



**WEST HANTS REGIONAL MUNICIPALITY**  
**Municipal Climate Change Acton Plan (MCCAP) Agenda**  
**November 8, 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 Recommendation: 2024 MCCAP Work Plan - Pg. 2
  - 4.2 Information: Community Solar Plan Program FAQ Fall 2023 - Pg. 28
  - 4.3 Correspondence: Letter from Premier RE: Clean Power Plan - Pg. 32
- 5.0 Business Arising from the Minutes**
  - 5.1 Decision Request: Committee Name - Pg. 58
  - 5.2 Update: Coastal Protection Act Survey
- 6.0 Roundtable Discussion**
- 7.0 Next Meeting Date – February 14, 2024**
- 8.0 Adjournment**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" 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:** 2023-11-08

**Subject:** MCCAP Committee 2024 Work Plan

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### LEGISLATIVE AUTHORITY

*MCCAP Committee Terms of Reference, Section 4*

### RECOMMENDATION or DECISION REQUEST

...that the MCCAP Committee 2024 Work Plan be submitted to Committee of the Whole to be placed on file in a manner substantively the same as Attachment A to the staff report "MCCAP Committee 2024 Work Plan" dated November 8, 2023.

### 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. The MCCAP Committee discussed the draft 2024 Work Plan at the September 13, 2023, meeting where the Committee suggested multiple tasks to be added to the Plan.

### DISCUSSION

Staff have drafted a recommended 2024 Work Plan (Attachment A), based on feedback at the MCCAP Committee meeting on September 13, 2023. In addition to the actions recommended in

the previous report to the Committee dated September 9, 2023, I have added the following tasks to the 2024 Work Plan:

- Implement a Level 3 electric vehicle (EV) charger within the Region;
- Recommend that Council amend the existing municipal asset management and procurement policies to require the Municipality prioritize sustainable options for corporate facility renovation/construction and fleet renewal; and
- Determine restrictions on development in flood prone areas of the Municipality during the Plan Review.

Implementing a Level 3 EV charger in the Region is ongoing; Nova Scotia Power (NSP) has applied for federal funding to install one in Windsor. Municipal land on the Windsor waterfront at 6 King Street Extension has been suggested as a location due to its proximity to Highway 101. A specific location will be determined with NSP if they receive funding for this project.

Planning staff indicated that the Plan Review will be a good opportunity to recommend municipal policy changes to determine appropriate restrictions on development in flood prone areas. This would allow the Municipality to better protect homes and infrastructure with its own regulations. Further discussion and information will be brought to the MCCAP Committee as the review process unfolds.

With these additions to the 2024 Work Plan, the MCCAP Committee has a comprehensive list of planned and ongoing actions. These work items, in addition to the Local Action Plan to reduce greenhouse gas emissions, will help the Municipality make significant progress to reduce GHG emissions and adapt to the negative effects of climate change.

## **NEXT STEPS**

**MCCAP Committee Discussion – September 13, 2023**



**MCCAP Committee Recommendation – November 8, 2023**



**Committee of the Whole Review – December 5\*, 2023**



**Council Decision – December 12\*, 2023**

\*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**            2023-09-13 Information Report to MCCAP Committee “MCCAP 2024 Work Plan”

**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 and enhance sustainability-informed decision making	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
	Explore amending the municipal procurement and asset management policies to prioritize sustainable options for facility renovation / construction and fleet renewal	Staff time	Staff time	Planning / Community Development / Finance / Procurement / 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
<b>Ongoing Tasks</b>		<b>Cost of Action</b>	<b>Funding</b>	<b>Partners</b>	<b>Timing</b>
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 and \$12,000 staff time; WHRM \$10,000 cash and \$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

	Implement a Level 3 EV charging station in the Region	Staff time Project costs: >\$60,000 (dependent on location and site conditions)	Staff time; NSP funding if received from NRCan	Planning / Public Works / Community Development / Office of the CAO / NS Power	NSP submitted application for federal funding in June 2023
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 development in known flood zones, such as through the Plan Review	Staff Time	Staff Time	Planning	Plan Review completion and approval anticipated 2024-25

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
<b>Completed</b>		<b>Cost of Action</b>	<b>Funding</b>	<b>Partners</b>	<b>Completed</b>
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**

**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

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**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

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## 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

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	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

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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
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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"> <li>• Municipal office (76 Morison Dr.)</li> <li>• Windsor Community Centre (78 Thomas St.)</li> <li>• Former Town office (100 King St.)</li> <li>• Hants Aquatic Center (306 Stannus St.)</li> <li>• West Hants Sports Complex (16 Centennial Dr.)</li> <li>• Brooklyn Fire Station 1 &amp; Civic Centre (995 Hwy 215)</li> <li>• Windsor Public Works Garage (56 Park Dr.)</li> <li>• All WHRM water and wastewater treatment facilities</li> </ul>	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

## Nova Scotia Community Solar Program: Frequently Asked Questions

This document summarizes the questions we have received, and the updates we have released, about the Community Solar Program for eligible project owners from November 2022 to present.

As the program is in development, the following document is meant as a guideline to proposed program design and is subject to change when the program opens.

### Section 1: Community Solar Program Overview

#### **What is the Community Solar Program?**

The Community Solar Program is a new program in Nova Scotia to encourage the use of renewable energy.

Under this program, eligible project owners can apply to the program to build, own, and operate a community solar garden with a project capacity between 0.5MW AC and 10MW AC.

Eligible project owners include municipalities, towns, townships, villages, not-for-profits, First Nations, for-profit businesses, co-operatives, colleges and universities, or a partnership between any of the eligible entities.

If you are interested in establishing a community solar garden, and meet the program criteria, you can apply to the program. If your application is approved, you will enter into a power purchase agreement (PPA) with Nova Scotia Power Inc. (NSPI). The Minister of Natural Resources and Renewables will determine the Energy Rate at which NSPI must purchase the electricity from the project. Details about how to apply and the approval criteria are in Section 2.

#### **How does the Community Solar Program fit in with the existing solar programs?**

The following solar programs already exist in Nova Scotia:

##### **Net-metering Program**

The Net-metering Program allows customers to generate solar energy for their own use, up to their annual consumption, by installing rooftop and/or ground mount solar installations.

The generation limits are as follows:

**Residential customers:** up to 27kW

**Small commercial customers:** 27kW to 200kW

**Large commercial customers (with demand charge on utility bill):** 200kW to 1000kW

Find more information at:

[Self-Generating Option | Nova Scotia Power \(nspower.ca\)](https://nspower.ca)

[Commercial Net Metering | Nova Scotia Power \(nspower.ca\)](https://nspower.ca)

##### **Green Choice Program**

This program allows large energy users to connect directly to renewable energy suppliers. The program is in development, more information can be found at <https://novascotiagcp.com>

## Section 2: Community Solar Program Application Process

### **When will the program open for applications from eligible project owners?**

The program is intended to open for applications before the end of 2023; however, that date is tentative, and the program may open in the new year.

### **Will the program open and begin accepting applications the same day?**

It is anticipated that the program will be announced and begin accepting applications the same day.

### **Will it be a competitive application process with a set deadline, or a rolling intake until the program capacity has been reached?**

The program is anticipated to have a rolling intake. We will continue to accept applications until we have reached the program capacity.

### **How will projects be evaluated?**

Your application will be evaluated based on:

- how prepared you are to implement your community solar project
- the long-term economic viability of your project
- how your project will benefit your community

Your project must also fit within the available program capacity (see Section 3).

### **How many projects will be approved?**

The number depends on a variety of factors such as program capacity, the number of eligible applications received and individual project size.

### **Can I apply as a project owner for multiple community solar gardens?**

Yes. We will consider all applications on a case-by-case basis. However, this does not mean that one project owner will be awarded approval for multiple 10MW AC solar gardens.

## Section 3: Technical requirements

### **What is the proposed capacity of the Community Solar Program?**

The anticipated program capacity for all community solar gardens combined is 100 MW AC.

### **What is the minimum and maximum capacity for individual projects?**

The proposed capacity of the project must be between 0.5MW AC and 10MW AC.

Project size for each site will depend on multiple factors, including the hosting capacity, which will be determined by NSPI during the [Generation Interconnection Procedures | Nova Scotia Power \(nspower.ca\)](#). More information will be provided when the program opens.

### **Can projects be co-located on the same project site?**

Yes, smaller projects could be co-located on the same project site. Details such as these will be

considered on a case-by-case basis during the program application process. However, the intention of the program is not to have multiple 10MW AC projects owned by the same project owner on the same site.

If two community groups want to co-locate on the same site, we suggest they consider forming a partnership for a larger project.

## Section 4: Power Purchase Agreement (PPA) and Energy Rate

### **What will be the Energy Rate awarded to successful project applicants?**

You will be asked to propose an Energy Rate at which NSPI will purchase the electricity from your project in the financial section of your application.

If your application is successful, the Minister will determine the rate at which NSPI must purchase the electricity from your project on a set of criteria that include the following:

- your proposed Energy Rate in your program application
- the long-term economic viability of your project
- the benefits your project will bring to your community
- the impact (if any) your project has on rate payers

### **Will there be one Energy Rate awarded to all projects, or will the rate vary for each project?**

It is anticipated that the Energy Rate paid by NSPI to project owners to purchase electricity will vary based on each project, but will fall within a predetermined range.

### **Does the Community Solar Program allow for an escalating Energy Rate?**

We expect the Energy Rate will be fixed for the term of the agreement (25 years).

### **Will project owners be able to set their own retail rate for subscribers, and or charge a subscription fee?**

No. The Energy Rate awarded to project owners will be the only source of revenue for the project. All costs related to the project will be considered and accounted for in the awarded Energy Rate.

