



WEST HANTS REGIONAL MUNICIPALITY
Municipal Climate Change Acton Plan (MCCAP) Agenda
September 13, 2023 – 11:00am
Council Chambers / Zoom

- 1.0 Call to Order and Identification of Designates**
- 2.0 Approval of Agenda and Additions**
- 3.0 Approval of Minutes**
- 4.0 New Business**
 - 4.1 Information: MCCAP Committee 2024 Work Plan (John Ogilvie)
- 5.0 Business Arising from the Minutes**
 - 5.1 Update: Committee Name (John Ogilvie)
 - 5.2 Update: Coastal Protection Act – Response to letter sent by Council (John Ogilvie)
 - 5.3 Update: NS Sustainable Communities Challenge Fund (John Ogilvie)
- 6.0 Roundtable Discussion**
- 7.0 Next Meeting Date – November 8, 2023**
- 8.0 Adjournment**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Municipal Climate Change Action Plan (MCCAP) Committee

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: 2023-09-13

Subject: Discussion: MCCAP 2024 Work Plan

LEGISLATIVE AUTHORITY

MCCAP Committee Terms of Reference, Section 4

RECOMMENDATION or DECISION REQUEST

This report is for information purposes to assist the Committee during discussion of work plan priorities for 2024. Currently, there is no staff recommendation.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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As stated in the MCCAP Committee Terms of Reference, the Committee must provide an annual work plan to Council. Based on direction from the Committee at the September meeting, staff will prepare a recommendation report for the MCCAP Committee meeting in November.

DISCUSSION

Staff have drafted a 2024 Work Plan for discussion (Attachment A).

I recommend the Committee keep working on Milestone 4 of the Partners for Climate Protection (PCP) program, which is to implement the Local Action Plan. As the actions from the

Local Action Plan are implemented the Municipality will be working towards the goal of reducing corporate and community emissions by 45% by 2030, which will provide the foundation for net-zero by 2050. They will also improve the Region's resilience to the negative effects of climate change. I also recommend adding specific actions to complete to the workplan, such as partnering with Efficiency NS to elevate residents' awareness of rebates and programs, which will complement the PACE program; exploring including anticipated greenhouse gas (GHG) emissions in staff reports to Council and Committees; and exploring transit and accessible transportation feasibility.

Many tasks that were added in the 2023 Work Plan have been completed, including:

- hiring a dedicated GHG emissions reduction employee, which began June 27, 2023;
- implementing electric vehicle charging station(s); and
- participating in a municipal fleet conversion study.

As I am now a permanent full-time employee, I have been able to dedicate my time to continuing long-term projects that advance the Local Action Plan. Since the last annual work plan, I have been developing further emission reduction scenarios and plans for municipal facilities and operations, applying for federal and provincial funding opportunities and assisting other departments and organizations with climate change information for projects. A dashboard list of the action items is provided in Attachment B. The dashboard provides the status of progress on each action item.

The electric vehicle chargers at the West Hants Sports Complex and Windsor Community Centre have been fully operational since the end of October 2022. The Municipality received \$20,000 from the Clean Foundation and an \$11,084.48 top-up from the Province towards the total installation cost of \$56,089.60. As of August 30, 2023, the two (2) EV chargers have helped drivers avoid 4,059 kg of GHG emissions since installation – equivalent to planting 104 trees and letting them grow for 10 years.

The Clean Foundation provided fleet conversion technical and summary reports in December 2022, which have been distributed to staff and the MCCAP Committee. The resulting data has been used to inform a request for proposals for two (2) battery-electric SUVs to add to the Planning and Development Department fleet. These reports can also be used to inform fleet conversion for similar light duty vehicles throughout the municipal fleet.

NEXT STEPS



*Specific dates to be determined by Council

FINANCIAL IMPLICATIONS

There are no specific budget requests associated with the 2024 work plan, but many action items have direct costs that are currently uncertain. The MCCAP Committee budget would be used for some projects and other large-scale projects may require additional budget allocation from Council. External funding will be sought for all projects if and when it is available, and a report will be brought to the MCCAP Committee and Council for consideration.

