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**TECHNICAL ADVISORY COMMITTEE - Terms of Reference**  
**Updated March 1, 2024**

## **1. BACKGROUND**

In November 2020, Vancouver City Council approved the Climate Emergency Action Plan (CEAP). Burning of natural gas in buildings accounts for 57% of total carbon pollution generated in Vancouver (2020 inventory). Big Move 4 of the CEAP sets the goal to cut emissions from all buildings 50% by 2030 and by 100% before 2050.

As part of the 2020 CEAP, Council approved the Zero Emission Building Retrofit Strategy (ZEB-R). This included 4 core actions to achieve the 2030 and 2050 targets:

1. Set carbon pollution limits for existing buildings and streamline energy efficiency regulations
2. Support early owner action
3. Build industry capacity
4. Facilitate access to renewable energy

On May 17, 2022, Council approved a suite of regulations and programs advancing the CEAP by introducing carbon pollution limits on the largest office and retail buildings in Vancouver through the [Annual GHG and Energy Limits Bylaw](#). The limits on GHG emissions in 2026, limits on GHGs and heat energy in 2040, combined with a proposed Regulatory Roadmap will reduce GHG emissions from existing buildings 50% by 2030 (compared to 2007).

Most large office and retail building owners have the professional resources to plan, fund and undertake this work. Establishing these limits now prepares building owners and energy utilities to plan for deep emission retrofits and investments in renewable energy. These initial limits will begin to significantly reduce emissions from commercial buildings but are not, on their own, sufficient to meet the 2030 reduction target. In May 2022 Council directed City staff to conduct research and engagement on a Regulatory Roadmap that outlines additional regulations that will be necessary to meet the City's carbon pollution reduction targets.

The May '22 Council report also directed staff to convene a Technical Advisory Committee (TAC) comprised of technical experts specializing in building energy performance and low carbon retrofits. This group will provide ongoing advice to City of Vancouver (City) staff on the technical aspects of GHGi limits, heat energy use limits, and equipment efficiency regulations.

## **2. PURPOSE**

The TAC has a mandate to:

- Advise the City staff on developing detailed implementation guidelines, requirements, and programs regarding the annual GHGi and heat energy limits that have been approved by Council for the largest office and retail buildings in Vancouver; and
- Inform the next set of existing commercial and multifamily building regulations, that are outlined in the Regulatory Roadmap. This will include exploring additional measures that

will be necessary in order to meet the 2030 and 2050 GHG reduction targets. TAC members will serve as a sounding board for initial ideas, provide input on potential regulatory options, review and comment on analysis conducted by consultants and City staff, contribute technical expertise and perspectives from real world projects, emerging industry trends, technology development and building retrofit and operational practices.

More specifically, the TAC will advise on:

- Establishing normalization factors for GHGi and heat energy use limits to account for operational differences between buildings.
- Identifying lack of clarity, technical implementation challenges, and/or unanticipated impacts arising from the City reporting, GHGi, and heat energy limits, and develop recommendations to address these that meet the intent of requirements and would be practical for regulatory implementation.
- Setting performance limits and other retrofit regulations designed to reduce carbon pollution from other existing building use types and sizes.
- Reviewing future limits based on measured building performance.
- Providing input into the establishment of mechanical equipment efficiency standards.
- Identifying building owner support tools to facilitate compliance with future regulations.

The TAC may bring decisions or information to a concurrent committee, the Climate-Friendly Buildings Advisory Committee (CFBAC), for information or collaboration.

### **3. COMMITTEE STRUCTURE**

#### **Composition**

The TAC will be composed of 10-15 members that collectively possess the following set of qualifications.

- Commercial and multifamily building energy use expertise
- An understanding of the perspectives, concerns and challenges of commercial and multifamily building owners, managers, and associations
- Experience planning, designing and/or implementing commercial and multifamily building retrofits that result in significant GHG emission reductions
- Expertise in major mechanical equipment used for space heating, space cooling, ventilation and domestic hot water in commercial and multifamily buildings
- An understanding of equipment efficiency standards and regulations in BC, Canada and North America
- Expertise in building performance standards, including their application in jurisdictions globally
- Expertise in building energy modelling
- Expertise in local district energy systems
- Representation from provincial and regional government and City staff

All members of the committee are expected to possess the following attributes:

- Seasoned professionals, well respected in the field by peers
- Considered subject matter experts

- Trustworthy
- Collaborative
- Commit to the member roles and responsibilities

#### **Recruitment**

- In February 2023 the City organized an initial membership recruitment process. The City distributed an open call for applicants as well as invited a group of industry experts to submit an application to join the committee.
- When reviewing applications, staff will strive to select committee with members with a diversity of lived experiences in-line with the City's commitment to equity, inclusion and diversity.
- When there are committee positions open, City staff will recruit via an open call.