## Section 5: Subscriptions

### **How will projects find subscribers?**

Project owners will be required to engage and retain their own subscribers.

### **Who can be a subscriber?**

Any existing customer of NSPI can be a subscriber.

### **How will existing NSPI customers apply to become a subscriber?**

Details of the process are in development and will be shared once finalized.

### **How many subscribers will each community solar garden be required to have?**

Community solar gardens are expected to have 100% of their project capacity subscribed to within a specified date after their project commences commercial operation. The details regarding the minimum number of subscribers for each project are in development and will be shared once the program opens.

### **How will subscribers be billed?**

NSPI is responsible for billing subscribers. Details of the process are in development and will be shared once finalized.

## **Section 6: Additional Information**

### **Will there be a webpage where I can access information about becoming a project owner and/or a subscriber?**

Yes. A webpage and other educational information are in development and will be made available once complete.

### **Will there be an opportunity for additional input from stakeholders?**

No additional consultations are planned at this time. The program was designed based on considerable input from stakeholders. That input included:

- stakeholder engagement sessions held in 2021 by Clean Foundation, who were contracted by Natural Resources and Renewables for that purpose
- best practices and learnings from community solar projects in multiple jurisdictions and geographical areas across Canada and internationally
- an online survey that was sent to a cross-section of stakeholders in March 2023
- one-on-one consultations with multiple stakeholders that have been ongoing since 2021

### **What can we do now to prepare for the program launch?**

Community solar gardens require considerable planning, including preliminary community engagement and readiness, and feasibility studies such as site selection, preliminary engineering design, and geotechnical studies.

However, the program requirements and eligibility are in development, and we recommend waiting until all details are finalized before completing preparatory work.

You can start preparing your high-level financial projections and cash flows now. Consider the size of your project, capital investments and operational costs, the land you propose using, and any land preparations and government permits you may require.

**Please note:** any investment you make prior to the program launch is at your own discretion and does not guarantee eligibility for the program or program approval.

### **What are the anticipated funding sources for approved projects?**

We are exploring potential funding options. We encourage you to research all available funding options now.



NOVA SCOTIA

OFFICE OF THE PREMIER

PO BOX 726  
HALIFAX, NOVA SCOTIA  
B3J 2T3

October 25, 2023

Dear Councillor,

I wanted to reach out following very productive meetings in Ottawa last week with Minister Wilkinson, Minister Fraser and Minister LeBlanc around the future of energy security in Nova Scotia.

I am excited about the potential for our Province in renewable energy. This starts with ensuring reliable, affordable and clean energy for our future.

Wind, both on- and off-shore, is an important part of our future. We need wind to help us ensure reliable energy sources at affordable rates for Nova Scotians. We also need wind to reach our 2030 targets. I know these are goals you share.

This morning, I participated in a roundtable discussion with the Minister of Environment and Climate Change to reiterate the opportunities in renewable energy.

Nova Scotia has the potential to become a worldwide energy powerhouse.

Not only is this good for the environment, but it is a positive step for more reliable and affordable energy.

Earlier this month, our Government released our Clean Energy Plan. This plan demonstrates our path for energy security for our future. This plan relies heavily on one of our best assets - our wind.

I am pleased to attach that plan for your review.

I am hopeful municipalities across the Province will join me in my excitement and optimism for our wind sector. If you have any questions about our plan, please reach out to our team and we would be happy to walk you through the plan.

Yours truly,

A handwritten signature in blue ink that reads "Tim Houston".

Honourable Tim Houston,  
Premier of Nova Scotia

Enclosure: NS Clean Power Plan

# Nova Scotia's 2030 Clean Power Plan

Nova Scotia Department of Natural  
Resources and Renewables

# 2030 Clean Power Plan

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- ▶ **Flexible.** Implementation of this Plan ensures that NS avoids decades of financial and technological lock-in. This creates flexibility for NS both on the path to coal closure by 2030; while also opening room for future investments in growth sectors like Offshore Wind, Hydrogen, Batteries etc.
- ▶ **Doable. On Time.** All the major electricity legislation or investments required to trigger the core actions of the Plan, and to close coal on time, have already been made by the NS Government, or will be set in motion in the coming months. And all can be delivered in time for 2030.
- ▶ **Affordable.** This Plan centres around Affordability – and ensures that the path to 2030 protects NS ratepayers (who already face high power bills) from being burdened with additional excessive risks or uncontrolled costs.

# Nova Scotia's Electricity Context

Nova Scotia has commitments to:

- ▶ Phase out coal & reach 80% renewables by 2030.
- ▶ Reduce GHGs from electricity by more than 90% (from 10.7 MT in 2005).

These commitments:

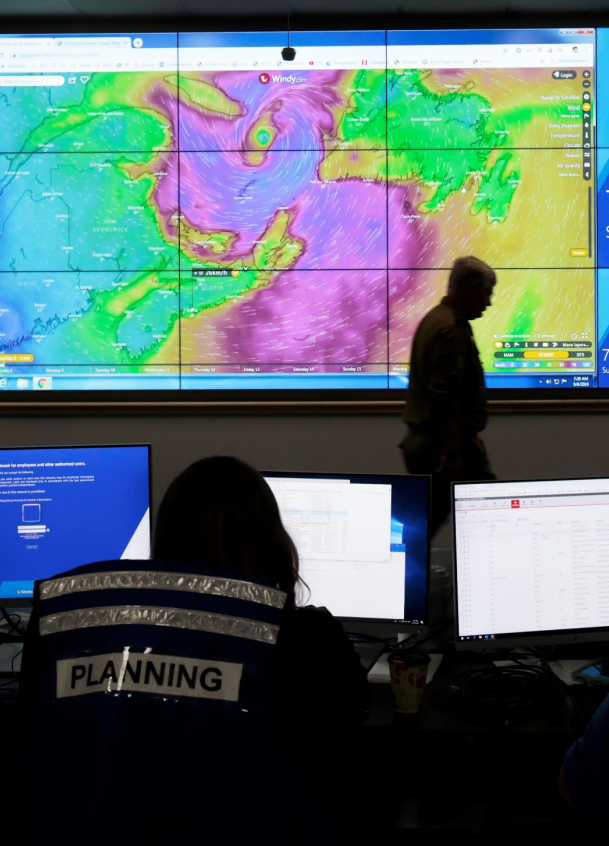
- ▶ Are driven by the Federal requirements for coal closure and new Clean Electricity Regulations.
- ▶ These create significant costs for NS ratepayers.

Unplanned, additional burdens must be managed:

- ▶ Significant fuel cost pressures have arisen from the delayed and under-delivering Maritime Link, which forces increased purchases of expensive coal.
- ▶ More and stronger storms are impacting reliability.

## Historic Coal Prices (USD)





- ▶ Nova Scotia's electricity system is highly vulnerable to climate change linked events.
- ▶ The past 12 months alone have seen:
  - ▶ Historic Hurricane Fiona, September 2022
  - ▶ Historic Polar Vortex, February 2023
  - ▶ Historic Forest Fires, May 2023
  - ▶ Historic Rain & Flooding, July 2023
- ▶ These types of events will continue to increase in frequency and intensity.

# Maritime Link Update

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- ▶ The Maritime Link, Labrador Island Link, and Muskrat Falls facilities have been commissioned, but there remain significant ongoing challenges in receiving the full value of Nova Scotians' investments.
- ▶ Nova Scotian ratepayers have been carrying the double cost burden of not only paying the annual costs of the Link itself, but then also being required to pay – and at soaring global prices – for replacement coal and gas. This fuel was required for some years because of delays in commissioning, now compounded by ongoing under-delivery issues.
- ▶ The future is more promising, but in the meantime, this has created severe fuel cost pressures on NS ratepayers, and an ongoing bill.

# Atlantic Loop: Update

1. Capital costs have increased by 300%, from \$2.95 Billion in 2020 to more than \$9 Billion today. Burdening everyday Nova Scotian ratepayers with this level of new cost, plus the risk of even more cost escalation, is unacceptable.
2. Quebec has confirmed it does not have the product Nova Scotia required to close coal – firm energy available for sale to meet our winter peak needs.
3. Global supply chain challenges (HVDC equipment, cables); plus the need for all three provinces to complete approvals and negotiations; plus a tight construction industry mean the Atlantic Loop cannot be ready for 2030.
4. Investing in our own energy resources avoids Nova Scotian's having to spend billions on infrastructure in Quebec and New Brunswick.

This option is no longer viable for 2030.



**2027**  
The year in which we will need new energy supplies

**2026-2027**  
The winter in which we will need new capacity supplies

**Calls for tenders have already been launched to meet these needs, and others will follow.**

- Hydro Quebec Strategic Plan 2022-26

# Comparative Energy Sources: Costs (\$/MWh)

<b>Atlantic Loop Energy</b>	<b>\$200-\$250</b>	
NS Wind		\$45-\$65
Battery + NS Wind		\$70-\$100
Offshore NS Wind		\$70-\$140
Solar		\$80-\$130
Natural Gas*		\$100-\$170
Imports (from NL, NB, NE)		\$150-\$200
Smart Grid/Efficiency		\$0-\$50

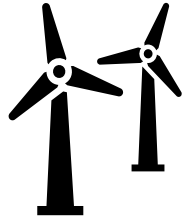
\*Natural Gas may incur carbon costs. However, revenues would be recycled back to mitigate ratepayer impacts through investments in further GHG investments.

