

Community Energy and Emissions Reduction Plan Task Force Meeting #1

**Thursday March 28th
6pm to 8pm
Brampton City Hall
West Tower Lunch Room**

MEETING MINUTES

NOTE: These minutes are accompanied by the Powerpoint Slide deck presented at Task Force Meeting #1 and distributed separately after the meeting.

Role	Attendees
Task Force Attendees	<ul style="list-style-type: none"> • Trevor Boston, Co-Chair, Brampton Environmental Advisory Committee • Brad Cobbedick, Technical Director, Brampton Brick • Eddie Camilleri, Energy Manager, William Osler Health Centre • Brandon Dilollo, Project Manager, Paradise Developments • Dave Kapil, Board Member, New Brampton • Hassaan Khan, Area General Manager Performance Infrastructure Canada, Johnson Controls Canada L.P • David Laing, Co-Chair, Brampton Environmental Advisory Committee • Todd Letts, CEO, Brampton Board of Trade • Erika Lontoc, Lead, Business Intelligence, Enbridge Gas Distribution • Eric Meliton, Project Manager, Partners in Project Green • Calvin McCourt, Director of Development, Morguard • Michael Pardal, CDM Accounts Manager, Alectra Utilities • Benjamin Ratcliffe, Energy Specialist, Peel District School Board • Ron Rice, Owner, Rick Development Company • Herb Sinnock, Director Sustainability, Sheridan College • Janette Smith, Commissioner, Public Works, Region of Peel • Christine Tu, Director, Office of Climate Change and Energy Management Region of Peel

	<ul style="list-style-type: none"> • Doug Whillans, Councillor, City of Brampton • Rebecca Winters, Technical Analyst, Public Works, Region of Peel • Bruce Zvaniga, Public Works Commissioner, City of Brampton
Project Working Team (PWT) Members	<ul style="list-style-type: none"> • Michael Hoy, Environmental Planner, City of Brampton • Brian Lakeman, Transportation and infrastructure Policy Planner • Daryl Van Moorsel, Economic Development, City of Brampton • Peter Garforth, Principal, Garforth International llc • Karen Farbridge, President, Karen Farbridge & Associates • Katie Rinas, Project and Program Manager for Sustainable Energy Systems, Sheridan College • Rob Kerr, President, Robert J Kerr + Associates • Bruce Bremer, President, Bremer Energy Consulting (remote)

Time	Agenda Topic	Leading	Action	NOTES
6:00	1. Welcome and Opening Remarks	Michael Hoy – City of Brampton Councillor Doug Whillans – City of Brampton Herb Sinnock – Sheridan College	Receive	<ul style="list-style-type: none"> • Michael Hoy (MH) convened the meeting and provided housekeeping announcements • Counc. Whillans and Herb Sinnock welcomed, as project co-sponsors, welcomed the Task Force members to the inaugural meeting
6:05	2. Introductions			
	a) Acting Chair	Michael Hoy	Receive	<ul style="list-style-type: none"> • MH to introduce himself as Acting Chair, formal chair appointment process to be described later in the agenda • Project Working Team (PWT) introduced themselves. PWT organizational chart will be in the meeting's slide deck • Task Force members to introduced themselves
	b) Project Working Team (City and GIL-Sheridan)	All PWT present		
	c) Task Force Members	All Task Force members		
6:20	3. Agenda Review			
	a) Distribution/Confirmation of Meeting Package	Michael Hoy - Acting Chair	Receive	<ul style="list-style-type: none"> • Review materials in order of appearance on the agenda <ul style="list-style-type: none"> ○ Agenda ○ Charter ○ EX. Summary of the Engagement Plan ○ Communique
	b) Approval of Agenda	Michael Hoy - Acting Chair	Approve	<ul style="list-style-type: none"> • No break. If we getting ahead of schedule we could do a quick on. • Seek approval

				Meeting Minutes: Agenda approved
6:30	4. Task Force Business			
	a) Task Force Charter	Michael Hoy - Acting Chair	Approve	<ul style="list-style-type: none"> Note handout Review highlights of charter. Rob Kerr able to do this if desired. Point out there may be amendments related to the TF meeting schedule as currently described in the document – addressed later in the meeting. Seek approval <p>Meeting Minutes: Some members expressed concern about the communications channel. Task force needs to better understand the communications channels will be followed and what procedures will be defined. Recommendations were made as to clarity on what is public knowledge and what is confidential and how that confidential information should be treated.</p> <p>Charter approved with the understanding that it is a working document. Amendments, if necessary, to be discussed at the next Task Force meeting</p>
	b) Task Force Co-Chairs	Michael Hoy - Acting Chair	Discuss	<ul style="list-style-type: none"> Explain reason for 2 chairs – backup Seek expressions of interest in the room Explain the commitment Can express interest subsequent to the meeting – by email To be determined at next meeting <p>Meeting Minutes: Task Force members were solicited for expressions of interest in being co-chairing the remainder of the Task Force. Interest to be expressed to Michael Hoy.</p>
6:45	5. Project Overview			
	a) Origins and Context for the CEERP	Michael Hoy – Acting Chair	Receive	<ul style="list-style-type: none"> 5 minutes on how the project came to be. <p>Meeting Minutes: Sheridan has built a district energy system on their campus. Sheridan approached the City back in the end of 2017 to develop a community energy plan. Sheridan College came in with funding from the provincial and federal government to complete the Analytical phase of the plan and we waited until after the elections to start the Engagement phase of the plan. A lot of the stakeholders at the meeting today were able to participate in the Analytical phase.</p>
	b) CEERP Planning Process Overview	Peter Garforth	Receive	Peter Garforth (PG) provided and overview of the planning process

