

National Community Building Retrofit Capacity Development Network

Terms of Reference

The purpose of these Terms of Reference is to ensure that participants are aware of the expectations and commitments of the National Community Building Retrofit Capacity Development Network.

OVERVIEW

The Green Municipal Fund's (GMF) Community Buildings Retrofit (CBR) initiative supports local governments in retrofitting community buildings to improve energy performance, lower operating and maintenance costs, and transition to cleaner energy solutions over time. Municipalities who receive support through CBR, or are interested in that support, can receive additional capacity development resources from FCM and its collaborating organizations through a suite of free capacity development services. Community Energy Association (CEA) and Clean Air Partnership (CAP) are two of FCM's collaborator organizations providing capacity development services as part of this program offer and will be collaborating to deliver the National CBR Capacity Development Network.

The National CBR Capacity Development Network is a critical component of GMF's Community Building Retrofit program and is intended to facilitate knowledge-sharing and peer-to-peer connection and support to help accelerate community building retrofits in municipalities across Canada. The overarching goal of this Network is to support local government staff across Canada to advance and implement deep energy retrofits to their municipally-owned buildings. To achieve this goal, the Network will:

- include local government staff from municipalities, regional districts, and Indigenous governments,
- focus primarily on topics and issues relevant to community building retrofits,
- provide a regular channel for local government staff to connect, to share learnings, case studies, examples of leadership, and best practices around community building retrofits for decarbonization, and to identify potential opportunities for collaboration on shared goals and initiatives, including potential policies, programs, and research.

MEMBERSHIP

Membership in the Network is voluntary and unpaid. Each member's level of involvement will be at their own discretion.

The Network has two membership categories:

- **Primary members:** Open to staff from local governments that have active projects through GMF's CBR initiative. Primary members are able to attend all meetings in their entirety.
- **Associate members:** Open to staff from local governments that do not currently have active projects through GMF's CBR initiative but are interested or involved in the field. Associate members are able to attend all meetings with the exception of closed items.

For each membership type, members can choose their own level of involvement:

- **Inform** (receive meeting invites and post meeting summaries, only expect to attend occasionally, agree to share invites within their organization to those who might be directly interested)
- **Engage** (all of the above, and plan to attend the majority of meetings and be an active participant)
- **Collaborate** (all of the above, and also want to be part of working groups, steering committee, etc. where and when appropriate, and if available)

Additionally, **relevant stakeholders** may be invited to participate in specific portions of the Network meetings from time to time. Examples of relevant stakeholders include staff from:

- Non-profit organizations
- Business and industry
- Academia
- Health

Managing your Membership

As roles and workplans change, adjust your membership as needed by contacting the Network secretariat.

ROLES & RESPONSIBILITIES

Secretariat

The Network is supported by a secretariat (Community Energy Association and Clean Air Partnership) to manage the Network and support meeting planning and logistics. Funding for the secretariat is provided through FCM. Secretariat services include:

- Plan and coordinate meeting schedules, topics, and speakers
- Prepare meeting agendas and content
- Support recruitment and onboarding of new members
- Provide technology support (virtual meetings/teleconference lines)
- Facilitate Network meetings
- Prepare post-meeting materials and share with Network
- Seek feedback and input from Network members to inform meeting topics, and adapt meetings accordingly to respond to members' needs

Members

Member activities may include (depending on level of involvement):

- Share meeting invites and key messages within their organization to those who might be interested and/or attend meetings
- Actively participate in meetings, sharing knowledge, bringing forward ideas or best practices, and providing feedback

- Take part in ad-hoc committees, working groups, collaboration groups, etc, when and where appropriate

Associates

Associate activities based on level of involvement may include:

- Share meeting invites and key messages within their organization to those who might be interested and/or attend meetings
- Represent their unique role as an associate and actively participate in the conversation, bringing forward ideas or best practices, and provide feedback

MEETING PROCESS

The Network meets virtually via Zoom for 2-hour quarterly meetings. This schedule may be adjusted to best serve the needs of the Network members. To accommodate the availability of participants across different time zones, meetings will generally be scheduled on Thursdays at 10:00am-12:00m PT / 11:00am-1:00pm MT / 12:00pm-2:00pm CT / 1:00pm-3:00pm ET / 2.00pm-4:00pm AT. Where possible, meetings will be scheduled to avoid conflicts with other municipal energy and climate change networks.

Meetings are structured to encourage free and open discussion of relevant issues, within the constraints of the planned agendas. Meetings may consist of:

- Closed Discussion (optional) – Primary members only
- Presentations – from members or invited guests
- Roundtable Updates – open discussion
- Breakout rooms – small group discussion

The format of Network meetings will be tailored to meet the needs of members and will be updated over time as those needs evolve.

The working language of the CoP is English, but members are welcome to participate in the official language of their choice. French language support will be offered during meetings, and core meeting documents will be translated into French as needed.

ADVOCACY

The Network is focused on implementation of solutions that reduce local greenhouse gas emissions; it is not an advocacy group and does not take a singular position on policies or regulations of any level of government. The Network does, however, facilitate conversation and the sharing of expertise, and can serve as a forum for dialogue with government officials.

PRINCIPLES FOR ENGAGEMENT

The Network will adhere to the following principles to promote inclusivity through its work:

- Acknowledge individuals have unique and particular needs in the learning and work environment

- Promote inclusivity by reasonably adjusting procedures, activities, and physical environments
- Be inclusive in all forms of communication
- Treat all with sensitivity, respect, and fairness

EVALUATION

The Network's success will be determined through a variety of measures. Members will be invited to participate in live polling during meetings and to complete feedback surveys periodically to assess members' satisfaction with the meetings and Network overall. Other indicators include number of registrants compared to number of attendees, and number and diversity (by location, sector, gender, ethnicity) of Network members.

These Terms of Reference are intended to be a living document and will be reviewed annually at minimum through member feedback.

Last updated: September 15th, 2023