

CENTRE FOR COMMUNITY ENERGY TRANSFORMATION (CCET) SUBCOMMITTEE MEETING MINUTES

Meeting # 7 – Centre for Community Energy Transformation

Date/Time: September 15, 2021 (10:30-12:00pm)

Place: Virtual, Via Teams

Attendees: Chris Hamilton, Herb Sinnock, Kanika Choudhary, Leah Nacua, Shahid Naeem, Indra Maharjan, Nathaniel Madger, Joan Berger, Michael Frisina, Trevor Boston, Peter Basso

Project Team: Amanda Kennedy (Consultant), Christine Tu (Region of Peel), Jeremy Schembri (Region of Peel), Pam Cooper (City of Brampton – Environmental Planning), Michael Hoy (City of Brampton - Supervisor, Environmental Planning), Kristina Dokoska (City of Brampton – Environmental Planning), Daryl Van Moorsel (COB – Economic Development)

Regrets: Councillor Whillans, Hassaan Khan, Daivid Laing, Lauren Mulkerns, Karly-Divya Arora, Karly-Anna O'Brien, Davika Misir, Gamunu (George) Jayasinghe, Shannon Goulden, Sumit Sood, Simran Munde

Objective: To review the Subcommittee Reports, Workplan and discuss next steps to operationalize CCET

Items distributed in advance: [Agenda](#)

Notes:

Notes	Action
Meeting started at 10:35am	
Meeting Logistics <ul style="list-style-type: none">Review August ATF minutes	
Subcommittee Reports <i>Governance and Nominations</i> <ul style="list-style-type: none">Subcommittee members presented the recommendationsBoard will be formed in a step-like process (i.e., a transitional, 3-member board that would work on letters patent, administration work, etc.)	Action item 1: ATF members to provide videos before the end of next week (Sept. 24, 2021)

<ul style="list-style-type: none"> • Transitional board members will be selected by ATF members and staff • Transitional board members are not disqualified from participating in the full board • The Transitional board, acting as a nominating committee will use a skills-based matrix to develop the full board. • Once 50% of the board is selected, they can start to post for the Executive Director (ED) position and will hire the ED once the full board is selected, to avoid impartiality • Transitional board will oversee the recruitment process, with assistance from a recruiter • Once the formal (9 member) board is established, the transitional board will be dissolved • Board will be responsible for hiring the Executive Director • An Advisory Committee, featuring stakeholder representation will be established to provide input but are not involved in the decision-making. • Financial stakeholders would sit on the Advisory Committee • Members identified that there should be guidelines in place. For example, Board members provide the visibility and represent the entity, whereas the advisory committee can promote but not necessarily represent the entity • Future board structure and committees: nominations & governance, finance and audit, fundraising, ESG committee. • Applying for the charitable organization (foundation) will be separate from the CCET. It will feature it's own board but can be involved in the CCET. A cost-benefit analysis is needed and will need to determine the level of effort from director and board members to keep it going. • E.g., if the CCET gets a cut from the funding (e.g., through service fee) such as 0.25%, this would help to move CCET along • Bylaws are ready for review and approval • The Executive Director job description is drafted and ready for review and approval 	<p>Action item 2: Project Team to consolidate all reports and present at the next ATF meeting</p> <p>Action item 3: Project Team to further examine the staffing complement required for CCET</p> <p>Action item 4: Project Team to review the funding request and report back at the next ATF meeting, including a rationale for the ask.</p> <p>Action item 5: Project Team to consider the role of communications in the CCET</p>
<p><i>Funding and Partnerships</i></p> <ul style="list-style-type: none"> • Funding and partnership strategy now available • 5-year municipal funding request: \$400,000 per year, totaling \$2 million over 5 years • Initial staffing complement: ED and 2 program leads (Home Retrofit, District Energy). An ICI program lead can be added in future years • \$200,000 will be from the City. The City will also be requesting \$200,000 from the Region. As the program 	

grows, CCET can get additional funding from other municipalities

- Municipalities will also be working on the priority projects. CCET would help to amplify that. Therefore, as CCET grows, you may have 2-3 people per program and expand this as other municipalities come on board
- Project team to consider how many people are needed for each program. What is the full complement that is needed and what types of skills should be involved? The ED should also be involved in this and be involved in the design of the programs and the roles/responsibilities and can update Service Level agreements based on this
- Members discussed budgeting for office space. Initially, it was planned that the CCET wouldn't have a storefront, however once we know what the programs will be, this can be a considered. The first year will be mostly virtual, with option for city space.
- Members also suggested a mobile office space as a potential option
- Members also noted that social media and marketing will be very important. If you're hiring experts on home energy efficiency, etc. then you may have to build in the social media/marketing expertise around this so that there's a structural operation lead on this. It can be effective especially with social media platforms and getting engagement in the community. You would need a staff to help do this. If the funding isn't there, then the ED may have to be responsible for this as well.
- Members noted that the strength of the first set of staff may be more of a communications exercise than on energy.
- Project Team to consider communications and a role directly in the CCET for this.
- Project Team will review the funding request for CCET, determine if more funding is needed, and report back on the rationale for the funding ask
- Members noted that the CCET will need to be familiar to local needs – customized communications and offerings

Communications

- Subcommittee continues to promote 3-4 messages each month
- For the CCET videos, there have been challenges in accommodating different people and times for filming. People will now film their videos on their smartphones, with guidance on how to record videos. City's corporate communications will take the files and edit them

<ul style="list-style-type: none"> • Project Team would like to have the videos done by end of next week • Draft email script is being finalized 	
<p>Work Plan</p> <ul style="list-style-type: none"> • Draft Service Level Agreement has been completed • Subcommittee groups continue to be on schedule • Project Team will be presenting on the CCET to the Peel Climate Change Partnership • Project Team will come back at the next ATF meeting in October with a consolidated report • Staff recommendation report is tentatively being scheduled to go to council in December • The role of the ATF will be to present to council and provide delegations 	<p>Action item 6: Need volunteers to present on the CCET as well as volunteers to provide delegations</p>
<p>Next ATF meeting: October 20, 2021</p>	
<p>Meeting ended at 12:00pm</p>	

Comments, suggestions and edits welcome; please contact CCET@brampton.ca