# Nova Scotia's Historic Opportunity

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- ▶ NS has some of the most exceptional winds in the world, with capacity factors that can exceed 50% in the onshore.
- ▶ Our offshore has even more wind potential, providing Nova Scotia a significant advantage in offshore wind and hydrogen.
- ▶ Nova Scotia is also home to world-class expertise in batteries, and rapidly growing new firms.
- ▶ Harnessing these local resources reduces Nova Scotia's dependency on imported coal or natural gas, and enormously strengthens our energy security.
- ▶ Wider electrification will enable NS to replace \$5 Billion spent on bills for imported fuel, by tapping into much cheaper local, renewable power.

# Nova Scotia's 2030 Clean Power Plan



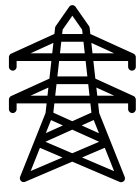
## New Energy Resources

1. Wind
2. Solar



## Smart Grid Management Tools

3. Batteries and Renewables Integration
4. Electrification and Load Management

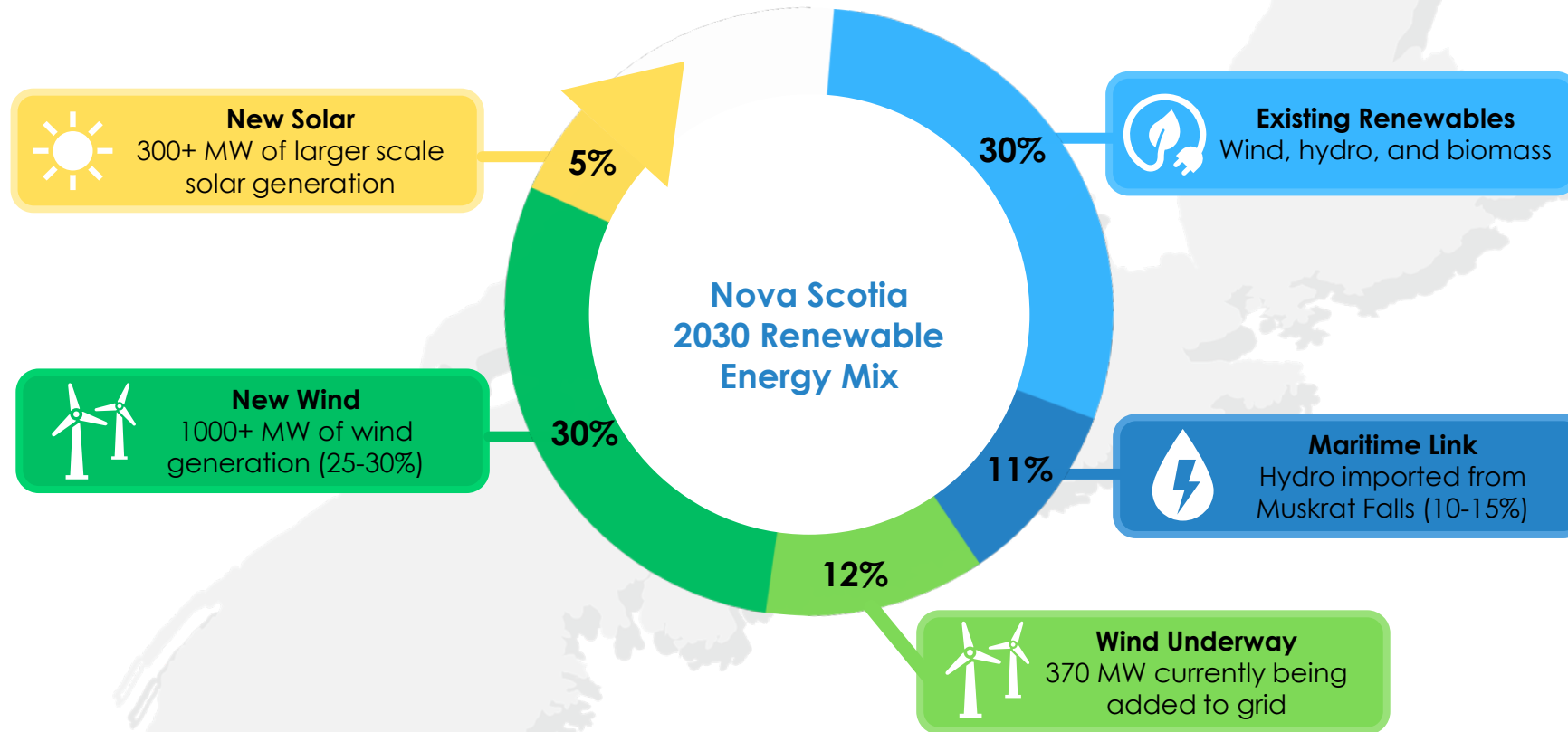


## Resilience and Reliability






5. Transmission
6. Fast-Acting Generation
7. Emergency and Reliability

# Nova Scotia's 2030 Clean Power Plan

Achieve 80% renewables • Close coal • Cut electricity GHGs by 90% • Improve grid resiliency



## Supporting Resiliency and Reliability of the Grid

- **Batteries: 300 MW**  
Innovative battery deployment underway
- **Fast Acting Generators: 300 MW**  
New, dispatchable generators
- **NS-NB Tie: 500+ MW**  
New 345kV reliability line to NB to help manage renewables
- **Reliability/Emergency Plants: 450 MW**  
Retain 4 oil/gas units for emergency use
- **Load Management: 150 MW**  
Peak management, demand response, and efficiency

# 1. Wind

- ▶ Increase onshore wind generation from 20% to 50%+ of electricity.
  - ▶ Add ~1,000 MW of new wind by 2030 to reduce GHGs and stabilize costs through fixed price contracts.
  - ▶ Plus 370 MW is already underway from the recent RFP.
  - ▶ Confirmed in all scenarios from NSP's Integrated Resource Plan.
- ▶ Wind is widely-agreed to be the lowest cost electricity resource available to Nova Scotia, with the latest RFP costing just 5.3 cents/kwh for 370 MW.
- ▶ **Fall 2023:** Nova Scotia launches the Green Choice Program procurement for the next 350 MW of wind.
- ▶ Additional procurements will follow (est. 2025 and 2027) alongside work to encourage responsible development and mitigate supply chain issues.

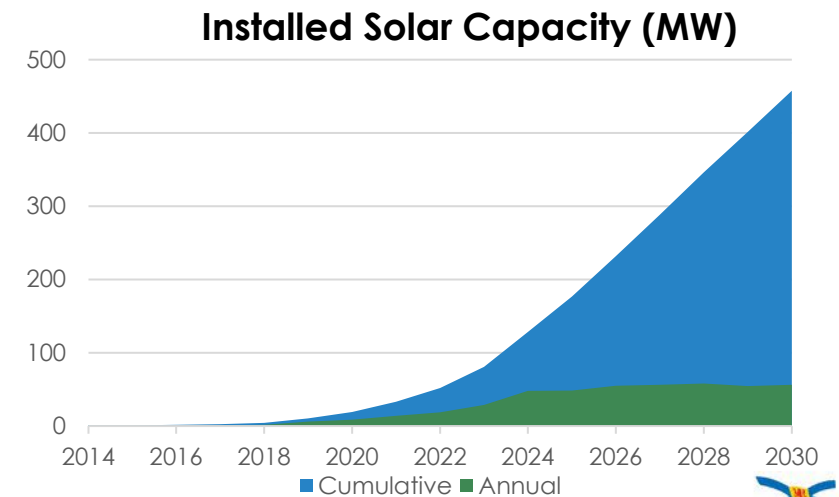


## 2. Solar

- ▶ Significantly expand the use of solar across NS.
  - ▶ Net metering was strengthened in legislation, and 7,000 Nova Scotians have now installed solar.
  - ▶ Demand is growing on farms, businesses, municipalities and First Nations – driven by economics, and a desire for more control over their energy.
  - ▶ The solar industry now employs 500 people today in NS and is on trend to hit 1,000 next year.
- ▶ **Fall 2023:** NS's Community Solar Program and Commercial Net Metering launch this Fall- with more than \$150M in solar investments expected across Nova Scotia's communities in 2024.
- ▶ By 2030, the Nova Scotia Plan expects at least 300MW+ of larger scale solar installed through existing programs.



Berwick Community Solar Project

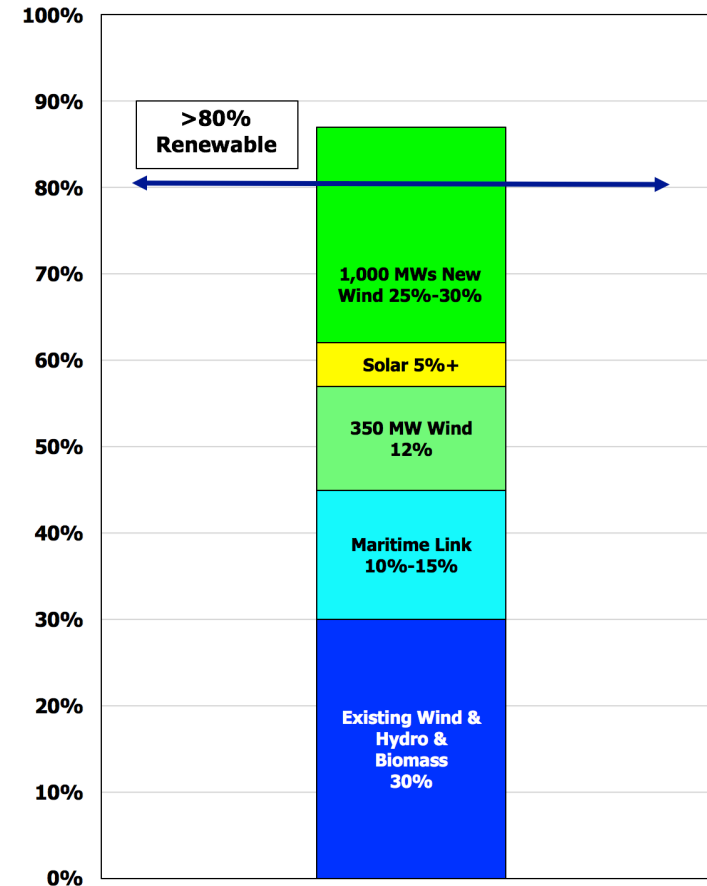


# Achieving 80% Target & #1 in GHG Reductions

13

- ▶ More than 80% renewable power can be achieved by building out Nova Scotia's own local renewables.
- ▶ The 2030 Clean Power Plan will also reduce electricity GHGs by more than 90% (from 10.7MT in 2005 to <1MT in 2030 to 0.5 MT by 2035).
- ▶ Nova Scotia is already leading Canada in GHG reductions and by 2030 will be #1 in all of North America.
- ▶ Planning for the future also requires a greener, more flexible, and more reliable grid.

