



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY  
Municipal Climate Change Action Plan (MCCAP) Agenda  
February 9, 2022 – 11:00am  
Sandford Council Chambers / Zoom**

- 1.0 Call to Order and Identification of Designates**
- 2.0 Announcements**
- 3.0 Approval of Agenda and Additions**
- 4.0 Approval of Minutes**
- 5.0 New Business**
  - 5.1 Solar Presentation from Aaron Long, AREA
  - 5.2 Discussion: PACE Program (Sara Poirier)
  - 5.3 Discussion: Electric Vehicle Chargers (Sara Poirier)
  - 5.4 Discussion: Electric Vehicle Test Drives (Sara Poirier)
- 6.0 Business Arising from the Minutes**
  - 6.1 Terms of Reference for Approval (Sara Poirier)
  - 6.2 Update: 2022 Workplan (Sara Poirier)
  - 6.3 Update: GHG Emissions Reductions Employee (Alex Dunphy)
- 7.0 Roundtable Discussion**
- 8.0 Next Meeting Date - April 13, 2022**
- 9.0 Adjournment**



## 1. Official Name

The official name of this committee is the Municipal Climate Change Action Plan Committee. It may be referred to as MCCAP.

## 2. Members/Composition

The Committee consists of a eleven (11)members:

- three (3) Councillors;
- two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Director of Finance or designate;
- Protective Services Manager or designate.

All members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a two year term Members are eligible for reappointment.

Resident members are chosen through an evaluation process and recommendation to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a two-year term. The Chair acts as the liaison with Council.



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MCCAP may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of MCCAP, without good reason accepted by the MCCAP Chair be dismissed from the Committee.

### **3. Goals**

The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as “the MCCAP”. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

The Committee will strive to reflect the best interests of the Region in any recommendation.

### **4. Deliverables**

The Committee will:

- develop an annual Work Plan of actions based on the MCCAP. This work plan will include the estimated timeline and cost for the action, anticipated partners and recommendations for funding sources such as the Gas Tax Agreement or other provincial and federal funding programs. The annual Work Plan will summarize actions completed in the previous year;
- submit the Work Plan annually to Council to be placed on file;
- keep Council fully informed on the progress of MCCAP implementation;
- undertake, as it determines appropriate, pilot projects that carry out actions outlined in the MCCAP, funded in part or in whole through the Committee’s approved annual budget;

### **5. Jurisdiction**



MCCAP was formed pursuant to the Meeting and Committee Procedural Policy dated March 23, 2020.

The Committee's duration is indefinite, based on:

- Council's continued support of the above Goals and Deliverables.

## **6. Resources/Budget**

Following their appointment new Committee members will be given an introductory workshop organized by staff to assist them in their duties.

MCCAP resident members are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff will provide ongoing support to the Committee. Staff will:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes;
- provide reports or status updates on identified projects or applications; and
- make public presentations on behalf of the Committee as required.

## **7. Governance**

MCCAP meetings will generally take place the morning of the second Wednesday of the month in February, April, September and November but additional meetings may be called by the Chair on an as-needed basis or as directed by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for MCCAP meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

## **8. Communications**



MCCAP members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of MCCAP meetings are available to the public and will be approved at the next meeting.

All MCCAP meetings are open to the public, except as specified Section 203 of the MGA.

MCCAP agendas may set aside a period of time during the meeting for public comment or presentation.

