

CENTRE FOR COMMUNITY ENERGY TRANSFORMATION (CCET) SUBCOMMITTEE MEETING MINUTES

Meeting # 8 – Centre for Community Energy Transformation

Date/Time: October 20, 2021 (10:30-12:00pm)

Place: Virtual, Via Teams

Attendees: Hassaan Khan, Chris Hamilton, David Laing, Lea Nacua, Shahid Naeem, Joan Berger, Michael Frisina, Trevor Boston, David MacGillivray, Simran Munde, Indra Maharjan

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), Mika'il Dhanani (City of Brampton – Environmental Planning), Daryl Van Moorsel (COB – Economic Development)

Regrets: Councillor Whillans, Lauren Mulkerns, Divya Arora, Karly-Anna O'Brien, Davika Misir, Shannon Goulden, Sumit Sood, Herb Sinnock, Kanika Choudhary, Nathaniel Magder, Peter Basso

Objective: Approve the draft ATF CCET Report and establish an ATF Nominations Committee for the CCET's Transitional Board

Items distributed in advance: [Agenda](#)

Notes:

Notes	Action
Meeting started at 10:35 am	
Introduction	
Review Workplan <ul style="list-style-type: none">ATF subcommittees have achieved a lot over the last monthProject Team is in the process of finalizing the CCET report and preparing Council Report	
Meeting Logistics <ul style="list-style-type: none">Review of September ATF Minutes and Action Items	

<p>Peel Climate Change Partnership (PCCP)</p> <ul style="list-style-type: none"> • Update on CCET presentation <ul style="list-style-type: none"> ○ Overall, the presentation to PCCP went well. ○ The presentation focused on how CCET will help to achieve the low carbon communities priority of the PCCP ○ It also outlined how the City has worked with the ATF in developing the CCET and has also collaborated with the other municipalities such as Mississauga, who have served as advisors ○ The presentation outlined what the ask will be and also asked for a statement of support ○ Also discussed with staff from Peel and Mississauga to see if there's an opportunity to provide additional support beyond the \$600,000 ○ Positive support from Peel, Mississauga and Caledon on both recommendations ○ Peel will be providing a letter of support in the next week or so and identified they can provide funding 	
<p>Draft ATF CCET Report</p> <ul style="list-style-type: none"> • The report has been focused as coming from the ATF and showing all the work that has come from the subcommittees as well as the recommendations • Recommendation #1: Focus on Priorities. <ul style="list-style-type: none"> ○ Primary Priorities: Advancing deep home energy retrofits, encouraging district energy. ○ Secondary Priorities: spurring ICI energy efficiency, promoting outreach and engagement ○ ATF members noted that these 2 priorities can be separated out in the report • Recommendation #2: Establish a Strong Governance Framework. <ul style="list-style-type: none"> ○ Bylaws ○ Phased establishment of board (i.e., transitional to permanent board, establishment of Governance and Nominating Committee, Finance Committee) ○ Executive Director ○ ATF members noted that homeowners are a large stakeholder and there should be someone that represents that (e.g., homeowners association on the stakeholder advisory committee. You may also need the views of someone that isn't yet convinced to get their input • Recommendation #3: Secure Consistent Funding by Working with Local Partners. <ul style="list-style-type: none"> ○ 5-year planning horizon and several, diverse funding sources, 	<p>Action item #1: Project Team to further distinguish between the Primary and Secondary priorities in the CCET ATF report</p> <p>Action Item #2: Project Team to consider making the goals of the CEERP more prominent in the CCET report</p> <p>Action item #3: Project Team to consider highlighting the highly skilled jobs CCET will bring within the CCET report more prominently</p>

<ul style="list-style-type: none">○ Requires an annual operating budget of 600,000 for the first 5 years of operation (i.e., ED, 2 program leads and 2 coordinators, administration, infrastructure and service costs).○ Other Operating and Capital Funding Sources – sponsorships, federal funding, SLA's○ The ATF thinks this is reasonable, especially with Peel on board. One note that that ATF members highlighted is that if this is open to the other two municipalities, when they sign on they can't piggyback on Brampton or Peel's investment, they need to bring in their own tangible investments (e.g., minimum costs) and this should be addressed through the SLA○ Should have a metric to quantify this e.g., number of households brought into the program to administer this, number of homes that need to be retrofitted, etc.○ ATF members asked if administrative, infrastructure and staffing costs have line items included here.○ ATF members also asked if a future items ask should be included in here as well. It was noted that the if CCET would like to partner with the City, the City and any other partners partners can come together and pull funding for a project, or the CCET can go to Council and ask, but this is more project-based rather than operational● It was noted that the CCET as an organization will have to decide if a storefront is needed, but this shouldn't be an issue for the first few years given the current situation. The City can also offer spaces (e.g., incubators, co-working spaces, etc.) for them to work in and City staff will be providing support for services like webpages, etc.● Some ATF members noted that level of support could be based on population, and cost for additional services. It's important to keep a base level of support● Also discussed the advisory role to other municipalities beyond Peel. This can potentially happen after the first 5 years, but the priority right now is to get the priority projects started and implemented for Brampton and Peel● Need to make the goals of the CEERP more prominent in the CCET report● The CCET Report should also highlight more prominently that the CCET will bring highly skilled jobs to the local economy, building the service providers and contractors, etc.	
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<ul style="list-style-type: none"> • No condition in the report that you have to live/be in Brampton to do the retrofit. • ATF noted the need for local skills and trades and bringing in projects to the city. For example, these projects may be magnets for major organizations to come and we're creating this opportunity. Residents would look to CCET to link them to reputable vendors and trades, so this may be an opportunity to preference local. It doesn't have to be limited to local, but there's an opportunity to encourage it 	
<p>Establishment of the Transition Board</p> <ul style="list-style-type: none"> • The Transition Board will consist of 3-5 members • Members will sit on the transition board for about 6 months • The Transition Board will be responsible for setting up permanent board, filing letters patent, and develop membership criteria • Those on the Transition Board will be eligible for Permanent Board • Staff will continue to support the CCET formation in 2022 	
<p>Establishment of the Nominations Committee</p> <ul style="list-style-type: none"> • Volunteers are needed to establish a subcommittee of 3-5 ATF members and staff to nominate 3-5 CCET Transition Board members • City staff (1-2) may sit on the committee as well to provide input • Responsible for developing evaluation criteria for choosing Transitional Board Directors, reviewing applications, and establishing the Transitional Board • Members of the nominations committee can't sit on the Transition Board 	<p>Action item #4: Project Team will send out a request for volunteers for the Nominations Committee. ATF members asked to indicate their interest as a Nominations Committee Volunteer by October 29th</p>
<p>Discussion</p> <ul style="list-style-type: none"> • Comments on the report to be sent to staff by the end of the week • ATF members were supportive and identified that at a high level, the report looks good. • Nominations committee to present on the skills needed at the next ATF meeting 	<p>Action item #5: ATF members to submit comments on the CCET report by October 22</p> <p>Action item #6: Nominations committee to present on the process and evaluation criteria for selecting the Transitional Board at the next ATF meeting</p>
<p>Next ATF meeting: November 17, 2021</p>	
<p>Meeting ended at 12:00pm</p>	

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