NS Renewables 2030

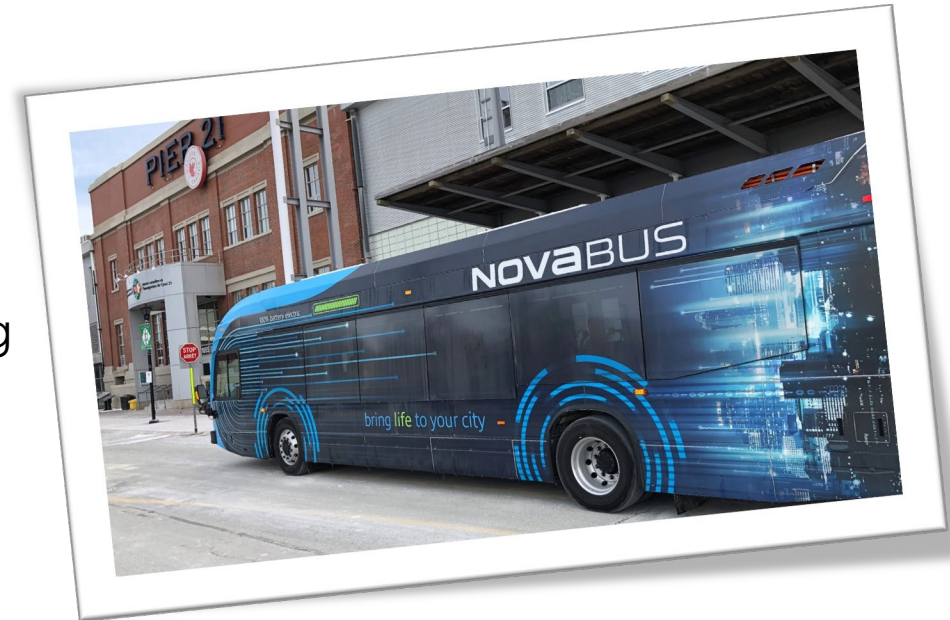


# 3. Batteries and Renewables Integration

- ▶ Battery technology is improving at world-changing rate:
  - ▶ Researchers like Nova Scotian Jeff Dahn and his team (at Dalhousie and with Tesla) have developed batteries that will last 1,000,000 miles in an EV.
  - ▶ These kinds of batteries are now also helping electricity systems, both to manage renewables but also to provide important grid services.
- ▶ Battery prices have fallen by 95% in recent decades. However, the speed of deployment in Nova Scotia will depend on significant Federal funding.
  - ▶ Other investments to strengthen the grid are also required to ensure safety and reliability.
- ▶ **Work underway:** NRR is presently reviewing applications for 300MW of innovative early battery deployment projects, across multiple Nova Scotian sites and communities.

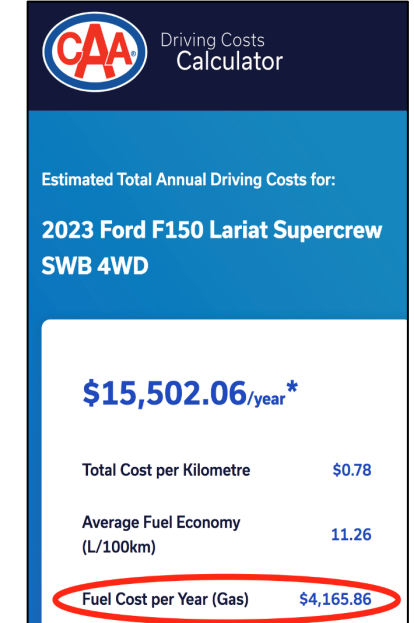
# 4. Electrification and Load Management

- ▶ Nova Scotians spend \$5 Billion every year for imported fossil fuels like coal, heating oil, gasoline and diesel.
- ▶ A key driver for building a clean electricity system in Nova Scotia is to produce energy savings by electrifying heating and transportation for households.
- ▶ Electrification will reduce energy bills and replace spending on imported fuels with clean local electricity.
- ▶ More Heat Pumps & EVs will also increase electricity needs and peak load on the Grid, especially after 2030.
- ▶ **Next Step:** Manage 150MW of load through Demand Response and low-cost actions like smart EV charging, building code updates, and standards on heat pumps.



# Electrification

- ▶ The CAA estimates an average vehicle's gas bill is \$2,000-\$4,000. Instead, driving an EV saves you \$1,500 to \$3,000 in fuel costs each year.
- ▶ As the vehicle fleet converts over time, Nova Scotians will save \$1.5 to \$2 Billion/year on gasoline (>70% of which is the cost for the imported fuel).
- ▶ Using Made-in-NS electricity brings those dollars back home.
  - ▶ For instance, bringing that >70% (= \$1.4 Billion) in fuel bills coming back home to NS will create thousands of new jobs.



**Owners of EVs in Nova Scotia today, recharge at the equivalent of**

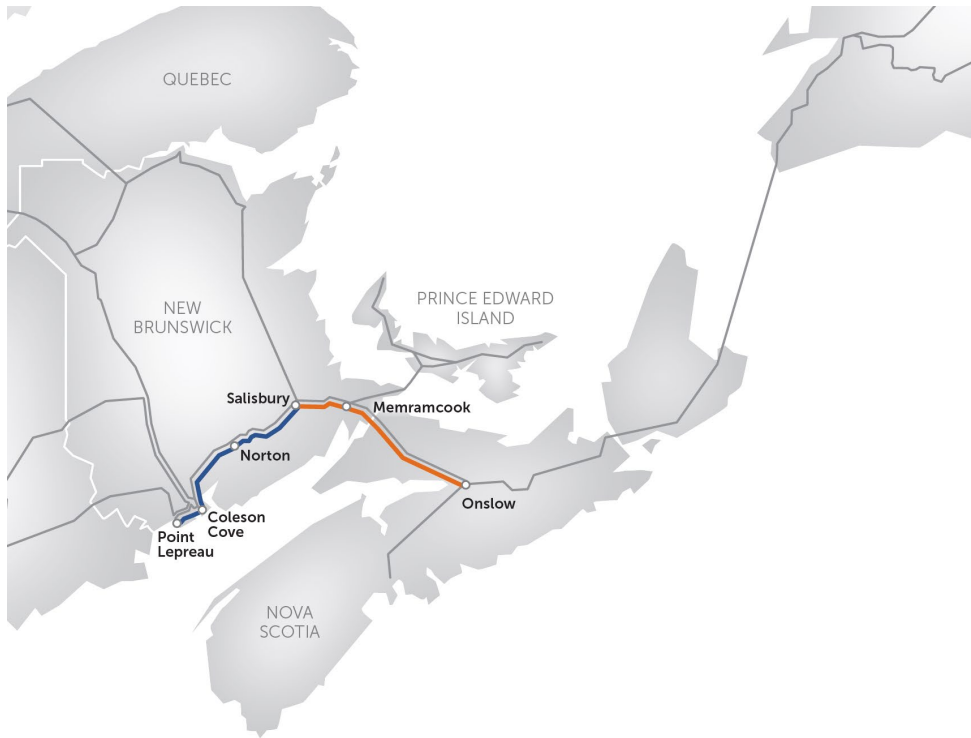
**Pump Prices of 35 cents a liter**

# Load Management and Vehicle-to-Grid (V2G)

- ▶ Many EVs can power your home for days if the power goes out. And some Nova Scotians are already using their vehicles as generators during storms.
- ▶ This capability will also allow vehicle owners to support the grid with their cars.
- ▶ **Work underway:** NS is developing programs that will enable Nova Scotian drivers to unlock the full value of their vehicles and also reduce ratepayer costs by avoiding new investments.



