

Background

The City of Brampton and Sheridan College have come together to facilitate the development of a comprehensive Community Energy and Emissions Reduction Plan (CEERP) for Brampton. The CEERP will act as a roadmap to integrate the efforts of the municipality, local utilities, business, industry, institutions and community stakeholders working towards world-class energy performance while realizing positive economic, environmental, social, and cultural outcomes including:

- Reducing energy costs;
- Creating green jobs;
- Attracting new business;
- Increasing energy efficiency;
- Reducing greenhouse gas (GHG) emissions;
- Increasing energy security; and
- Enhancing resiliency to climate change.

Please visit <http://www.brampton.ca/ceerp> for more information on the City's CEERP.

Purpose

The CEERP Task Force will be a team of community champions and principal advisors for the development of the CEERP. With guidance from the City of Brampton and Sheridan College, the Task Force will act as the lead implementers of the CEERP Engagement Plan, involving community stakeholders and the public to:

- a) Earn community buy-in for the goals and strategies of the CEERP, including approval by City Council;
- b) Grow the capacity of the community to implement the CEERP; and
- c) Motivate the public and community stakeholders to act.

Mandate

The Task Force mandate is to provide a forum for community-based oversight of the CEERP planning process and to report regularly to the community and Council during its development. Based on community engagement activities, and with the member's collective expertise and influence, the Task Force will help establish the CEERP's vision for Brampton's energy future. The Task Force will then help develop implementable actions to achieve that vision.

Terms of Reference

In carrying out its mandate, the CEERP Task Force will have the following specific responsibilities, processes and requirements:

Specific Responsibilities

- a) Consider matters, issues, or information provided by the project work team relating to the CEERP, and provide advice and recommendations;
- b) Identify potential community issues and opportunities for the project work team;
- c) Participate in two-way communication between members' constituencies and the project working team, as well as the overall Task Force;
- d) Identify priority Target Networks to implement the CEERP Engagement Plan;
- e) Ensure that the results of Task Force discussions are accurately recorded in meeting records, or in any additional documents that the Task Force or the project working team may determine are needed;
- f) Embrace the City of Brampton's communication principles when providing advice or recommendations to ensure effective communication with the public and stakeholders;
- g) Provide active support for final Council approval; and
- h) Serve as an ongoing champion for CEERP implementation.

Membership

- a) The City of Brampton will invite members of the community to participate on the Task Force.
- b) Members will be selected from a variety of stakeholder groups and represent a balance of interests and range of perspectives in the community.
- c) Public at Large/Residential Ratepayers representation will be identified through a call for submissions of interest.
- d) The Task Force will consist of up to 19 members.
- e) Task Force membership includes:

Sector	Up to
Business/Industry/Business Associations	4
Home Builder/Developer	2
Environmental Interest Group	2
Educational Institutions	3
Public At Large/Residential Ratepayer	2

Utilities	2
Municipal Council Representative	1
Regional Representatives	1
Provincial Representatives	2

f) Task Force member core competencies include:

Core Competency	Description
Collaborative Leader	Has demonstrated personal and/or professional leadership in multi-stakeholder efforts by building consensus and drawing people into a process of change. Has an ability to maintain and strengthen connections to effect action.
Communicator	Able to share ideas and describe what is already known and what is being discovered to diverse audiences.
Community Translator	Understands the different language used by stakeholders and serves as a bridge between the various communities and groups with an interest in the initiative.
Lifelong Learner	Desire to deepen understanding of complex social and economic issues that take complex solutions.
Politically Astute	Broad non-partisan understanding of political and social issues influencing the public policy environment.
Strategic	Seeks continuous improvement and is a future thinker. Understands the lay of the land and can work within it.
Practical	Can manage the details and get things done on time.

g) Task Force membership is voluntary.

h) It is required that Task Force members must understand and agree to the terms and conditions outlined in these Terms of Reference.

City of Brampton and Sheridan College Liaisons

- a) The City of Brampton sponsor for the CEERP Task Force is Councillor Doug Whillans
- b) The municipal liaison to the CEERP Task Force is the Michael Hoy, Senior Environmental Policy Planner.
- c) The Sheridan College sponsor for the Task Force is the Manager, Sustainable Energy Systems, Office of Sustainability.

- d) The Sheridan College liaison to the Task Force the Project Officer, Energy Management, Office of Sustainability.

Meetings

- a) A minimum of six (6) meetings are anticipated during the CEERP planning process.

Tentative Schedule	
March 2019	June 2019
April 2019	September 2019
May 2019	October 2019

- b) Members are expected to attend all six (6) meetings.
- c) Members are expected to come fully prepared to meetings.
- d) Members are encouraged to participate in other engagement activities planned during CEERP engagement process.
- e) Meetings are held in accessible locations.
- f) Meeting are open to the public, as observers, with date, time and place of each meeting published on the City’s website.
- g) A quorum of members is required to hold a Task Force meeting.
- h) PWT members attend Task Force meetings as a resource.

Co-chairs

- a) Task Force members select co-chairs at their second meeting.
- b) Supported by the project working team, the co-chairs approve final meeting agendas, preside over meetings and coordinate the activities of the Task Force.
- c) The co-chairs assist the Task Force develop and approve meeting process rules and other procedures related to committee effectiveness, as required.
- d) The co-chairs are the spokespersons for the Task Force.
- e) The co-chairs will be selected from different sectors.
- f) Only representatives from the following sectors may be eligible to co-chair:
 - i. Business/Industry/Business Associations
 - ii. Home Builder/Developer
 - iii. Educational Institutions
 - iv. Utilities

Decision-making

- a) The Task Force strives to operate in a consensus mode where participants openly discuss views and opinions and seek common ground.
- b) If there is an unresolvable lack of consensus, decisions are made by a simple majority vote.

Minutes, Documentation and Administration

- a) Minutes are taken by a member of the project working team.
- b) Minutes are circulated to the Task Force members following each meeting for review and comment.
- c) Minutes are approved at the following Task Force meeting.
- d) Minutes are made available to the public.
- e) Administrative services for the Task Force are the responsibility of the project working team.

Term

- a) The mandate of the Task Force is completed upon Council's approval of the CEERP.
- b) The Task Force is charged with determining its ongoing role in supporting the implementation of the CEERP.

For more information, please contact:

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