ALTERNATIVES

The MCCAP Committee may:

- request that staff revise the 2024 Work Plan based on specific direction from the Committee; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft 2024 MCCAP Committee Work Plan

Attachment B Local Action Plan Dashboard

REVIEW

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Approved by: _____
Sara Poirier, Director of Planning and Development

**Attachment A
Draft MCCAP 2024 Work Plan**

Tasks to Complete		Cost of Action	Funding	Partners	Timing
Goal: Reduce Greenhouse Gas Emissions	Work on Milestone 4 of the PCP program by implementing actions from the Local Action Plan developed in Milestone 3	Staff time and project costs	Staff time; Applications for funding will be submitted when required and available	Planning / Public Works / Community Development / Finance / CAO's Office	Annual
Goal: Invest in education for the community	Partner with Efficiency NS to educate residents on home renovation programs and incentives	Staff time	Staff time	Planning / Communications / Efficiency NS	Coordinate with launch of PACE program
Goal: Lead by example	Explore including anticipated GHG emissions in staff reports for Council and Committees	Staff time	Staff time	Planning / Community Development / Finance / Public Works / CAO's Office	2024
Goal: Explore enhancing transportation opportunities / availability	Explore transit and accessible transportation feasibility	Staff time; Consultant costs for studies	Staff time; Applications for funding will be submitted when required and available	Planning / Community Development / Public Works / Finance / CAO's Office	2024
Ongoing Tasks		Cost of Action	Funding	Partners	Timing

Goal: Reduce Greenhouse Gas Emissions	Explore the potential for a small to medium scale solar energy project	Staff time and project costs (dependent on location, site conditions, number of solar panels, how much electricity the Municipality wants to offset, etc.)	Staff time; NS Low Carbon Communities application; Solar for facilities through FCM retrofit funding	Planning / Public Works / Community Development / Office of the CAO / NS Power	Funding applications completed in 2023; Ongoing
	Create a PACE program	Set-up: ~\$225,000 Capital: \$300,000	Set-up: Town of Kentville \$12,200 cash, \$12,000 staff time; WHRM \$10,000 cash, \$22,000 staff time; FCM grant for \$168,800 Capital: WHRM \$300,000 cash	Planning / CAO's Office / Town of Kentville / PACE Atlantic CIC / FCM / VanCity Community Investment Bank	FCM grant advancement received April 2023; Ongoing program development
Goal: Reduce energy consumption for Municipal buildings	Investigate building/facilities retrofits for efficiency	Staff time, feasibility studies cost, capital investments dependent on building conditions	Staff time; FCM retrofit funding; Efficiency NS; various Provincial and Federal opportunities	Planning / Community Development / Public Works / CAO's Office / FCM / Efficiency NS	Initial conditions surveyed 2022-23; Efficiency NS energy manager assistance for Fall 2023; Funding applications ongoing
Goal: Increase awareness of local best practices	Continue the Green Business Initiative	Staff Time	Staff Time	Planning / Community Development	Began Summer 2021; Annual

Goal: Update Windsor's storm drainage infrastructure to ensure it meets the future needs of the Town	Windsor Flood Risk Assessment	Staff Time and Consultant Costs	FRIIP 50% funding (up to \$39,109)	Public Works	Currently reviewing RFP's and recommendation to Council to proceed
Goal: Reduce the impact of anticipated climate change on infrastructure and development	Consider options to restrict zoning in flood-prone areas	Staff Time	Staff Time	Planning	Plan Review
Goal: Develop sustainable solutions to address sea-level risk in Avondale	Work with community groups, government organizations, and non-profits to assess sustainable solutions.	Staff Time	Staff Time	Public Works, Planning, NS Department of Agriculture	Fall 2021
Goal: Implement MCCAP	Annual action items review and update	Staff Time	Staff Time	Planning	Annual
	Annual review and update Terms of Reference	Staff Time	Staff Time	Planning	Annual
Goal: Heighten residents' awareness of flood risk and emergency preparedness	Public education on social media	Staff Time	Staff Time	EMO	On-going
	Develop planning processes, policy, and ordinances	Staff Time	Staff Time	EMO	On-going
Goal: Build mapping (GIS) capabilities	Update software as needed	Staff Time	Staff Time	Planning	On-going

