

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

Meeting #3 – Centre for Community Energy Transformation

Date/Time: May 19, 2021 (10:30am-12:00pm)

Place: Virtual, via Teams

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, David MacGillivray, Gamunu Jayasinghe, Shahid Naeem, Kanika Choudhary, Shamily Shanmuganathan, Peter Basso, Simran Munde, Jenn Austin (COB – Communications) Gaby Kalapos (Executive Director, Clean Air Council)

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

Consulting Team: Amanda Kennedy

Regrets: Herbert Sinnock, Councillor Whillans, Alexander Adams, Shannon Goulden, Aquin George, Sumit Sood

Objective: To learn about Clean Air Council, and the Peel Residential Energy Program, provide Subcommittee reports, and discuss work plan.

Items distributed in advance:

- [Agenda](#).

Notes:

Notes	Action
Meeting started at 10:33 a.m.	
After welcome, Gaby Kalapos from Clean Air Council gave a presentation about setting up a non-profit and gaining funding. Key takeaways: <ul style="list-style-type: none">- Board needs to clearly determine through mandate and core strategic direction what the organization should and should not do. Each team within the organization should agree on values.- Balancing what's best for the organization and what's best for outcomes comes from discussion and diverse perspectives to reach a decision	Staff to follow up with Gaby to share excel spreadsheet used for analysis of funding allocation and share the item to Google Drive.

- Governance: keeping organization arms-length from City is critical to getting foundation funding because many foundations don't fund municipalities so the level of involvement with City impacts that
- Membership fees were really helpful and critical in leveraging additional funding to demonstrate a variety of funding sources

Questions:

- Is there a way to rank priorities to guide decision making or is it more based on discussion and gut feel?
 - o CAP has a set of questions to consider during discussions for decision-making; diverse group is important to get a range of perspectives
 - o Board decision-making aims to be done by consensus but in practice it comes down to majority vote
- What percent of CAP's funding comes from City of Toronto funding?
 - o Usually about a third of the annual funding – which helps secure the other two thirds
- How is funding allocated? Is it primarily for projects or organization management?
 - o CAP factors percentage of hard costs into project costs to keep staff on and charges out those costs as part of project funding proposals
 - o Transparent with funders about this model of embedding administrative costs in project costs within proposals; some funders will not let you embed and rather require you to outline hard costs separately
- Board structure and organization questions:
 - o CAP Board has currently 11 members and allows up to 13
 - o 3 and 3 rule; 3 year term for a maximum of 2 terms per Board member
 - o Ability to be removed from Board if you miss a certain number of meetings in a row; or take a leave if it's a temporary situation
 - o Best way to recruit Board members: word of mouth through Board members and staff is most effective;
 - o Allowing municipal partners to participate on Board is appointed by Board and not by City would be beneficial
 - o CAP considering Advisory Groups on projects or specific strategic directions to help the Board rather than expanding Board
 - o CAP has different committees within the Board (e.g. Nominations for recruitment)

<ul style="list-style-type: none"> ○ Board is more strategic than operational even when leading Committees; they provide strategic direction for Committees with implementation done at staff level ○ Some Board members serve in multiple Committees ○ Geographical requirements for board/staff positions not necessary ○ Platforms to post positions: MayTree Portal, Good works, organization’s website, partners, newsletters - How are funding and resources allocated per project? <ul style="list-style-type: none"> ○ Opportunistic approach when it comes to available funding ○ Can’t be too choosy between which available funding to apply to; some applications are detailed and time-consuming but needs to be done especially in early days of the organization 	
<p>Pam Cooper gave a presentation about one of CCET’s Priority Projects – the Peel Residential Energy Program (PREP). Key takeaways:</p> <ul style="list-style-type: none"> - PREP aims to achieve Home and Building Efficiency targets outlined in the CEERP - Decided to collaborate with Mississauga and Caledon and create a Peel program to create consistency for home renovators across the region and assist with funding by applying as a collaborative group rather than individual municipalities - Hiring a consultant to design the program <p>Questions:</p> <ul style="list-style-type: none"> - How will the retrofit projects be identified in the community? <ul style="list-style-type: none"> ○ This is where CCET would take over. Many municipalities have a communication line (email, phone) for questions and supporting renovators and homeowners with identifying projects - Prime Minister announced new funding for energy advisor positions; do we see benefits of keeping an eye on that type of program? <ul style="list-style-type: none"> ○ That funding program is great because energy advisors are important for monitoring success - Will audits be a requirement to get access to the program for homeowners? <ul style="list-style-type: none"> ○ Most programs require this to track energy and emission levels ○ FCM has monitoring requirements so consultant will likely need to include that when they design the program - How will we sell this to homeowners? 	