# 5. NS-NB Regional Transmission



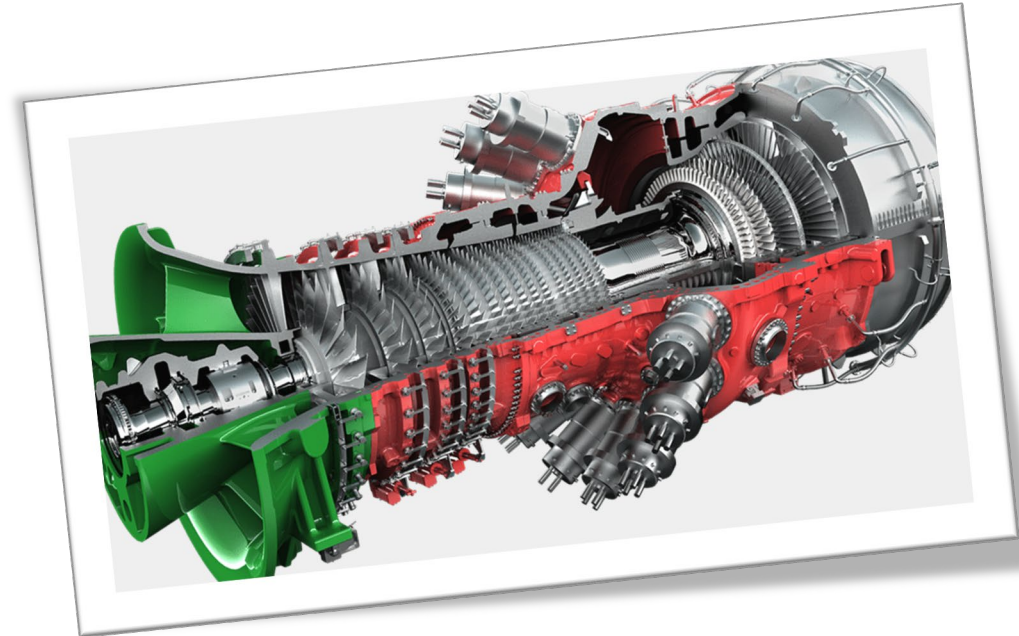
- **Stage 1** Salisbury, NB, to Onslow, NS
- **Stage 2** Salisbury, NB to Point Lepreau, NB

Nova Scotia's electricity system is only weakly connected to the North American grid, through New Brunswick.

- ▶ A new 345kV line to NB is needed to manage renewables, boost reliability and resiliency.
  - ▶ This NS-NB Reliability Tie will run from Onslow to Salisbury, enabling 500MW+ of imports/exports. This project is expected to be online in 2028.
  - ▶ Extending this line to Point Lepreau would enable greater access to NB, New England, and Quebec.
  - ▶ This new line and extension can be completed by 2029 at a total cost of ~\$1.4B, far less than the Atlantic Loop.
  - ▶ This supports regional population growth; enhances reliability; and enables more energy trading.
- ▶ **Work underway:** Interprovincial & Federal talks are underway to support these transmission investments.

## 6. Hydrogen-Capable/Flex-Fuel Generators

- ▶ By 2030, and with coal closed, the NS system will still need options that can run for a few days if it is not windy, to ensure power during winter peaks, or should storms/events impact transmission lines.
- ▶ This will require a certain, limited amount of new, fast-acting, dispatchable generation by 2027.
- ▶ Manufacturers are designing new units capable of burning green hydrogen or bio-fuels to reduce GHGs.
  - ▶ Before investments are made, options that could use a domestic clean fuel will be considered.
- ▶ **Next step:** Finalize technology choice, location, and timing for 300MW of fast acting generation.



# 7. Emergency and Reliability Back-Up

- ▶ Nova Scotia has relied for decades on coal-fired generators for storms or extended cold spells.
- ▶ Many of these units retained the dual-fuel ability to burn oil, to ensure greater reliability during emergencies and when back-up was needed.
- ▶ We will retain some of these units' capabilities to ensure sufficient emergency and back-up:
  - ▶ These will be used, as at present, very infrequently (<1% of the year), with similarly small GHGs of <0.05 MT (vs NS Electricity GHGs of 10.7 MT in 2005).
  - ▶ This saves ratepayer more than \$500 Million.
  - ▶ Every IRP scenario includes retaining at least 3 oil plants (450MW capacity) at 10% of the cost of alternatives.



# Nova Scotia's 2030 Clean Power Plan

## Wind

Add 1,000+MW new onshore wind by 2030 (offshore potential post-2030)  
Green Choice procurement has begun, more every 18 months

## Solar

Net Metering now well-established and growing each year  
300MW+ large Solar by 2030 - Commercial begun, Community in Fall

## Batteries + Renewables Integration

300-400MW Batteries by 2030  
Additional renewable integration investments for reliability underway

## Electrification/Load Management

Peak Management, Demand Response and Efficiency investments  
to reduce 150 MWs of peak and peak growth

## Transmission

A new NS-NB Reliability Tie transmission line in service pre-2030  
Potential to extend new transmission to Point Lepreau, NB by 2030

## Fast-Acting Generation

300MW Hydrogen Capable/Flex-Fuel generators by 2030  
Potential for 300+ MWs additional in 2030 or later

## Emergency & Reliability Back-Up

450+MW Emergency/Back-up oil generators (use of existing plants)  
Potential 100+ MW Coal-to-Gas conversions 2030

# Clean Electricity Solutions Task Force

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- ▶ The Task Force will:
  - ▶ Examine electricity infrastructure needs for reliability, capacity and storage to meet climate change goals.
  - ▶ Examine connections to other essential services such as telecommunications.
  - ▶ Review the *Nova Scotia Utility and Review Board Act* in terms of electricity generation, transmission and rates.
  - ▶ Engage subject matter experts, the Mi'kmaq and other interested Nova Scotians.
- ▶ The report from the Task Force will be available early in 2024.

# Flexibility – for 2030 and post-2030

- ▶ Nova Scotia must avoid taking on too-large new risks (especially post-Maritime Link) or long-term constraints that limit adoption of new, local renewable energy.
- ▶ Our decisions will always consider the current price, timing, volume, product, risk, and local content.
- ▶ The 2030 Plan retains flexibility to add new supply:
  - ▶ As population and load growth are expected.
  - ▶ By backing out even more fossil use (<1.0 MT in 2030), by limiting new fossil investments.
  - ▶ Procurement can then select the best technology available, whether on or offshore wind, solar, hydrogen, or something new, like geothermal.



# Post-2030 Energy Options

- ▶ Global efforts to decarbonize electricity generation are accelerating, and new technologies are emerging one after the other into the mainstream.
- ▶ Given this, by 2030, Nova Scotia will possess far more options, and more knowledge, about workable, cost-effective solutions that fit our conditions.
  - ▶ There is enormous promise for the use of offshore wind in Nova Scotia after 2030, as well as hydrogen (potentially before 2030).
  - ▶ The rapid growth of EVs will bring new load but also bring entirely new grid management tools, with enormous potential to reduce system investments.
  - ▶ New long-duration batteries technology, geothermal energy, and bio-energy will also become increasingly cost-effective.
  - ▶ NB may have power available from its Small Modular Nuclear Reactors (SMRs).

# Nova Scotia's 2030 Clean Power Plan



The elements of Nova Scotia's 2030 Plan are clear, implementable, and limit ratepayer risk and investment. The Plan:

- ▶ Closes coal by 2030.
- ▶ Achieves and exceeds the 80% Renewable Energy Standard.
- ▶ Cuts Nova Scotia's total GHGs by >53%, the best in Canada.
- ▶ Moves NS electricity onto long-term, stably-priced renewables.
- ▶ Creates jobs in every community through solar, heat pumps, and wind.
- ▶ Ensures the Greener Grid is also a More Reliable Grid.
- ▶ Expands Atlantic regional ties.
- ▶ Limits ratepayer risk by avoiding billions in locked in new capital costs to 2075.
- ▶ Expands personal choice.
- ▶ Puts competition at the heart of energy generation and grid management in NS.
- ▶ Enables household and business bill savings – across all energy bills.



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input checked="" 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:** 2023-11-08

**Subject:** MCCAP Committee Name

### LEGISLATIVE AUTHORITY

West Hants Regional Municipality (WHRM) *Meeting and Committee Procedural Policy* RCOGE-003.00

WHRM *MCCAP Committee Terms of Reference* RADPL-003.04

### DECISION REQUEST

...that the MCCAP Committee recommend to Committee of the Whole to recommend to Council to change the name of the Municipal Climate Change Action Plan (MCCAP) Committee to the [insert recommended name] and amend both the Meeting and Committee Procedural Policy and MCCAP Committee Terms of Reference to reflect the new Committee name.

### BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the MCCAP Committee meeting on November 24, 2022, the Committee discussed concerns from a resident who had difficulty finding information about the MCCAP Committee. The Committee discussed its purpose at length, and requested a staff report for the next meeting on February 2, 2023, regarding options for renaming the Committee.

At the MCCAP Committee meeting on February 15, 2023, Director Poirier provided a report outlining the history of the Committee, its intended purpose, and the names of similar municipal committees in Nova Scotia. She noted that changing the name of the Committee will require amendments to the *Meeting and Committee Procedural Policy* and the *MCCAP Committee Terms of Reference*. The Committee decided to defer a decision on changing the name until further community engagement occurred, such as requesting suggestions in the MCCAP section of the quarterly newsletter. The April edition of the quarterly newsletter included a request for suggestions to rename the MCCAP Committee, with suggestions to be emailed to John. Only one suggestion was received from the public.

## DISCUSSION

At the MCCAP Committee meeting on September 13, 2023, the Committee discussed the potential name change and suggestions. At a previous MCCAP Committee meeting, it was suggested to get ideas from students, but the Committee decided that is not an adequate use of limited staff time with a number of other major projects going on. Current suggestions have come from the public and members of the Committee, and are listed below:

- a) "Earth Conservation Committee"
- b) "Municipal Climate Change Action Committee"
- c) "Climate Change Action Committee"

During discussion, it was noted that the word "action" is an important component of the Committee's name to denote that it is not only a forum for discussion. Based on that, I recommend the Committee select option (b), (c) or a different name.

## NEXT STEPS



\*Specific dates to be determined by Council

## FINANCIAL IMPLICATIONS

There are no financial implications associated with changing the name of the MCCAP Committee.





