

Oakville Energy Task Force

Meeting #9

Meeting Minutes

September 29, 2020

Opening

The special scheduled meeting of the Oakville Energy Task Force (Meeting #9), in support of the Oakville Community Energy Plan (CEP) and the development of an Implementation Management Office (IMO), was called to order at noon on September 29, 2020 by John Matthiesen and Michelle McCollum, Co-Chairs. The meeting remotely.

Present

Oakville Energy Task Force

- Abhilash Achar, Geotab
- Chris Hamilton, Enbridge Gas
- Harry Shea, Public-at-large
- Herb Sinnock, Sheridan College
- Karen Brock, OakvilleGreen
- Lisa Kohler, Halton Environmental Network
- John Matthiesen, Hatch
- Michelle McCollum, Sheridan College
- Paula Burgin, Oakville Hydro
- Pauline Watson, Public-at-large
- Peter Longo, Councillor, Town of Oakville
- Phil Santana, Mattamy Homes
- Sarah Dehler, Siemens
- Suzanne Burwell, Halton District School Board
- Zaheer Muhammad, Siemens

Regrets:

- Fraser Damoff – Independent Electricity System Operator (IESO)
- John Rohlf, Ford Motor Company
- Marnie Cluckie, Halton Region
- Ryan Merrick, Halton Catholic District School Board

Project Transition Team

In attendance:

- Deniz Ergun – Research Policy Analyst, Sustainability and Government Relations, Town of Oakville
- Karen Farbridge – President, Karen Farbridge & Associates
- Peter Garforth – Principal, Garforth International llc
- Rob Kerr – Senior Consultant, Municipal Energy Management, Robert J Kerr and Associates
- Donna Hales- Acting Manager, Climate Action, Town of Oakville

1) Welcome and Opening Remarks

Welcomed Oakville Energy Task Force and members of the public and thanked all for attending.

2) Agenda Review

- Approved: Agenda unanimously approved as distributed.
- Actions items from the last meeting reviewed.

3) Progress on priority projects

Donna Hales provided an update on progress on priority projects. Key points included:

1. Memorandum of Understanding between Oakville Enterprises Corporation and the town to pursue funding from Federation of Municipalities that would support development of residential retrofit business case. As well, Halton Environmental Network leading social enterprise study for Halton Region.
2. As of the end of 2019, the town has reduced energy use in facilities by 16%, working toward a goal of 20% by 2024 (2014 baseline).
3. Natural Resources Canada and town to install 46 public chargers by December 2021.
4. Federal, Provincial and town invest \$60 million to fully electrify Oakville Transit.

4) Subcommittee Reports

Deniz Ergun provided an overview of the subcommittees and the work they have been undertaking to support the development of the IMO. Karen Farbridge provided an overview of the governance framework for the IMO.

Incorporation Subcommittee

Deniz Ergun shared the name for the Implementation Management Office as recommended by the committee: Future Energy Oakville (FEO) with legal element as Centre.

- Approved: Motion to incorporate organization as Future Energy Oakville Centre (FEO)

Karen Farbridge summarized the work the Incorporation Subcommittee including a new Task Force charter.

- Approved: Updated OETF Charter unanimously approved as distributed.

Karen Farbridge summarized Draft By-laws. Note that these By-laws have had a preliminary legal review and will be approved by the organizations Board of Directors

- Approved: Draft IMO By-laws unanimously approved for recommendation to the FEO Board as distributed.

Karen Farbridge summarized the Memorandum of Understanding between the organization's Board of Directors and the Task Force which clarifies roles, responsibilities and expectations of both parties moving forward.

- Approved: Draft IMO-OETF Memorandum of Understanding unanimously approved for recommendation to the FEO Board as distributed.

Governance Subcommittee

Karen Farbridge summarized the work of the Governance Subcommittee including board selection process and draft governance policies. The Board of Director's selection process was summarized as:

- Governance subcommittee to select three Board of Directors to support incorporation process. Total Board of Directors will consist of nine members.
- Survey was distributed to gauge interest from Task Force on participating in Board.
- Board is skills based, not representative, so each interested individuals' data will be inputted into a master matrix of the skills, diversity, behaviours and experience required to successfully lead the organization.
- The remaining six Board of Director spots will be filled by the first three Board members and the Executive Director using the matrix.
- Approved: Draft governance policies unanimously approved for recommendation to the FEO Board as distributed.

Insurance Subcommittee

Deniz Ergun summarized the results of her research.

- Approved: D&O Insurance from the Ontario Nonprofit Network unanimously approved for recommendation to the FEO Board.

Executive Director Subcommittee

Harry Shea summarized the work of the Executive Director Subcommittee that included developing a hiring process, draft job description and hiring leads.

- Approved: Engagement of an external recruitment agency unanimously approved for recommendation to the FEO Board.
- Approved: Hiring process unanimously approved for recommendation to the FEO Board.
- Approved: Executive Director Job Description unanimously approved for recommendation to the FEO Board.

Partnerships, Grants and Federal Stimulus Subcommittee

Peter Garforth and Harry Shea summarized the work of the Subcommittee including:

- Meetings with Government Officials.

- “Pitch” decks that summarize Future Energy Oakville concept to external audience.
- Call for corporate sponsors from Task Force organizations to receive a presentation on funding Future Energy Oakville.

5) Communications

A discussion was briefly had about the need to ensure communications during the FEO development period. Task Force will be contacted after the meeting to determine best method of communications.

6) Timeline and Launch

A discussion was had about the timing of FEO incorporation including:

- Incorporation – Aim to complete Fall 2020
- First Board Meeting – Aim to complete Fall 2020/Winter 2020
- Executive Director Hired – Complete after adequate funding has been generated
- Rebranding and Launch

7) Next Meeting

- The next meeting is proposed in early 2021.

8) Adjournment:

- Meeting was adjourned at 2:00pm by the Co-chairs.