Goal: Climate-informed Emergency Preparedness Plans	Annual review and update of All-Hazards Plan	Staff Time	Staff Time	EMO	On-going
Goal: Record storm surge impacts	Record storm surge impact details as means of improving emergency preparedness and response planning	Staff Time	Staff Time	EMO	On-going
Goal: Secure local source of aggregate	Identify possible sources of local aggregate in inventory of municipal land	Staff Time	Staff Time	EMO	On-going
Goal: Stormwater management planning	Implement findings from the Hantsport Storm Water Management Study	Staff Time	Staff Time	Public Works / Planning	On-going
	Implement findings from the Three Mile Plains Storm Water Management Study	Staff Time	Staff Time	Public Works / Planning / NS Department of Infrastructure and Renewal	On-going
Completed		Cost of Action	Funding	Partners	Completed
Goal: Reduce Greenhouse Gas Emissions	Complete Milestone 2 in the PCP program by providing necessary information for Council to set an emissions reduction	Staff Time	Staff Time	Planning / Public Works	August 2021

Goal: Reduce Greenhouse Gas Emissions	target for corporate and community emissions				
	Complete Milestone 3 in the PCP program by developing a Local Action Plan	\$5,222.64 for summer student	MCCAP Budget (Clean Foundation grant paid 50% of the position)	Planning / Public Works / Clean Foundation	Submitted September 2021
	Complete an updated GHG emissions inventory for corporate emissions	\$9,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions inventory for community emissions	\$25,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions forecasting model	\$36,000	MCCAP Budget	Clean Foundation	Winter 2020
	Hire a GHG emissions reduction employee	\$30,944.10	Eco Canada grant provided 80% for 8.5 months (\$17,535), MCCAP Budget covered remainder	Planning / Eco Canada	1-year term began June 27, 2022, and ended June 27, 2023
		Approx. \$62,000	Municipal Budget	Planning	Started June 27, 2023
	Participate in a feasibility study for electric vehicle fleet conversion	Staff time and project costs (approx. \$1,500 in-kind for study)	Staff time	Planning / Clean Foundation	Study from July 27, 2022, to October 19, 2022. Full report provided in December 2022
	Implement electric vehicle charging station(s)	Staff time; \$56,089.60 for installation of 2	Staff time; ZEVIP program from NRCan and	Planning / Public Works / Community Development /	Operational in October 2022

		dual port Level-2 chargers	administered by Clean Foundation provided grant of \$20,000 for project; \$11,084.48 top-up from the Province	Office of the CAO / Clean Foundation / Nova Scotia Power / NRCan	
Goal: Reduce the impact of anticipated climate change on municipal infrastructure along the Minas Shore	Complete the National Disaster Mitigation Program Risk Assessment Study	\$80,000	MCCAP Budget and National Disaster Mitigation funding	CBCL Limited Consulting and Government of Canada	Spring 2019
Goal: Stormwater management planning	Complete plan for Falmouth	\$50,000	Public Works	Public Works	2016
	Complete plan for Hantsport	\$50,000	Public Works	Public Works	2018
	Complete plan for Three Mile Plains	\$50,000	Public Works	Public Works	2019
Goal: Build mapping (GIS) capabilities	Hire a GIS Technician	N/A	Planning	Planning	2015

**Attachment B
Local Action Plan Dashboard**

Legend

Not started

Ongoing

Complete

**Wishlist item

Action Item	Status/Progress Update	Responsible
1.1 Perform internal building conditions survey	Buildings completed to date include: <ul style="list-style-type: none"> • Municipal office (76 Morison Dr.) • Windsor Community Centre (78 Thomas St.) • Former Town office (100 King St.) • Hants Aquatic Center (306 Stannus St.) • West Hants Sports Complex (16 Centennial Dr.) • Brooklyn Fire Station 1 & Civic Centre (995 Hwy 215) • Windsor Public Works Garage (56 Park Dr.) • All WHRM water and wastewater treatment facilities 	Climate Action / Public Works / Community Development
1.2 Promote & celebrate energy efficient buildings		Climate Action / CAO's Office / Communications
1.3 Office building location review	Council / CAO has a committee reviewing potential building location. The Climate Action Coordinator and previous summer students provided information from the building condition surveys of both current office buildings, to help inform sustainability considerations.	Climate Action / CAO's Office / Council
**1.4 Detailed audits for water & wastewater treatment plants	WHRM has been approved for a Roving Municipal Energy Manager (RMEM) through Efficiency NS. The current MOU provides the service until December 31, 2023, with the option to extend the term at any time by mutual consent. The RMEM can provide detailed audits and solar feasibility. The Climate Action Coordinator will accompany him on site	Climate Action / Public Works

