

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

### Meeting #6 – Centre for Community Energy Transformation

**Date/Time:** August 18, 2021 (10:30am-12:00pm)

**Place:** virtual

**Attendees:** Councillor Whillans, Chris Hamilton, David Laing, David MacGillivray, Hassaan Khan, Herb Sinnock, Kanika Choudhary, Leah Nacua, Shahid Naeem, Simran Munde, Trevor Boston, Peter Basso

**Project Team:** Amanda Kennedy (Consultant), Jeremy Schembri (Regional of Peel), Kristina Dokoska (City of Brampton – Environmental Planning), Michael Hoy (City of Brampton - Supervisor, Environmental Planning), Jessica Yadav (COB – Environmental Planning student), Joshua Lalaria (COB – Environmental Planning student), Daryl Van Moorsel (COB – Economic Development)

**Regrets:** Divya Arora, Indra Maharjan, Joan Berger, Karly-Anna O'Brien, Lauren Mulkerns, Michael Frisina, Nathaniel Magder, Shannon Goulden, Sumit Sood  
Christine Tu (Region of Peel), Pam Cooper (COB – Environmental Planning)

**Objective:** To review CCET Video planning, Subcommittee Reports, and Draft Service Level Agreement.

Items distributed in advance:

- [Agenda](#).

Notes:

Notes	Action
<b>Meeting started at 10:33 am. Presentation can be found <a href="#">here</a>.</b>	
The group reviewed the <a href="#">July ATF Meeting Minutes</a> . There were no comments or questions. <ul style="list-style-type: none"> <li>- Discussion about non-profit vs charitable status for CCET</li> <li>- Charitable would be limiting because it is a CRA designation and requires a very specific mandate for the organization; the organization must be focused on education and advocacy which does not align with CCET's mission</li> <li>- Another option is setting up a companion foundation in the future with a separate board and mandate that would have charitable status and operate with a charitable mandate</li> </ul>	<b>Staff to circulate documentation that was completed in the past regarding non-profit vs charitable status for CCET to review and discuss</b>

<ul style="list-style-type: none"> <li>- Note that council resolution states that CCET be incorporated as a non-profit organization</li> </ul>	
<p>The group discussed making short promotional videos for CCET with ATF members, with support from the City's video production team. The following members volunteered earlier to do a video and are asked to confirm ASAP:</p> <ul style="list-style-type: none"> <li>- Resident: Karly-Anna, Indra</li> <li>- Community: Indra, Leah, Trevor</li> <li>- Business: Joan, Lauren, Sumit</li> <li>- Youth: Divya</li> </ul> <p>Video scripts can be found <a href="#">here</a>. These are drafts and can be personalized by members recording.</p>	<p><b>ATF members to confirm that they will do videos.</b></p> <p><b>If anyone else is interested in doing a video, please email Pam (<a href="mailto:pam.cooper@brampton.ca">pam.cooper@brampton.ca</a>)</b></p>
<p>Each Subcommittee Chair provided reports on their respective subcommittee:</p> <ul style="list-style-type: none"> <li>- Governance and Nominations <a href="#">Report</a> <ul style="list-style-type: none"> <li>o Received feedback on organizational structure and by-laws</li> <li>o Currently developing interim framework/structure (previously had drafted final organizational structure, now working on interim structure to get there)</li> </ul> </li> <li>- Funding and Partnerships <a href="#">Report</a> <ul style="list-style-type: none"> <li>o Discussed funding graphic and partnership strategy</li> <li>o Each working group will develop blurbs to describe the funding table</li> <li>o Staff will take those blurbs and consolidate into one document</li> <li>o Discussed draft SLA that Project Team developed to provide comments</li> </ul> </li> <li>- Communications Subcommittee <a href="#">Report</a> <ul style="list-style-type: none"> <li>o Discussed upcoming social media posts</li> <li>o Briefly discussed short promotional videos for CCET</li> <li>o Issue: Strategic Communications advised that the Corporation not facilitate and email campaign to Councillors; individual members can email Councillors for support if they'd like                             <ul style="list-style-type: none"> <li>▪ Alternative: David Laing offered to distribute an email template to his contacts to contact Councillors for support</li> </ul> </li> </ul> </li> </ul>	<p><b>ATF to review Governance documents (<a href="#">draft organizational structure</a>, and <a href="#">draft by-laws</a>) and provide comments ASAP so the subcommittee can finalize documents</b></p> <p><b>Staff to circulate City social media account links</b></p>
<p>The group discussed the work plan. Each Subcommittee is on schedule.</p> <p>At the next meeting, each subcommittee will present their draft final documents/deliverables. Staff and Amanda will consolidate the subcommittees' work to make final versions and resolve some overlap, and present back to the subcommittees at the following meeting.</p>	

<p><i>Great job to the subcommittees on all the work they've done!</i></p>	
<p>The group discussed draft elements of the Service Level Agreement.</p> <ul style="list-style-type: none"> <li>- Primary and secondary roles of CCET for each Priority Project is detailed in presentation             <ul style="list-style-type: none"> <li>o Primary role: Home Retrofit Program, District Energy                 <ul style="list-style-type: none"> <li>▪ CCET will be a catalyst in these areas</li> </ul> </li> <li>o Secondary role: ICI                 <ul style="list-style-type: none"> <li>▪ There is already a lot of work being done for these areas so CCET doesn't necessarily need to be a catalyst, more so supportive in these areas</li> </ul> </li> </ul> </li> </ul> <p>Questions:</p> <ul style="list-style-type: none"> <li>- What will other Councilors poke at or consider weaknesses in this SLA?             <ul style="list-style-type: none"> <li>o Probably lack of understanding, need to review in detail to answer this question</li> <li>o Pretty much everyone is on board</li> <li>o Rationale: as a municipality we don't have that expertise which is why we are hiring consultants and experts to guide</li> </ul> </li> </ul>	<p><b>ATF members to review and comment on <a href="#">Draft Service Level Agreement</a>.</b></p>
<p>Discussion period:</p> <p>Next steps: Subcommittee's will present final drafts of their work to the ATF in September. Be prepared at the next meeting in October to comment on and review final versions that Staff will create based on those presentations.</p> <p>Deliverable for September 15<sup>th</sup> meeting: ~5 slide presentation of a summary of the work your subcommittee has done – go through high-level points of your work and what the ATF is signing off on.</p>	<p><b>Subcommittee's to prepare presentation for next ATF meeting</b></p>
<p>Councillor Whillans – update on AMO (Association of Municipalities of Ontario)</p> <ul style="list-style-type: none"> <li>- Presented on CCET, timeline, what it's aiming to do, Priority Projects, etc.</li> <li>- MOE wants to do a follow up meeting to discuss what we're doing</li> <li>- Presentation was well received by councilors, mayor, other municipalities, ministers</li> </ul>	
<p>Next ATF Meeting: September 15<sup>th</sup></p>	
<p><b>Meeting ended at 11:45 am</b></p>	

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