

ENERGY TRANSITION LEADERSHIP NETWORK TERMS OF REFERENCE (August 1, 2025)



I. Background

Edmonton's Energy Transition Leadership Network first met on December 9th, 2016. Coordinated by the City of Edmonton's Environment and Climate Resilience Section, community leaders were invited to participate in scheduled events aimed at inspiring action, strengthening community and ultimately achieving the targets outlined in **Edmonton's Community Energy Transition Strategy**.

Currently, the network's membership consists of leaders who work in commercial, industrial, non-profit, educational and institutional sectors. Since its inception, organizers have collected feedback on members' experiences—seeking advice on how to adjust the network to best achieve members' goals and Edmonton's energy transition targets. The results of these evaluations and consultations have been integrated into this updated Terms of Reference.

II. Mandate

Edmonton's Energy Transition Leadership Network consists of individuals from the Edmonton Region who are actively working to transition Edmonton to a low-carbon, sustainable energy future. As community leaders from all sectors, network members share the City of Edmonton's concern about climate change and its passion for innovative solutions.

Active members meet regularly to generate new, innovative solutions and begin to move their ideas into action, with the goal of influencing hundreds of thousands of Edmontonians. Network events also provide opportunities to strengthen the network of energy transition leaders and help members identify new partners or collaborators to advance their initiatives.

III. Roles/Responsibilities

Network Goals:

- Moving energy transition ideas into action
- Strengthening the network of energy transition leaders
- Finding partners or collaborators working toward mutual goals
- Generating new, innovative energy transition solutions and ideas
- Learning about other community-led energy transition initiatives
- Connecting community-led energy transition initiatives with City of Edmonton programs

Member Roles and Responsibilities:

- Attend scheduled meetings (minimum one per year)
- Read materials provided in advance of meetings, as applicable and feasible
- Review email communications from City of Edmonton staff
- Contribute ideas for upcoming meetings—help identify keynote speakers and relevant agenda items from personal experience/network
- Support the implementation of actions and ideas discussed at meetings (helping other members move ideas to action)
- Share relevant energy transition projects or initiatives to the network for discussion, collaboration and support for implementation

- Invite energy transition leaders and learners from the community to join the network
- Contribute to evaluation processes, as requested

IV. Meeting Format

Meetings, organized by the City of Edmonton, will occur approximately every three to four months and will generally include the following agenda components:

- **Energy Transition Strategy Update** - A City of Edmonton update on key projects and initiatives relevant to network members.
- **Keynote Speaker** - Most meetings will include a keynote speaker (local or otherwise) who is an energy transition leader with relevant experience that would support Edmonton's energy transition. Keynote speakers do not need to be network members.
- **Member Profile** - Each meeting will seek to highlight the energy transition efforts of one or more Network members in order for everyone to better understand each member's energy transition work and to learn from their experiences.
- **Moving Ideas to Action** - This component strengthens the network of energy transition leaders by identifying potential collaboration opportunities. Members are provided an opportunity to share an energy transition project or idea that they are leading that would benefit from the advice and support of others. The network will work to support these ideas in an ongoing way by encouraging members to share periodic updates on project progress.

Formal meeting minutes are not required. However, for certain agenda items a designated network member or City of Edmonton staff member may take notes for distribution to members as needed.

Unless otherwise necessary, network events will be held in person in order to better facilitate conversations, interactions and networking.

V. Decision Making Process

- The network is not a decision-making group. Network activities that require a decision (e.g., finalizing Terms of Reference or setting agendas), or other considerations that directly impact the network, will be under the direction of the City of Edmonton with input from members.
- Terms of Reference will be reviewed every two years by all members.

VI. Network Members

A list of current members is maintained by the designated City of Edmonton lead.

An **energy transition leader** is defined as an individual actively working to advance one or more of the following within Edmonton or the metro region:

1. Diversify our community's energy mix and reduce dependency on fossil fuels
2. Reduce community greenhouse gas emissions
3. Ensure energy delivery systems (electricity and natural gas) are resilient to the impacts of climate change
4. Increase self-sufficiency in electrical power and heating
5. Participate in opportunities within a green economy.
6. Contribute to the implementation of Edmonton's Community Energy Transition Strategy & Action Plan pathways, including:

- Renewable and Resilient Energy Transition
- Emission Neutral Buildings
- Low Carbon City and Transportation
- Nature-Based Solutions and Carbon Capture

This includes efforts supporting both climate change mitigation and adaptation, as well as activities that build awareness, knowledge, and capacity for action. Energy transition leaders may work in technical roles, policy development, education, advocacy, research, or community engagement—helping individuals, organizations, and communities understand, participate in, and benefit from the energy transition.

New Members:

Anyone who self-identifies as an energy transition leader is welcome to join the network. New members can register by contacting the designated City of Edmonton lead (contact information can be found below) or the general email address for Change for Climate. They will be asked to review and agree to the Terms of Reference and complete an online form permitting collection of their information for network purposes. They will then be added to the members email distribution list.

Member Removal:

While members are not expected to attend all meetings, consistent participation is important to the network's success. Members are asked to attend at least one network event per year. Once annually, those who have not met this expectation, without reasonable explanation, will be notified and removed from the email distribution list.

VII. Communication

Communication between the City of Edmonton and network members will primarily be done by email.

- A call for agenda items will be sent 4-6 weeks before each event
- A finalized agenda will be distributed 1-2 weeks in advance.
- Network members are expected to register at least 72 hours before each event (for catering purposes, if applicable) .
- Members are encouraged to share their community events, projects and initiatives to other network members. Email communication about network member activities will be distributed by the designated City of Edmonton lead. Interested members should send a promotional email with a request for distribution at least 2 weeks prior to the date of the event/activity.
- Members will periodically receive email communications about City of Edmonton affiliated opportunities. These emails will be kept to a minimum and wherever possible multiple topics will be consolidated into a single email.

Members concerned about the number of emails may contact the City of Edmonton lead.

Every two years, the Terms of Reference will be redistributed for review with the option to refresh roles and responsibilities of members and the City.

VIII. Measures of Success

- Member satisfaction, assessed through event feedback and periodic evaluations
- Number of active members, based on annual participation
- Attendance and engagement at scheduled meetings and events, as tracked through registration and participation

IX. Designated Lead & Primary City of Edmonton Resource

A Senior Environmental Project Manager from the City of Edmonton's Energy Transition Unit will oversee the network, with the option to delegate responsibilities to other staff to organize, coordinate and facilitate network events. Either will be responsible for coordinating events, preparing materials, and managing communications.

Contact:

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