

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

### Meeting #1 – Centre for Community Energy Transformation

**Date/Time:** March 18, 2021 (3:30-5pm)

**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:

Speaker	Notes	Action
	Meeting started at 3:30	
Councillor Whillans	Introduction, stated that he is excited to undertake this important work, recognized the work of the previous CEERP Task Force, and noted that some of those members have returned to work on the CCET Advisory Task Force	
Michael Hoy	Reviewed agenda, noted there are seven returning members from the CEERP Task Force and six new members, gave the land acknowledgement, asked members to introduce themselves (note their organization and one word/phrase to describe how members feel about the process to establish the CCET)	
All	Advisory Task Force and Project Team members shared name, organization and contact information. This contact	<b>City of Brampton</b>

	information will be shared with the group. All the words and phrases were captured and will be shared in a “word cloud”	<b>(COB) to share member contact information with the Advisory Task Force (ATF). The word cloud will also be posted on the CCET project webpage</b>
Michael H	Presentation began at 4:00pm and topics included: Brampton’s Climate emergency, the urban/energy transformation required to address climate change, 2040 Vision, CEERP energy and emissions, progress to date, what is CCET, relationship of ATF with the Project Team, ATF charter, description of the three subcommittees	<b>Presentation will be shared with the ATF and posted online on the City’s CCET project webpage</b>
	Subcommittee Members: will be joining as experts based on the large number of resume’s received from individuals eager to join the ATF	<b>Subcommittee Members to join the ATF meeting in April</b>
	<p>Meeting format:</p> <ul style="list-style-type: none"> <li>- Formal or informal; we want a space for members to have robust discussions and share their opinions</li> <li>- ATF meetings (bimonthly)with sub committee reports <ul style="list-style-type: none"> <li>o Plan on having the next meeting in April</li> </ul> </li> <li>- Sub committee meetings monthly (at minimum)</li> <li>- Guest presentations from experts <ul style="list-style-type: none"> <li>o For advice and pointers on our work</li> </ul> </li> <li>- Mentoring opportunities <ul style="list-style-type: none"> <li>o 7 members coming from CEERP Task Force and 6 new members</li> </ul> </li> </ul> <p>If new members want to learn more about CEERP, please reach out to Michael or Pam to be matched with one of the old members</p>	<p><b>ATF members to think about preferred meeting format.</b></p> <p><b>ATF members to contact Mike Hoy or Pam Cooper about mentoring</b></p>
	<ul style="list-style-type: none"> <li>- Choose and commit to Subcommittee roles by March 31<sup>st</sup></li> <li>- Consider Chair and Vice Chair Nominations</li> <li>- Central Google Drive will be established for Task Force and Sub Committees</li> <li>- Staff to collect Subcommittee Materials</li> <li>- Establish ATF’s meeting schedule</li> <li>- Send Pam Cooper, head shot and short bio</li> </ul>	<b>COB to send an email to ATF with information on Chair/Vice Chair nominations, google drive,</b>

	- COB to update CCET webpage	<b>future meeting dates.</b>  <b>ATF members to send in short bios and headshot</b>
Discussion:		
Indra	What kind of funding is required? Is it to run CCET committee or run programs? Will funds flow through the CCET? Federation of Canadian Municipalities (FCM) funding for example?	
Michael H	The ATF is funded through the City right now, in order to get the CCET up and running. This ATF needs to find out where the money will come from for the CCET/Board. A funding strategy for the CCET is needed. The FCM Retrofit funding application is being done by City staff proactively, but funding will flow into organization	
Indra	Will being a non-profit be a barrier? Will City partner for funding?	
Michael H	There are many funding opportunities where CCET will be able to apply for funding itself, in some instances it may be a partnership application with the City of Brampton or other organizations. Service level agreement will determine that.	
David Laing	Is the \$1.1 million funding ask for core operations of CCET (e.g. Executive Director position, office space, staff, administrative, etc.) and significant additional funding needed for actual programs and projects in the range of \$10-100 millions? We need some kick start funding.	
Michael H	Correct; the \$1.1 million is seed money for operations and to help with staff. The Home Retrofit project alone would be a \$15M ask. CCET will ask for money from other funding partners. COB is relying on the CCET ATF to make these decisions	
David	Will this organization be a non-profit or have charitable status at some point? These are two distinct types of organizations, standard or charitable. This should be defined now due to different requirements for charity.	
Michael H	Currently not thinking of charity, just traditional non-profit, but this is something that would be discussed in the Governance subcommittee and decided then. Are there benefits of being a charity?	

Karly-Anna O'Brien	Can ATF members join multiple subcommittees?	
Michael H	Yes	
Karly-Anna	how will communication occur? How often as a group will we share information?	
Michael H	Each subcommittee will provide reports/summary of their work to ATF and the ATF/Project Team Task Force meetings will be the medium to share those reports and communications. Are there any ideas?	
Indra	Can there be an email to choose preferences and subcommittees?	
Michael H	We have already planned to send out an email survey to choose meeting dates and subcommittees	
Leah	What will schedules be like? How often will be meet?	
Michael H	By next meeting, subcommittees will be set. Once we have an idea of subcommittee members, we can discuss schedules, but will leave it up to subcommittees to decide for themselves when they meet. Generally, at least once a month	
Councillor Whillans	City has endorsed the seed money. City will give support to move programs forward. Success of CCET is success of the city. We've come a long way and this will be an organization others can emulate.	
Indra	Will we be looking at water conservation?	
Michael H	We would talk water conservation in the context of energy. E.g. energy used for heating and moving water. Focus is still energy, but water is integrated in relation to that	
Joan	Are there federally governed parameters set around energy conservation (e.g. things to be done by a certain date each year)? This would help with setting mandates.	
Michael H	The Federal government has set GHG targets but they have not articulated outcomes of not meeting their targets. We are not sure what is required of large corporations. This is something that would be important for subcommittee to gather. As a municipality we have to report every year. We are currently working on Federal Climate Change targets which is set through CCET target.	

David	Those in finance are signalling if you don't reduce your carbon footprint you will not get funding. Shareholders want sustainable targets from boards/companies	
David	Do we have to go back in December and ask for funding? Or is that the initial \$300,000? It will be hard to attract candidates for an Executive Director if no funding certainty. Need funds for sponsors, office space, etc.	
Michael H	The CCET ATF will do all the work to get us to the starting line. Once we get Council approval, they will commit to funding \$1.1 over 5 years. Then we hire an ED, and set up the 3-4 member Board, get non-profit status. Then we can go ahead and get funding for projects. We don't have the money to hire an ED or do those budgetary things right now	
Councillor Whillans	This Council is very supportive of sustainability.	
David	We are heading into an election year and it may be hard to get Council attention. We should get to Council before December to get approval and into budget.	
Trevor	The reason for non-profit is to create election resiliency. Different councils change their mandates. It's important to be non-political to remain stable, the funding needs to be stable	
Mike	This is why we have this group, this is a broad spectrum of people, youth, NGO's, businesses. This will convince council that it is not just environmentalists	
Hassaan	As election hits, this might be good. City declared an emergency, so there is a need to fund. Canadian infrastructure bank has a huge amount of money and we need to determine how they allocate. There is the BlackRock mandate regarding climate action on Boards. Have to determine how money will flow from grants and how CCET will get a piece.	
Michael F	include a social equity and inclusion lens	
	Meeting ended at 5:00pm	

*Comments, suggestions and edits welcome; please contact [pam.cooper@brampton.ca](mailto:pam.cooper@brampton.ca)*