
Stakeholder Working Group Meeting	February 2016	City staff
Draft cost analysis and rationale for short to medium term energy solutions	Mar.-Apr. 2016	Consultant
Draft final MEP, Communication & Engagement and Implementation Plan	Jan.-May 2016	Consultant
Complete 2017 Capital budget request for initial implementation projects	Apr.-May 2016	City staff /Consultant
Stakeholder Working Group meeting	May 2016	City staff
<b>Submit Ministry MSP</b>	<b>June 1, 2016</b>	<b>City staff</b>
<b>Stage 3B - Completion of Energy Plan (6 months)</b>		
Draft Council report to seek endorsement for the final MEP	July-August 2016	City staff/Consultant
Finalize MEP, Communication & Engagement and Implementation Plan	July-Sept. 2016	Consultant
Present final MEP to Greenprint Steering Committee and Stakeholder Working Group	Sept. 2016	City staff/Consultant
Complete final Council report for MEP endorsement	Sept.-Oct. 2016	City staff/Consultant
Stakeholder Working Group Meeting	November 2016	City staff
Seek Council endorsement for the final MEP and funding for 2017 implementation projects	Nov.-Dec. 2016	City staff
<b>Submit Ministry MSP</b>	<b>December 1, 2016</b>	<b>City staff</b>
<b>Implement recommendations from the MEP</b>	<b>2017</b>	

#### Stakeholder Working Group Outcomes:

The objective of the Stakeholder Working Group (“SWG”) is to provide recommendations and feedback towards the development of Markham’s Municipal Energy Plan to:

- Identify energy opportunities and solutions to increase local energy production and conservation
- Identify synergies between industry stakeholders to implement MEP recommendations

- Seek input and engage residents and the community throughout the development of the MEP

**Membership:** Members of the MEP SWG should have energy industry knowledge or an interest in the energy industry or is a resident in the City. Membership is on a voluntary basis and subject to the needs of the MEP.

**Proposed Stakeholder Working Group Structure:**

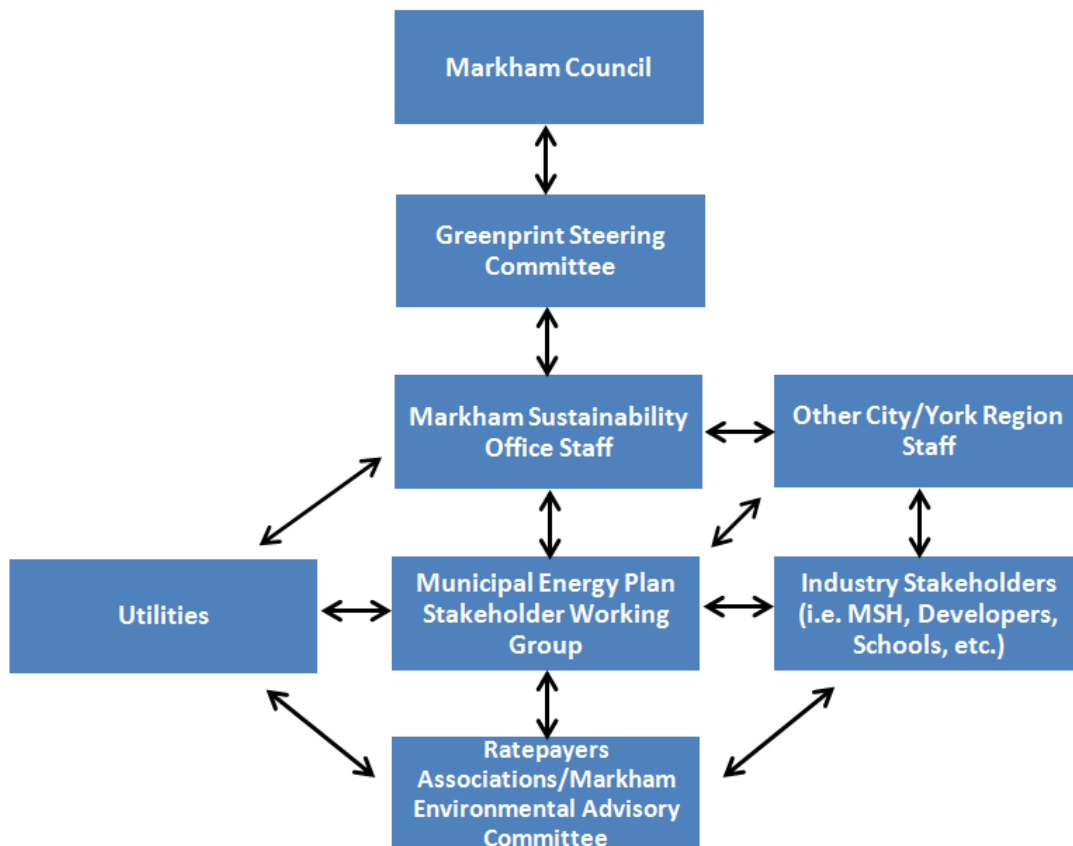
**Structure:** City staff will act as the meeting chair and lead the activities of the group. The Stakeholder Working Group will provide input, feedback, and recommendations to move the energy plan forward through its development. All major decisions regarding the project will be made by City staff in consultation with the Stakeholder Working Group (whenever possible).

**Logistics:** City will coordinate all of the activities for the Stakeholder Working Group which includes meeting logistics, communications, coordination, meeting minutes, and other documentation as required.

**Meeting Frequency:** Meetings will be scheduled once every three months from 2014-2016 to draw input and feedback throughout the development of the MEP. Meetings dates will align with the requirements from the Ministry of Energy’s Municipal Energy Plan Program throughout the three stages.

**Non-disclosure:** All materials generated throughout the course of the project are considered confidential and for internal use until determined how they should be used. The contents of any documentation including information shared in the Stakeholder Working Group meetings should not be communicated outside of the participating organizations without prior consent from the City of Markham.

**Municipal Energy Plan Organizational Chart**



The MEP SWG is a committee that will advise and provide recommendations on the development of the Municipal Energy Plan.