**Attachment A**

**WEST HANTS REGIONAL MUNICIPALITY REPORT**

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

**Submitted by:** \_\_\_\_\_  
Sara Poirier, Senior Planner

**Date:** 2023-02-15

**Subject:** MCCAP Committee Name

**LEGISLATIVE AUTHORITY**

Meeting and Committee Procedural Policy RCOGE-003.00

Municipal Climate Change Action Plan Committee Terms of Reference

**DECISION REQUEST**

...that the MCCAP Committee recommend to Council to change the name of the Municipal Climate Change Action Plan (MCCAP) Committee to the [insert recommended name] and amend both the Meeting and Committee Procedural Policy and MCCAP Committee Terms of Reference to reflect the new Committee name.

**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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At the November 24<sup>th</sup>, 2022 MCCAP meeting the Chair of the Committee asked staff to review the MCCAP Committee name. They noted that members of the public had commented that it was hard to find any information on the Committee. The Committee name also may not reflect the current projects that the Committee is working on.

**DISCUSSION**

## Origins of the Municipal Climate Change Action Plan Committee

A Municipal Climate Change Action Plan (MCCAP) is a plan all municipalities of Nova Scotia were required to prepare in accordance with the Gas Tax Fund Agreement and the Municipal Funding Agreement. Through these agreements, the federal government committed to transfer funds equivalent to a portion of the federal excise tax on gasoline to municipalities. A requirement of the first Gas Tax Fund Agreement (2005-2010) was for Nova Scotia municipalities to submit an Integrated Community Sustainability Plan (ICSP) in 2010. The second Gas Tax Fund Agreement (2010-2014) required municipalities to prepare and submit a Municipal Climate Change Action Plan (MCCAP) by December 31<sup>st</sup>, 2013. The MCCAP was seen as an amendment to the ICSP's that were previously submitted, as most municipalities identified climate change as a key challenge to maintaining infrastructure and overall financial health in the future. In the ICSP's residents also expressed concern over losing socially valued assets such as natural places, and services or facilities that shape one's sense of place and community.

A MCCAP was prepared for the former Town of Hantsport, former Town of Windsor and former Municipality of the District of West Hants and submitted to the Province prior to the deadline. The Planning Advisory Committee for Hantsport oversaw the preparation of the former Town's ICSP in 2010 and the MCCAP in 2013. Climate Change Adaptation Committees were created by the former Town of Windsor and former Municipality of the District of West Hants to oversee the preparation of the MCCAP. The Committee for Windsor included 4 members (CAO, 2 Directors and a Councillor) and the Committee for West Hants had 13 members (9 voting, 4 non-voting).

Following the submission of the MCCAP, it is believed that the Municipal Climate Change Action Plan Committee was created to oversee the implementation of the Municipal Climate Change Action Plan for the former Municipality of the District of West Hants. During consolidation with the former Town of Windsor, the current Municipal Climate Change Action Plan (MCCAP) Committee was established for the Regional Municipality effective April 1, 2020.

Staff could not find any legal reason that would require the Committee to keep the MCCAP name.

## Other Jurisdictions

Staff investigated the name of climate action committees in other Towns and Municipalities in Nova Scotia to provide examples of other committee names. From the review, it was determined that only six (6) other municipalities had a dedicated committee to oversee climate related projects. These committees are outlined in Table 1.

**Table 1: Related Committees in Other Jurisdictions in Nova Scotia**

Municipality	Committee Name	Goal/Purpose from Terms of Reference
West Hants Regional Municipality	Municipal Climate Change Action Plan (MCCAP) 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
Halifax Regional Municipality	Environment and Sustainability Standing Committee	To provide advice to Council relating to the Environment and Sustainability including Solid Waste Resources, energy security and sustainable parks, forests (urban and rural) and open spaces and water resource management
Colchester County	Carbon-Free Colchester Implementation Committee	Advise the Municipality by assisting staff to set priorities for implementing the Community Energy & Emissions Plan
Pictou County	Climate Change Advisory Committee	Provides guidance to Council on climate change priorities, mitigation actions, and adaptation initiatives to promote a low-carbon climate resilient future
Town of Bridgewater	Energize Bridgewater Advisory Committee	Advise Council on matters related to energy sustainability, affordability, and accessibility including the implementation of the “Energize Bridgewater” initiative and Energy Poverty Reduction Program
Town of Mahone Bay	Climate & Environment Advisory Committee	Provide leadership and guidance on climate change mitigation, adaptation, and environmental stewardship initiatives, and provide feedback and engage in community outreach on issues and projects related to environmental sustainability within the Town
Town of New Glasgow	Community Climate Change Committee	Provide guidance on community climate change action and sustainability initiatives

**NEXT STEPS**

Once the Committee determines if it would like to change its name, the following process would be required to change the Meeting and Committee Procedural Policy and Committee Terms of Reference.

Staff Review



## MCCAP Review and Recommendation



COTW Review and recommendation  
(Seven (7) Day Notice to Council)



Council Consideration and Decision

### FINANCIAL IMPLICATIONS

There are no financial implications associate with changing the name of the Municipal Climate Change Action Plan (MCCAP) Committee.

### ALTERNATIVES

In response to the report, MCCAP may:

- determine a new name for the Committee and make a motion to Council to revise the Meeting and Committee Procedural Policy and Committee Terms of Reference to reflect the new name;
- provide alternative direction such as requesting further information on a specific topic.

### APPENDICIES

Appendix A MCCAP Committee Terms of Reference

Appendix B Meeting and Committee Procedural Policy RCOGE-003.00

### CHIEF ADMINISTRATIVE OFFICER REVIEW

Planner Poirier captures an accurate history of the committee and its origins. The current name of the committee is in alignment with federal, provincial and municipal reports, programs and its history. It is recognized that MCCAP or the acronym would not be familiar to the general public as with most acronyms.

A name change may assist with identification or a change in the common reference to the acronym to calling the committee by its full name.

Report Prepared by: \_\_\_\_\_

Sara Poirier, Senior Planner

Report Approved by:  \_\_\_\_\_

Mark Phillips, Chief Administrative Officer



## Appendix A

WEST HANTS REGIONAL MUNICIPALITY  
MUNICIPAL CLIMATE CHANGE ACTION PLAN COMMITTEE  
TERMS OF REFERENCE

RADPL-003.04

### 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 an unexpected vacancy, previous applications on file may be considered by the Chair and staff, or the option to re-advertise may be applicable. A recommendation will be made to Council for appointment. That new person's appointment will serve the remainder of the term of the person replaced or as deemed appropriate.

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	

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1. General

1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.

1.2. The purpose of this Procedural Policy is to:

- a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
- b) establish the Committee of the Whole as a Committee of Council; and
- c) establish various other Committees of Council.

1.3. In this Policy:

- a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
- b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
- c) “Chair” means the presiding officer of Council or a Committee of Council;
- d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
- e) “Clerk” means the Clerk of the Municipality;
- f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
- g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
- h) “Council” means all Council members of the Municipality;
- i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
- j) “Majority” means more than one-half of those present
- k) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- l) “Motion” means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- m) “Municipal or Municipality” means the West Hants Regional Municipality;
- n) “Pecuniary interest” means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- o) “Planning document” means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- p) “Question” means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- q) “Quorum” means the majority of members required to hold a meeting.

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- r) “Resolution” means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- s) “Staff” means a person employed by the Municipality;
- t) “Two-thirds vote” means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
  - i. to provide good government;
  - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
  - iii. to develop and maintain safe and viable communities;
  - iv. to work with other municipal units for the best interests of the Municipality within the province;
  - v. to provide active programs of training and upgrading of staff and Council; and
  - vi. such other goals as from time to time are determined;
- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
  - i. first and second readings of a by-law enactment, amendment or repeal; and
  - ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
- c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
- d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;

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- e) except for an Order under the Act for Dangerous and Unightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
  - a) at the location set by the Committee of the Whole,
  - b) on the second Tuesday of each month, except for August,
  - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
  - a) at the location set by Council,
  - b) on the fourth Tuesday of each month except for August,
  - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
  - a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
  - b) at the request of majority of the members of Council or Committee of Council;
  - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
  - a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
  - b) at the request of the Chair;
  - c) at the request of the majority of members;

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- d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
  - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
  - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
  - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
  - d) meeting notice need not be provided of:
    - i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
    - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
    - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
  - e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
  - b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
  - c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

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4. Communications

- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
- a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
  - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
  - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
  - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
- a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
  - b) through resolutions from Council to the CAO.
- 4.4. Committees will communicate to Council:
- a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
  - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
- 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
- 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
- a) the correspondence is directed to a Councillor or Committee of Council member;
  - b) is in writing and received by mail or email;
  - c) is legible;
  - d) is not libelous, irrelevant, offensive or improper; and
  - e) is signed by the writer's name.