	visits and provide the necessary information. The RMEM will also be able to audit other Municipal facilities as time permits.	
**1.5 Recommissioning of Brooklyn fire station & civic center	Brooklyn Fire Station 1 and Civic Centre was audited by the Climate Action Coordinator and summer student on August 24, 2022. Information gathered is being considered when applying for funding opportunities for community facilities, such as community building retrofit funding from the FCM.	Climate Action / Public Works / EMO
2.1 Fuel switching - heat pumps	There are heat pumps installed in many of the water utility facilities for the offices and required heated spaces. The only facility without heat pumps is the lab / office at the Windsor lagoons on Centennial Dr. Other Municipal buildings and facilities will be switched over to heat pumps over time.	Climate Action / Public Works / Community Development / CAO's Office
2.2 Consider green power purchasing		Climate Action / Finance / CAO's Office
2.3 Investigate partnerships for renewable energy provisions		Climate Action
**2.4 Investigate solar PV for water & wastewater treatment plants	All the water and wastewater treatment plants have had preliminary investigations for solar feasibility by the Climate Action Coordinator and summer student during Summer 2022. A report was submitted on the subject. More detailed official quotes and information should be obtained from solar installation contractors. Some space is available, but other locations may be more visible to the public. The RMEM will assist in evaluating solar feasibility.	Climate Action / Public Works
**2.5 Update asset management plan to include solar	Public Works is continuing to incorporate solar into asset management software over time, such as solar crosswalk lights.	Public Works
3.1 Investigate bulk purchasing of EV's & charging stations		Climate Action / Planning / Public Works / Community

		Development / Finance / Procurement
**3.2 Explore a corporate car sharing program		Climate Action / Public Works / Planning / Procurement
**3.3 Create a fleet management plan to introduce EV's over multiple years	The Manager of Building and Fire Inspection Services is exploring purchasing electric vehicles for the Planning and Development Department fleet. The Clean Foundation has completed a study on fleet conversion for the Planning and Development fleet, which can inform light-duty vehicle replacement for Municipal operations. This is not yet a full fleet management / conversion program.	Procurement / Planning / Public Works / Community Development
**3.3 Consider introducing carpool & biking incentives for work travel		CAO's Office
4.1 Partner with Efficiency NS to educate the public on home renovation programs / incentives & benefits	It is most effective to perform public engagement with Efficiency NS once we have our PACE program set up because they are made to bundle together. Public engagement / education sessions will be coordinated to publicize all available incentives and programs.	Climate Action / MCCAP Committee
4.2 Train WHRM staff to integrate energy efficiency into daily work & interactions	Efficiency NS presented to the MCCAP Committee on July 12, 2022. The presentation was recorded and made available to all staff. More training and detail may be required, as the session focused more on available programs for staff to communicate with the public. The Climate Action Coordinator will continue investigating opportunities for staff education.	Climate Action / MCCAP Committee
4.3 Hire a dedicated GHG reduction employee	John Ogilvie was hired for a year-long term as a Climate Action Coordinator, until the end of June 2023. He is now a full-time permanent employee.	Planning
5.1 Integrate GHG reduction into HR policies		CAO's Office / All Department heads/managers