#### **4. ROLES AND RESPONSIBILITIES**

##### **Member Roles and Responsibilities**

- Support and advise City staff to implement regulations and programs, by responding to key questions, reviewing and discussing draft policy options, and providing feedback on deliverables from consultants.
- Collaborate with other committee members, consultants, and City staff.
- Participate and engage actively and in a constructive manner.
- Attend every meeting (allowances for holidays and illness).
- Sign a confidentiality agreement.
- Sign an annual conflict of interest declaration form during the term of service on the TAC.

##### **Member Commitment**

- Members will commit to participating for 1 or 2 year terms. Members should expect to dedicate approximately 25 hours a year to committee business, including preparing for and attending meeting.
- Members will communicate in writing to the City their intent to renew or end their service on the Technical Advisory Committee 2 months prior to the end of the term.
- Members may end their service on the committee prior to the end of their term with two months notice through written communication with the City.

##### **City of Vancouver Responsibilities**

- Provide background information to ensure all TAC members are familiar with relevant policies, regulations and programs.
- Engage a knowledgeable professional facilitator to convene and facilitate the meetings. This includes coordinating the meeting schedule, hosting the meetings, developing the agendas and minutes, and distributing draft meeting minutes to all members following each session.
- Develop draft materials to bring to the group for input. Draft materials will be provided to TAC members prior to meeting when appropriate.

##### **Decision-Making**

The TAC is not a decision-making body, rather it is an opportunity for the City to obtain valuable technical insights and recommendations to improve the City's carbon pollution regulations and programs. There may be multiple perspectives, which will be noted. Members do not need to reach consensus. By participating in TAC, members are not necessarily agreeing to endorse the end recommendations, but instead, are agreeing to provide guidance and input to make the policies, regulations and their implementation stronger. Vancouver City Council will decide on policy, regulation and program direction.

## **5. COMMITTEE MEETINGS**

### **Meeting Logistics**

- Meetings will be scheduled during the workday every 4-8 weeks. The dates and times that form the schedule will be set annually.
- Meetings will be chaired and facilitated by a professional facilitator.
- Meetings will be scheduled for 120-minutes.
- Agendas will be provided in advance, along with supporting materials.
- Meeting notes highlighting decisions taken or action required will be circulated following meetings.
- Meetings will be hosted by the City of Vancouver at 510 W Broadway, or one of the other City Hall campus buildings. Members who are able to attend in-person will be encouraged to do so. Participation online will be possible through MS Teams.

### **Communication and Confidentiality**

- Meetings will be closed to the public.
- Minutes will be documented without attribution.
- Meetings will be confidential, and members will be required to sign a confidentiality agreement prior to participating in the first meeting.
- There may occasionally be information that is not confidential, and useful to share with networks, colleagues. This will be explicitly noted.
- Members who believe they have a potential or real conflict of interest with any matter related to the work of the TAC must disclose the nature of the conflict of interest immediately by reporting it to the City. Members will be required to sign a conflict of interest agreement prior to participating in the first meeting.

### **Guidelines for Respectful Participation**

Group meetings will be conducted in an organized but informal manner. It is expected that all TAC members will adhere to the following guidelines to support and achieve productive and respectful discussion:

- Strive to meet the stated advisory group purpose and achieve intended outcomes.
- Listen actively to others, avoid interrupting and refrain from one-on-one side conversations while other people are speaking.
- Manage their own participation by sharing speaking time, debate ideas not individuals, and actively provide focused input, comments and questions.
- Avoid multi-tasking and ensure phones are on silent.

### **Compensation**

Honoraria at living wage rates (\$90 per meeting) will be provided to any member who attends the meetings on their personal time and is not being compensated by an organization, company or employer.

I agree to the terms in this agreement totally voluntarily, with full knowledge of their meaning, and without duress.

Date \_\_\_\_\_

Name \_\_\_\_\_

Title and Organizations/Company (if applicable) \_\_\_\_\_

Signature \_\_\_\_\_

**Proposed Meeting Schedule in 2024**

<b>Date</b>	<b>Time</b>
April 25 <sup>th</sup>	9:30 – 11:30 a.m.
May 23 <sup>rd</sup>	9:30 – 11:30 a.m.
June 20 <sup>th</sup>	9:30 – 11:30 a.m.
July 18 <sup>th</sup>	9:30 – 11:30 a.m.
Sept 12 <sup>th</sup>	9:30 – 11:30 a.m.
Oct 17 <sup>th</sup>	9:30 – 11:30 a.m.
Nov 14 <sup>th</sup>	9:30 – 11:30 a.m.
Dec 12 <sup>th</sup>	9:30 – 11:30 a.m.