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5. Meeting Attendance and Quorum

- 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
- 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
- 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:
  - a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
  - b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
  - c) the Chair will be physically present at the meeting location;
  - d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
  - e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;

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- f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
- g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
- h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
- j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
- k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

## 6. Election Process for Deputy Mayor, Chair or Vice-Chair

- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
  - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
  - c) after the third and final call for nominations, the Mayor will declare nominations closed;
  - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;

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- e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
  - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
  - g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
  - h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
  - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
  - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia
- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
  - b) Attendance
  - c) Approval of Agenda, including additions or deletions

- d) Declaration(s) of Conflict of Interest
- e) Announcements
- f) Approval of previous meeting's minutes
- g) Public Hearings
- h) Unfinished Business/Postponed Motions
- i) Mayor's Report
- j) Committees of Council Recommendations
- k) Councillor Municipal Business Reports
- l) Correspondence
- m) New Business
- n) In-Camera
- o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

- a) Call to Order
- b) Attendance
- c) Approval of Agenda, including additions and deletions
- d) Declaration(s) of Conflict of Interest
- e) Announcements
- f) Approval of the Minutes
- g) Presentations
- h) Unfinished Business/Postponed Motions
- i) Reports
- j) Correspondence
- k) New Business
- l) Public Participation Period
- m) In-Camera
- n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

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- 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
- 7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

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8. Council and Committee Chair Duties

- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
  - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
- a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
  - b) ask members to declare any Conflicts of Interest;
  - c) receive and put to a vote all motions presented and announce the results;
  - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
  - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
  - f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
  - g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
  - h) permit the CAO to speak on any point upon request;
  - i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
  - j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
  - k) declare a meeting dissolved if no quorum has been achieved;
  - l) adjourn to another place and/or time without ending the meeting with the consent of Council;
  - m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
    - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
    - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

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- 9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.
- 9.2. Written minutes kept will:
- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
  - b) contain all motions and decisions by consensus and will record the outcome of each vote;
  - c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
  - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
  - e) be clear, accurate, concise, and formatted to be readable;
  - f) be written in past-tense;
  - g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
  - h) Record the time that the discussion occurred. The minutes will be timestamped to reflect where the report/discussion of Council can be found in the recorded meeting".
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.
- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.
- 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
- 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
- 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all

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necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

- 9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
- 9.9. The press will be allowed to only use audio recording equipment during public meetings.
- 9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.
- 9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.
- 9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

**10. Meeting Decorum and Rules of Debate**

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

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- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
- a) speak disrespectfully of any person;
  - b) use offensive language
  - c) speak on any subject other than the subject for which they received approval to speak;
  - d) disobey any decision of the Chair;
  - e) enter a cross debate with another member; or
  - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the

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members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
  - b) the date;
  - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

**11. Conflict of Interest**

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
  - c) not take part in the discussion of or vote on any question with respect to the matter;
  - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.
- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

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- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

**12. Motions and Voting**

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
  - b) Subsidiary motions – facilitates or modifies the main motion;
  - c) Incidental motions – relates to a question of procedure regarding a main motion;
  - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
  - b) Amend – changes something within the main motion;
  - c) Postpone definitely – sets the main motion aside until a specified time;
  - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
  - e) Limit or extend debate – shortens or lengthens the time for debate;
  - f) Previous Question – closes debate and brings the main motion to a vote;
  - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:
- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
  - b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
  - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
  - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
  - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

- 12.4. The following are common but not all privilege motions:
- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
  - b) Recess – provides a short break in the meeting;
  - c) Fix the time to adjourn – sets a time to adjourn the meeting;
  - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
  - b) to refer;
  - c) to postpone either definitely or indefinitely; or
  - d) to limit or extend debate;
  - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
  - b) when the “yeas” and “nays” are being called;
  - c) while the Council or Committee of Council members are voting; or
  - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;

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- b) all motions as to priority of business or as the suspension of the order of the day;
  - c) applications to speak more than the prescribed number of times;
  - d) a motion to allow any person other than a Council member to address the Council;
  - e) a motion to postpone definitely;
  - f) a motion to lay on the table when claiming a privilege over another person; and
  - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
  - b) to limit or extend debate;
  - c) to amend or rescind something previously adopted;
  - d) to object to the consideration of the question; or
  - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
  - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
  - c) Amend something previously adopted – modifies a motion previously presented and adopted;
  - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
  - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;

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- b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
  - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
  - d) a matter which has already been reconsidered once;
  - e) a vote to reconsider; and
  - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.

**13. Points of Order (also refer to Code of Conduct Policy)**

- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
  - b) willfully obstructs the business of Council or the Committee of Council;

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- c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;  
the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.
- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.
- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
  - a) acquisitions, sale, lease and security of municipal property;
  - b) setting minimum price to be accepted by the municipality at a tax sale;
  - c) personnel matters;
  - d) labour relations;
  - e) contract negotiations;
  - f) litigation or potential litigation;
  - g) legal advice eligible for solicitor-client privilege;
  - h) public security.

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- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.
- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

**15. Setting Direction**

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

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- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
    - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
    - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
    - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.
- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
  - b) The process for Council to approve a planning document or amendment thereof, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
  - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
  - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
  - b) Owner or Developer Presentations (if applicable)
  - c) Written Submissions in Favour or Against
  - d) Questions or Comments from the Public in Favour or Against
  - e) Concluding Remarks

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- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
  - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
  - b) at public consultation and information meetings;
  - c) during Public Hearings;
  - d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
  - e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
  - f) through formal petitions and written applications to Council.
- 16.2. Petitions and applications to Council will be:
- a) legibly written or printed on paper;
  - b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
  - c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
  - d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.

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- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
- a) Accessibility Advisory Committee – Appendix D
  - b) Audit Committee – Appendix E
  - c) Davidson Lake Watershed Committee - F
  - d) French Mill Brook Watershed Advisory Committee – Appendix G
  - e) Fences Arbitration Committee – Appendix H
  - f) Repealed
  - g) Repealed
  - h) Mill Lakes Watershed Advisory Committee – Appendix J
  - i) Planning Advisory/Heritage Advisory Committee – Appendix K
  - j) Municipal Climate Change Action Plan Committee – Appendix L
  - k) Diversity and Inclusion Committee – Appendix M
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
- a) Annapolis Valley Regional Library Board
  - b) Hants County Residence for Senior Citizens Board
  - c) Landfill Liaison Committee
  - d) Region 6 Solid Waste Management Board
  - e) Valley Communication Fibre Network
  - f) Valley Regional Enterprise Network
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
  - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

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- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.
- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.
- 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

**18. Conferences and Training**

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.
- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

**19. Repeal**

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
  - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
  - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
  - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
  - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
  - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
  - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
  - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
  - b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
  - c) Audit Committee Policy dated November 28, 2017.

**20. Related Legislation, Policies, Procedures**

- 20.1. The following is a list of related legislation, policies and procedures:
- a) Municipal Government Act
  - b) Municipal Conflict of Interest Act
  - c) Freedom of Information and Protection of Privacy Act
  - d) Protection of Property Act
  - e) Robert's Rules of Order

**APPENDIX A**  
 Report Form

**WEST HANTS REGIONAL MUNICIPALITY REPORT**

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** \_\_\_\_\_ (Name of Committee)

**Submitted by:** \_\_\_\_\_  
 (Name and Title)

**Date:** \_\_\_\_\_ (Date)

**Subject:** \_\_\_\_\_ (Title or Subject of Report)

**LEGISLATIVE AUTHORITY**

(State where ability for consideration comes from if applicable)

**RECOMMENDATION or DECISION REQUEST**

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

**BACKGROUND**

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check “Councillor Activity” and provide your update/info below in the “Discussion” section.)

**DISCUSSION**

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

**NEXT STEPS**

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(State what will be done next if anything.)

**FINANCIAL IMPLICATIONS**

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

**ALTERNATIVES**

(State any option to the recommendation and implication of the options, if anything)

**ATTACHMENTS**

(List any attachment to the report, if anything.)

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: \_\_\_\_\_  
(Name and Title)

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)

**APPENDIX B**  
**Rules of Common Motions**

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
<b>Incidental Motions</b>	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
<b>Privilege Motions</b>	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes

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<b>Subsidiary Motion</b>	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
<b>Main</b>	Original Motion	Yes	Yes	Yes	Majority	Yes	No

**APPENDIX C**

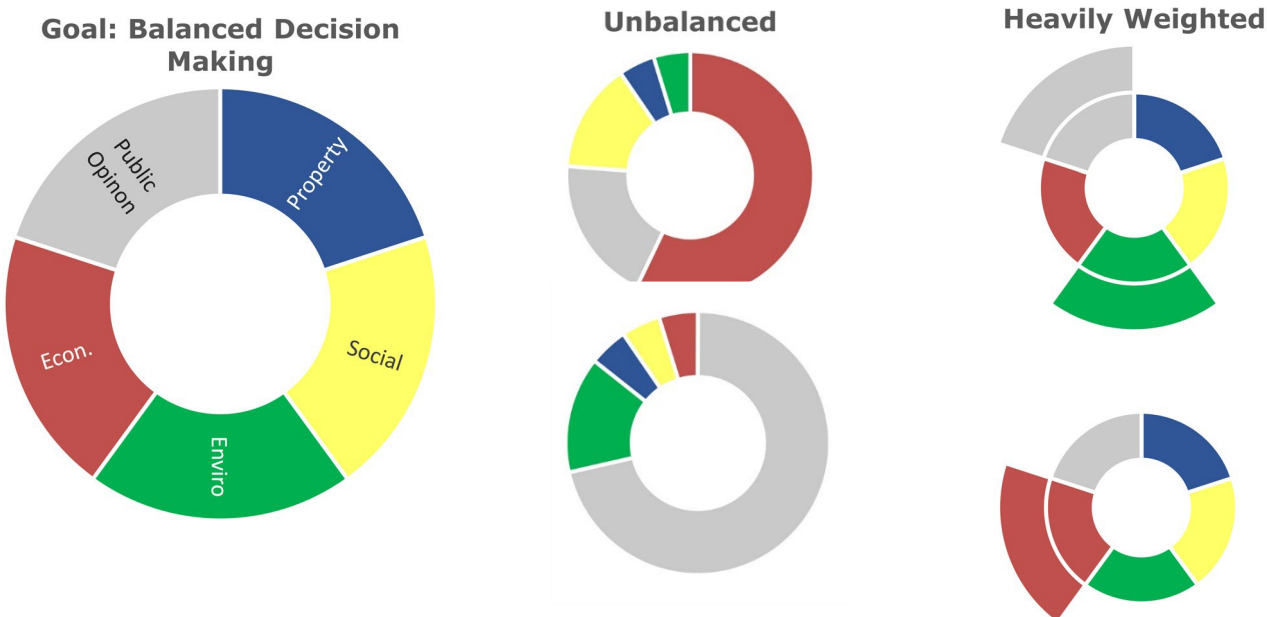
Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback,

communication, media, other municipal units

- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



**APPENDIX D**

Accessibility Advisory Committee

1. PURPOSE

- 1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the West Regional Hants Municipality become a barrier-free community and ensuring obligations under “An Act Respecting Accessibility in Nova Scotia (2017)” are met.