5.2 Optimizing business/work-order travel	Staff organize trips that make the most efficient use of travel time when possible.	All staff
5.3 Adopt land-use policies that mandate / encourage efficient & sustainable growth models		Planning
5.4 Make renewable energy investments & sustainability practices (current & future) visible & known to the community	A MCCAP update section is added to the Municipal newsletter when information is available. Facebook is also used to communicate investments like the electric vehicle chargers and waste reduction initiatives. The PACE program will involve homeowner and contractor engagement sessions.	Climate Action / Planning / CAO's Office / Communications
**5.4 Make renewable energy investments & sustainability practices (current & future) visible & known to the community (long term)		Climate Action / Planning / CAO's Office / Communications
5.5 Explore options to include anticipated GHG emissions in staff reports for Council & committees		Climate Action / CAO's Office
**5.6 Explore options on PACE programming	PACE Atlantic is working on program design, funding process, and marketing. Staff are working with PACE Atlantic CIC to get the program running for a 2023 launch. Program funding is being confirmed, with Council approving a \$300,000 contribution.	Climate Action / Planning / Finance / CAO's Office
**5.7 Promote desired actions, policies, & incentives to the provincial government	Based on MCCAP recommendation, Council sent a letter to the provincial Minister of Environment and Climate Change regarding the delay in implementing Coastal Protection Act Regulations. Council has received a response stating the Province wishes to do more consultation, but does not yet have a timeline for implementation.	CAO's Office / MCCAP Committee / Council

**5.8 Explore opportunities for WHRM to integrate as part of the circular economy		Climate Action / Waste Reduction / Planning / Procurement
6.1 Explore potential partnerships for EV charging stations		Climate Action / Planning / Community Development
6.2 Explore funding for EV charging stations on municipal property	WHRM received funding from the ZEVIP opportunity through the Clean Foundation to assist with the installation of two dual-port charging stations at the West Hants Sport Complex and Windsor Community Centre. These were fully operational by the end of October 2022. Additional sites may have potential if more funding exists.	Climate Action / Planning / Community Development / Public Works
6.3 Explore opportunities to create a transportation hub		Climate Action / Planning / Community Development
6.4 Integrate active transportation considerations into land use planning decisions		Planning / Community Development
7.1 Review & amend policies to promote small-scale agriculture		Planning
7.2 Explore opportunities to make municipally owned facilities available to the community for merchandising of local food & goods		Community Development
**7.3 Create food & waste reduction education programs in partnership with community & schools		Climate Action / Waste Reduction / Planning / Community Development / MCCAP Committee

**7.4 Local procurement policies



CAO's Office /
Procurement / All
Department heads /
managers



**Environment and Climate Change
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • Telephone 902-424-3736 • novascotia.ca

File No.: 10700-40-59260

June 26, 2023

Mayor Abraham Zebian
West Hants Regional Municipality
DSnair@westhants.ca

Dear Mayor Abraham Zebian:

Thank you for your letter regarding the *Coastal Protection Act*.

There is no doubt that climate change is impacting our coastline. We are all seeing the impacts - more erosion, more damage from bigger storms, more flooding and sea levels are rising.

We are hearing that there is a lot of support for the *Coastal Protection Act*, but we are also hearing that property owners have a lot of questions about how it will impact them. It has also become apparent that many coastal property owners do not even know about the Act. Buying or building on coastal property is a big investment and Government has decided to take some time now to talk to property owners with a goal to build awareness, understanding and support.

Our Government feels that building a strong awareness of the issues and the approach of the *Coastal Protection Act* and its proposed regulation of development along our coast will best ensure its successful implementation. Nova Scotia Environment and Climate Change is finalizing a public education and consultation plan which will be targeted at coastal property owners or those who may be buying property along the coast. I will have more to share in the coming weeks.

We are aware that the Municipality of the District of Lunenburg is considering options for regulating coastal development and hosted an informational workshop with council where representatives from Natural Resources Canada, TransCosastal Adaptations, Dalhousie University, Ducks Unlimited and my department presented information on aspects of coastal development, processes and potential adaptation responses. Staff concluded with the types of regulatory responses that council could consider.

Once again, thank you for bringing your concerns to my attention. Should you have any additional questions, please contact coastal@novascotia.ca.

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Abraham Zebian
Mayor of West Hants
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Our Government is committed to take action to protect our coastline and to do what it can to help make sure people are building in safe areas. We will complete our consultation this year and with that information we will develop plans for how to proceed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Halman', written in a cursive style.

Honourable Timothy Halman, MLA
Minister of Environment and Climate Change

c: Melissa Sheehy-Richard, MLA for Hants West
WHRM Council
Mark Phillips, WRRM Chief Administrator Officer