

CENTRE FOR COMMUNITY ENERGY TRANSFORMATION (CCET) ADVISORY TASK FORCE MEETING MINUTES

Meeting #2 – Centre for Community Energy Transformation

Date/Time: April 21, 2021 (3:00-4:30pm)

Place: virtual

Attendees: Trevor Boston, Chris Hamilton, Hassaan Khan, Nathaniel Magder, Michael Frisina, David Laing, Lauren Mulkerns, Divya Arora, Indra Maharjan, Leah Nacua, Karly-Anna O'Brien, Joan Berger, Councillor Whillans

Project Team: Herb Sinnock (Sheridan College); Christine Tu (Region of Peel), Michael Hoy (City of Brampton - Supervisor, Environmental Planning), Pam Cooper (COB – Environmental Planning), Jessica Yadav (COB – Environmental Planning student), Daryl Van Moorsel (COB – Economic Development)

Consulting Team: Amanda Kennedy

Objective: To introduce the Project Team and Task Force, to review the Project Team and Advisory Task Force roles and responsibilities and 2021 CCET Work Plan.

Items distributed in advance:

- Agenda, work plan, Project Team charter, Advisory Task Force charter.

Notes:

Notes	Action
Meeting started at 3:05 with Advisory Task Force (ATF) members	
After welcome, voting took place for Chair and ViceChair. Each candidate introduced themselves and explained why they were interested in the position. David Laing was voted in as Chair Karly-Anna O'Brien was voted in as Vice Chair	
SubCommittee members joined the meeting at 3:30	
Discussion: administrative matters, project webpage and ATF members to send in bios and headshots	
Review of March minutes	

Introductions of Project Team (PT), Advisory Task Force (ATF) and SubCommittee members	
Presentation on role, governance, CCET outcomes required for 2021	
Review of Funding and Partnership, Governance, and Communication SubCommittees	
Discussion surrounding communication: <ul style="list-style-type: none"> • what the ATF is doing • what the CCET will accomplish 	
Discussion: Board recruitment, executive director job description, draft service level agreements	
Administrative discussion: meeting format, review of SubCommittees, work space.	<p>City to send out a monthly reoccurring meeting invitation for the ATF</p> <p>City will post material for the public on the CCET webpage</p> <p>Chair will work with City to create agenda prior to next ATF meeting</p>
SubCommittees will report back to monthly ATF meetings	City to create a template
Meeting ended at 4:30pm	