<ul style="list-style-type: none"> ○ Funder will front the loan and homeowner will pay back interest free through property tax increase over set amount of time ○ Important to demonstrate that savings will outway costs of taking on loan ○ Specific details will be worked out during consultant program design – this is not where we are right now - What types of things are involved when talking about retrofits? <ul style="list-style-type: none"> ○ Insulation, replacing windows, replacing HVAC with low-carbon alternatives ○ Different levels and range of retrofits exist - What is the purpose of hiring a consultant for the program? <ul style="list-style-type: none"> ○ Require experts to design this type of program that would work in Brampton; applied for FCM funding to hire consultant ○ Goal is to design a program and deliver to CCET for implementation 	
<p>Review of April ATF minutes. Consensus on approval of minutes.</p>	
<p>Chairs for each Subcommittee provided verbal reports on updates for the past month. Meeting minutes for each Subcommittee are available on Google Drive.</p> <ul style="list-style-type: none"> - Governance and Nominations <ul style="list-style-type: none"> ○ Leah Nacua volunteered as Chair ○ Group decision to divide into working groups to tackle tasks and deliverables ○ Subcommittee members to vote for working groups - Funding and Partnership <ul style="list-style-type: none"> ○ Decision to do rotating Chair; Peter Basso to Chair next meeting ○ Discussion surrounding funding and partnership opportunities ○ Drafted four funding and partnership buckets to focus on and categorize opportunities - Communication and Engagement <ul style="list-style-type: none"> ○ Rotating Chair; Lauren Mulkerns to Chair next meeting ○ Discussion about target audiences and tools for communication ○ Draft communication plan and working document for engagement tactics that members will actively add to is on Google Drive. ○ City Communications team will provide high level support by reviewing messaging/communication plan ○ Subcommittee members to answer poll for reoccurring monthly meeting 	<p>Members to send in their Google/Gmail account to CCET@brampton.ca get access to Google Drive and Chat if they haven't already.</p> <p>Subcommittee Chairs to report back to ATF on monthly basis using briefing template. Template can be found in the 'Agendas and Minutes' folder in each Subcommittee folder on Google Drive.</p> <p>Reminder for members of Governance and Nominations Subcommittee, if you have yet to vote</p>

	<p>for a working group please do so.</p> <p>Reminder for members of the Communications subcommittee to please respond to the poll to choose a date/time for reoccurring monthly subcommittee meeting</p>
<p>Discussion surrounding work plan:</p> <ul style="list-style-type: none"> - Overarching work plan for ATF has been drafted, - For next ATF meeting, each Subcommittee to create their own work plans and demonstrate how it aligns with overarching work plan 	<p>Subcommittees to create a work plan using overarching plan for next ATF Meeting in June.</p>
<p>Discussion about lines of communication:</p> <ul style="list-style-type: none"> - Specific subcommittee questions should go to Chair or City Liaison - General CCET questions go to David Laing/ Karly-Anna O'Brien - Questions about general process go to Mike, Pam, or CCET email - All contact information can be found on Google Drive under ATF and each Subcommittee folders 	
<p>Meeting ended at 12:05 p.m.</p>	

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