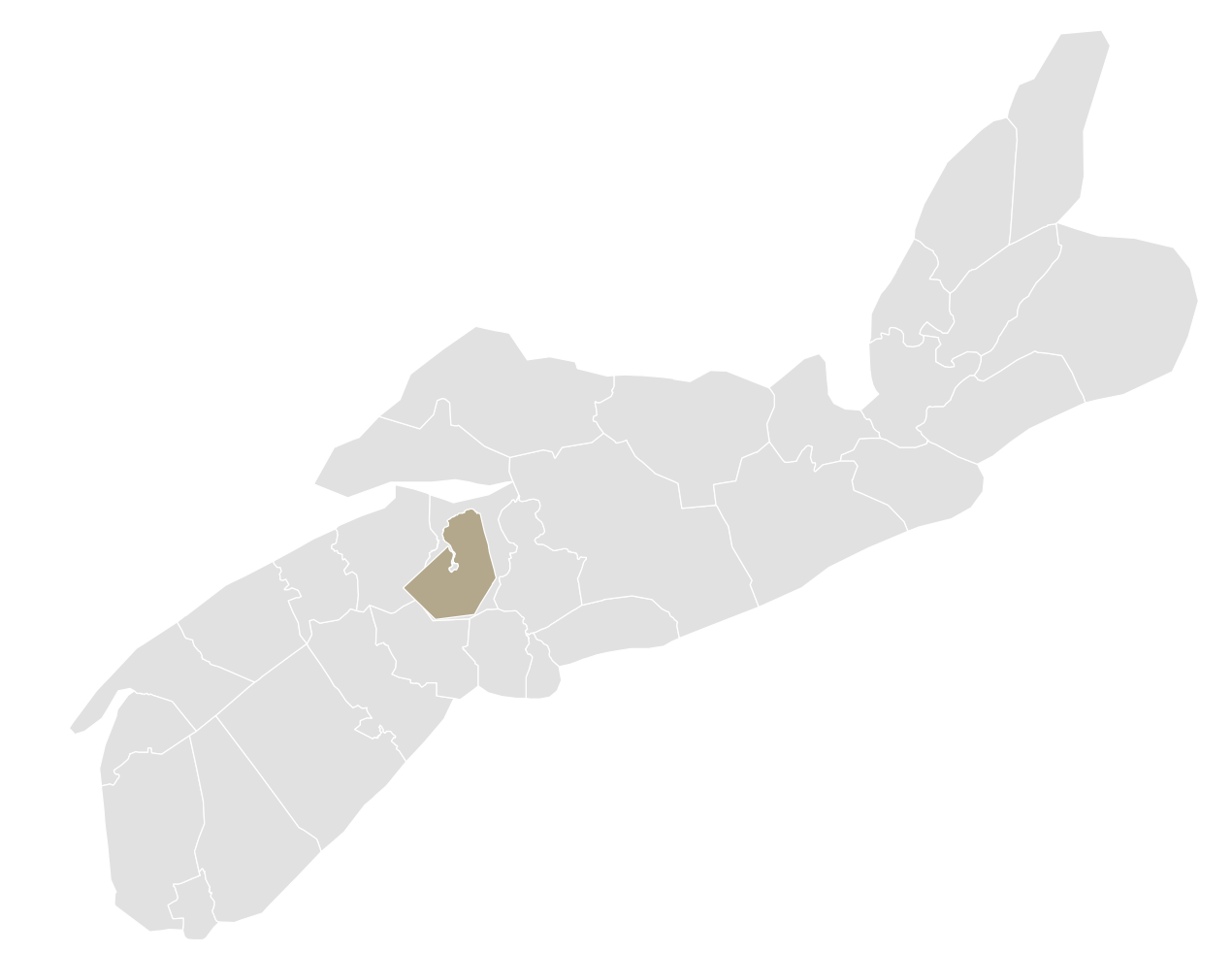
## 9. Related Policies, Procedures and Legislation

West Hants MCCAP  
Hantsport MCCAP  
Windsor MCCAP  
West Hants ICSP  
Hantsport ICSP  
Windsor ICSP  
Meeting and Committee Procedural Policy  
Council Remuneration Policy

Approved by: \_\_\_\_\_  
Committee Chair

Adoption	
Notice to Council:	Not Applicable
Initial Approval:	Sept. 9, 2020
Amendment #1	February 9, 2022
Description: MCCAP Committee Terms of Reference	

Location: **West Hants Regional Municipality**

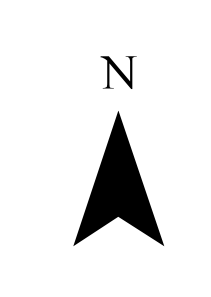


**Roads**  
— Roads

**Property**  
— Property

**Water**  
— Water

**Primary Overhead Electric Line Segment**  
— Three Phase, 4kV  
— Three Phase, 12kV  
— Three Phase, 25kV



This drawing provides reference to Nova Scotia Power Inc. equipment, for the purpose of performing services on our behalf. At any given time the configuration of the actual power system may vary from this representation. No drawing should be relied on for personal safety.