2. SCOPE

- 2.1. This Policy is applicable to all members appointed to the Municipality’s Accessibility Advisory Committee.

3. DEFINITIONS

- 3.1. In Appendix D,
- “AAC” means the Accessibility Advisory Committee of the Municipality;
  - “Act” means the *Accessibility Act*;
  - “Barrier” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
  - “Council” means the Council for the Municipality;

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- e) “Disability” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual’s full and effective participation in society;
- f) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of seven (7) members as follows:
  - To a two-year term – One (1) members of Council
  - To a two-year term – four (4) Resident members
  - To a three-year term – two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member’s term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
  - a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
    - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
    - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
      - i. Any of its proposed policies, programs, practices and services, and
      - ii. Any proposed enactments or bylaws it will be administering; and
        - Any other prescribed information.
  - b) Advise Council on the impact of the Municipality’s policies, programs and services on persons with disabilities;
  - c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
  - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
  - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality’s Accessibility Plan;
  - f) Receive and review information directed to it by Council and its committees, and to make

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- recommendations as requested;
- g) Monitor Federal and Provincial government directives and regulations; and,
- h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the Chair.
- 6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

**APPENDIX E**  
Audit Committee

1. PURPOSE

- 1.1. The primary purpose of the Audit Committee (the “Committee”) is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
- a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
  - b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE

- 2.1. This Policy is applicable to all serving members Audit Committee.

3. DEFINITIONS

- 3.1. In Appendix E,
- a) “Auditor” means the External Auditor conducting the audit of the Municipality;
  - b) “CAO” means the Chief Administrative Officer for the Municipality;
  - c) “Director of Finance” means the Director of Financial Services for the Municipality;
  - d) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality’s account practices and policies and the major judgements involved in preparing the financial statements.
  - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
  - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
  - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
  - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.

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- f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

5.1. Audit:

- a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
- b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.

5.2. Finance and Risk Management

- a) Review with Management the quarterly financial updates and recommend to Council to be received.
- b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.
- c) Review with Management the adequacy of internal controls.
- d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

**APPENDIX F**

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

- 2.1. In Appendix F,
- a) “Committee” means the Davidson Lake Watershed Advisory Committee;
  - b) “Councillor” means an elected member of the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
  - b) assist with revisions of the regulations for the Protected Water Area as required;
  - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
  - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
  - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
  - f) advise on forest matters and other land use issues;
  - g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
  - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
  - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
  - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the

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Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

**APPENDIX G**

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

- 2.1. In Appendix G,
  - a) “Committee” means the Falmouth Watershed Advisory Committee;
  - b) “Councillor” means an elected member of the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.
- 4.2. In addition, the Committee will:
  - a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
  - b) assist with revisions of the regulations for the Protected Water Area as required;

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- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
  - Three (3) Landowners Representatives
  - One (1) Councillor and one (1) alternate
  - One (1) Water Utility Representative
  - One (1) Planning and Development Department Representative
  - One (1) Nova Scotia Department of Lands and Forestry Representative
  - One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
  - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

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- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

**APPENDIX H**

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
  - a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
  - b) "Clerk" means the Municipal Clerk of the Municipality;
  - c) "Committee" means the Fences Arbitration Committee of the Municipality;
  - d) "Council" means the Council of the Municipality;
  - e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
  - f) "Minister" means the Minister of Agriculture;
  - g) "Municipality" means the West Hants Regional Municipality;
  - h) "Non-livestock farm" means land upon which no livestock is maintained.
  - i) "Owner" includes

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- i. With respect to livestock, any person who has lawful custody of the livestock
- ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.
- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:
  - a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,
    - i. Determine the location, height and material of construction of any fence;
    - ii. Determine the manner of maintenance of a fence;
    - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
    - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;

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- v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
  - b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
  - c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.
  - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
  - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.
5. CONFLICT
- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

**APPENDIX I**

Repealed

**APPENDIX J**

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

- 2.1. In Appendix J,
- a) “Committee” means the Mills Lakes Watershed Advisory Committee;
  - b) “Councillor” means an elected member the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality;
  - d) “Staff” means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;

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- b) assist with revisions of the regulations for the Protected Water Area as required;
- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

## **APPENDIX K**

### Planning Advisory/Heritage Advisory Committee

#### 1. PURPOSE

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

- 2.1. In Appendix K,
- a) Repealed.
  - b) “Municipality” means the West Hants Regional Municipality;
  - c) “PAC/HAC” means the Planning Advisory/Heritage Advisory Committee of the Municipality;
  - d) Repealed.

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
- a) The Committee will consist of ten (10) members as follows:
    - three (3) resident members from the former municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees;
    - two (2) resident members from the community of Hantsport who are not council members or municipal employees;
    - two (2) resident members from the community of Windsor who are not council members or municipal employees
    - three (3) members of Council.

With the understanding advertisement for the committee has already taken place and that this change will not affect the current process to take effect November 2022.
  - b) Council members will be appointed to the Committee in November for a term of one (1) year and the term will expire following the October meeting the next year. The appointments made as of April 2021 will expire October 2022.
  - c) Non-Council members will be appointed to the Committee in November for a term of two (2) years and the term will expire following the October meeting of the second year. The appointments made as of April 2021 will expire October 2022.

4. ADMINISTRATION

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
- 4.4. All resident members may be reappointed for a maximum of three (3) terms.

## **APPENDIX L**

### Municipal Climate Change Action Plan Committee

#### 1. PURPOSE

- 1.1. 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.

#### 2. DEFINITIONS

- 2.1. In Appendix L,
- a) “MCCAP Committee” means the Municipal Climate Change Action Plan Committee;
  - b) “Municipality” means the West Hants Regional Municipality.

#### 3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) 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;

- Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

#### 4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

### **APPENDIX M**

#### Diverse and Inclusive Communities Committee

##### 1. MANDATE

- 1.1. Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to

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reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing

2. PURPOSE

- 2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:
- a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
  - b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

- 3.1 In Appendix M, A “Municipality” means the West Hants Regional Municipality.

4. COMPOSITION

- 4.1 The Committee will consist of six (6) voting members and ten (10) non-voting supporting members as follows:
- Six (6) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities)
  - One (1) RCMP Representative (non-voting)
  - One (1) Community Health Board Representative (non-voting)
  - Six (6) non-voting staff members appointed by the Chief Administrative Officer
  - One (1) Councillor and 1 Alternate (non-voting)

5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually upon the date of committee establishment.
- 5.2. Citizen committee members will serve a two-year term
- 5.3. Citizen committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.4. Administrative services for the Committee will be provided by the Municipality.
- 5.5 All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **27<sup>th</sup>** day of **September, 2023**.

*Deanna Snair*

Deanna Snair, Municipal Clerk

<b>Adoption</b>	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
<b>First Amendment</b>	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
<b>Second Amendment</b>	
<i>Notice to Council:</i>	February 9, 2021
<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words “and December” from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
<b>Third Amendment</b>	
<i>Notice to Council:</i>	March 9, 2021
<i>Approval:</i>	March 23, 2021
<i>Description:</i> Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.	
<b>Fourth Amendment</b>	
<i>Notice to Council:</i>	April 12, 2022
<i>Approval:</i>	April 26, 2022
<i>Description:</i> Amend Policy to add to Section 9. 3 that In-camera meeting sessions be recorded, ensuring all meetings are recorded.	
<b>Fifth Amendment</b>	

Notice to Council:	July 12, 2022
Approval:	July 26, 2022
<p>Description: Amend Policy to change the name of the Diversity and Inclusion Committee, terminology and alter the composition of the committee.</p> <p>: Amend appendix k section 3.1 to read the committee will consist of ten(10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either council or municipal employees and three (3) members of council and further that this will take effect at the November PAC/HAC meeting.</p> <p>: Amend Appendix K to remove section 3.1 b that reads “council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. The appointments made as of April 2021 will expire October 2022”, as per section 17.8 it automatically makes it a 2 yr term.</p> <p>: Amend Policy to remove Section 3.1(b) of Appendix K, so that as per Section 17. 8 it automatically makes it a two (2) year term.</p> <p>: Amend Policy to add a Section 4.4 to Appendix K that reads" resident members may be reappointed for a maximum of three (3) terms.</p> <p>: Amend the Policy, Section 8.1 to read" The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except a) in the absence of the Mayor at council, the Deputy Mayor will be the chair b) in the temporary absence of both the Mayor and Deputy Mayor, a chair will be appointed from the Councillors present at the meeting.</p> <p>: Amend policy, such that "all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12: 00 noon three (3) business days before a regular scheduled meeting.</p> <p>: Amend the policy, Section 9.2 (h) to include "timestamped to reflect where the report/discussion of Council can be found in the recorded meeting".</p>	
<b>Sixth Amendment</b>	
Notice to Council:	September 27, 2022
Approval:	September 27, 2022
<p>Description: Amend the Meeting and Committee Procedural Policy, RCOGE-03.00, Appendix K, Section 3.1 to read " the committee will consist of 10 members as follows: 3 resident members from the former municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of Windsor who are not council members or municipal employees, 3 members of council. With the understanding advertisement for the committee has already taken place and that this change will not affect the current process to take effect November 2022.</p>	