				Meeting Minutes: no comments.
	c) Draft Framing Goals for Brampton	Peter Garforth	Receive	PG to review high level Framing Goals that scoped analysis Meeting Minutes: no comments.
7:00	6. Analytical Process			
	a) Baseline to Base Case <ul style="list-style-type: none"> • What does the data tell us about energy consumption and emissions in Brampton in 2016? • What does the modeling tell us about energy consumption and emissions in Brampton in 2041? 	Peter Garforth	Receive	PG to provide technical detail from steps 2 and 3 of the Analytical Process. Meeting Minutes: A question was raised about where the City transit fleet in in the baseline date. PG responded that they are in the City's corporate baseline. Region of Peel assets are in the institutional data. Questions from various Task Force members were posed and will be answered in full in subsequent Task Force meetings. <ul style="list-style-type: none"> • What assumption did you make for transportation? • What assumption did you make for industry? • Does this mean that you are not optimistic on electric vehicles? • Is the international benchmark good or not good? • If you were to compare Germany to Brampton, where do we stand on transportation? • Are you counting trips in and out of Brampton? Any emission causing transportation within the Brampton boundaries?
7:30	7. Engagement Process			
	a) Presentation of Engagement Process –Role of the Task Force	Rob Kerr	Receive	<ul style="list-style-type: none"> • Note handout • Rob Kerr to review slides running through the elements of the engagement plan • Spend time on TF schedule • Highlight and clarify next steps Meeting Minutes: Q: Charter talks about the vision but there is no process about how to support the vision. Is there a vision process? A: There is no specific visioning process planned for the development of the CEERP. The CEERP will follow the visioning efforts of Vision 2040 (Living the Mosaic) and the existing Brampton Grow Green Environmental Master Plan. Comment: Some members commented that until the Task Force has

				<p>some sort of picture of what is possible and what the Task Force can actually take on then “we don’t know what can do and how we can support”.</p> <p>A: This initial meeting of the Task Force was designed to mainly review how Brampton uses energy today and into the future. Scenarios to achieve the current Framing Goals will be presented at subsequent meeting of the Task Force</p> <p>Comment: The scenarios that you mentioned in the presentation. Are there any scenarios where we meet the tough goals? What are the things we need to tackle?</p> <p>A: Details provided at next Task Force meeting</p> <p>Some members expressed concern the time gap between investment/results and the timeline of the project.</p> <p>Q: What are the action pathways to support the various scenarios and how are we going to pick and choose various parts of the simulation?</p> <p>A: All scenarios are integrated and not designed for Picking and choosing. More details to follow in next Task Force meeting.</p> <p>Action: A key element of the Engagement Plan is a community survey. The Task Force will be asked to trial the survey and will be sent a link for an online poll before the next meeting.</p>
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7:50	8. Communication			
	a) Community Communique	Michael Hoy - Acting Chair	Approve	<ul style="list-style-type: none"> Note handout Seek approval <p>Meeting Minutes:</p> <p>The Task Force provided some commentary to the Communique distributed as part of the meeting package:</p> <ul style="list-style-type: none"> Recommendation is that analytical statistics be moved to the top of the communiqué text. Text should acknowledge that this is our first step in finalizing a plan. Another paragraph to link in the content of the Task Force

				<p>charter is suggested</p> <ul style="list-style-type: none"> • Good opportunity to be a visual communiqué and the creation of graphics • There might be different ways of looking or portraying this information depending on the audience that you are trying to target <p>Action: Communiqué to be amended as per feedback. Also, Task Force members are encouraged to adopt the communiqué for their own communications within their networks.</p>
7:55	9. Next Meeting			
	a) Meeting Schedule	Michael Hoy - Acting Chair	Approve	<ul style="list-style-type: none"> • Show schedule slide • Seek approval for general scope • Seek approval for next meeting date if possible. • Describe process for determining remaining dates <p>Meeting Minutes:</p> <p>Next meeting date informally set for May 22 in the daytime.</p> <p>Subsequent meetings to be established by Doodle poll, or similar, before next meeting.</p>
8:00	10. Adjourn		All	