



**WEST HANTS REGIONAL MUNICIPALITY
Climate Action Committee (CAC) Agenda
November 13, 2024 – 11:00am
Council Chambers / Zoom**

- 1.0 Call to Order and Introductions**
- 2.0 Election of Chair and Vice-Chair**
- 3.0 Approval of Agenda and Additions**
- 4.0 Approval of Minutes (September 11, 2024)**
- 5.0 New Business**
 - 5.1 Presentation: Introduction to the CAC (John Ogilvie)
 - 5.2 Recommendation: CAC 2025 Work Plan (John Ogilvie)
 - 5.3 Recommendation: CAC Terms of Reference (John Ogilvie)
- 6.0 Business Arising from the Minutes**
- 7.0 Roundtable Discussion**
- 8.0 Public Comments**
- 9.0 Next Meeting Date – To be determined**
- 10.0 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: Climate Action Committee (CAC)

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: 2024-11-13

Subject: CAC 2025 Work Plan

LEGISLATIVE AUTHORITY

Climate Action Committee Terms of Reference, Section 4

RECOMMENDATION

...that the Climate Action Committee 2025 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 titled “CAC 2025 Work Plan” dated November 13, 2024.

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 *CAC Terms of Reference*, the Committee must provide an annual work plan to Council. The Work Plan was developed as a continuation of the 2024 Work Plan, as many of the 2024 priorities are ongoing.

DISCUSSION

Staff have drafted a recommended Work Plan for 2025 (Attachment A). Some tasks were moved to the “Completed” section such as:

- Recommending 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
- A solar energy feasibility study, which will inform Municipal efforts to complete a small to medium scale solar energy installation.

Council approved amendments to the *Procurement Policy* on March 26, 2024. I worked with Diana Gibson, Manager of Accounting and Financial Reporting, to include a section on sustainable procurement at the same time as the comprehensive review of the policy. The updated policy requires Municipal procurement efforts to prioritize options that emit fewer GHG emissions, reduce waste, and contribute to preparing the Municipality for a net-zero economy.

The solar energy feasibility study was completed by CBCL in September 2024. This study was funded with 75% funding up to \$75,000 from the Nova Scotia Low Carbon Communities program. Six (6) municipally owned facilities/lands were selected for study to inform efforts to construct a solar energy system that will offset Municipal electricity usage from the NSP grid.

The following items are in the “To Complete” section of the 2025 Work Plan:

- Explore building a small to medium scale solar energy project;
- Explore including anticipated GHG emissions in staff reports for Council and Committees; and
- Explore transit and accessible transportation feasibility.

The solar energy feasibility study completed by CBCL in September 2024, will help staff determine locations and the cost of construction of a small to medium scale solar energy project for recommendation to Council. This may allow the Municipality to construct a solar installation in 2025, depending on material and contractors’ availability.

Staff were informed in July 2024 that the WHRM application to the Sustainable Communities Challenge Fund to complete a transportation feasibility study was denied. Council has identified this item as a priority; staff are investigating funding opportunities with the NS Department of Natural Resources and Renewables to complete this study.

Major ongoing tasks include:

- Implementing a Level 3 electric vehicle (EV) charger within the Region;
- Administer the Property Assessed Clean Energy (PACE) program, Switch West Hants; and
- Investigate building/facilities retrofits for efficiency.

Implementing a Level 3 EV charger in the Region is ongoing; Nova Scotia Power (NSP) has received funding from the Federal Government to install two (2) dual-port chargers in Windsor. Staff and NSP are investigating installing the chargers on Municipal property in Windsor, as

specific sites are limited by requirements for phase three (3) power, nearby access to Highway 101, and available parking spaces.

West Hants launched a PACE program, Switch West Hants, in Fall 2023 with SwitchPACE CIC as the program administrator. The team of energy concierges at Switch assist homeowners by coordinating home energy assessments, contractor quotes, and offering technical support to homeowners looking to make their home more energy efficient. The program is designed to get homeowners maximum amounts of grant funding and rebates, while also offering bridge financing to the Federal Greener Homes program which offers 0% loan financing. Since program launch, 11 homeowners have taken full advantage of the loan financing, completing projects such as insulation, rooftop solar, and central and mini split heat pumps. Many more homeowners are in the beginning stages of the program and are considering their options before officially becoming a participant.

Staff are considering recommendations to include retrofits to multiple Municipal facilities in the 2025-26 budget. Staff are being assisted by a Municipal Energy Manager, which is a free service offered by Efficiency NS. The Municipal Energy Manager assists the Climate Action Coordinator in auditing all Municipal facilities for energy consumption and prepares reports that identify opportunities for improvement. These reports will be used to support applications for grant funding to complete upgrades that target energy-intense facilities to reduce or eliminate fossil fuel consumption, increase efficiency, offset electricity consumption with solar energy, and reduce operating costs.

These items, in addition to the Local Action Plan, will help the Municipality make progress to reduce GHG emissions and adapt to the negative effects of climate change.

NEXT STEPS

CAC Recommendation – November 13, 2024



Committee of the Whole Review – December 2024*



Council Decision – December 2024*

*Specific dates to be determined by Council

FINANCIAL IMPLICATIONS

There are no specific budget requests associated with the 2025 Work Plan, but many action items have direct costs that are currently uncertain. The CAC budget would be used for some projects, such as the Municipal contribution for a transit feasibility study, and other large-scale projects may require additional budget allocation from Council. External funding will be sought

for all projects when it is available, and a report will be brought to the CAC and Council for consideration.

ALTERNATIVES

The CAC may:

- request that staff revise the 2025 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 2025 CAC Work Plan

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

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

**Attachment A
Draft CAC 2025 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
	Explore building 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; Solar for facilities through FCM retrofit funding	Planning / Public Works / Community Development / Office of the CAO / NSP	2025; feasibility study completed by CBCL in 2024 to inform site selection
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	2025
Goal: Explore enhancing transportation opportunities / availability	Explore transit and accessible transportation feasibility	Staff time; Consultant costs for studies; Estimated \$100,000	Staff time; Currently exploring funding opportunities with NSDNRR	Planning / Community Development / Public Works / Finance / CAO's Office	Ongoing; 2025
Ongoing Tasks		Cost of Action	Funding	Partners	Timing

Goal: Reduce Greenhouse Gas Emissions	Administer PACE program	Capital: \$300,000 allocation in December 2022	Capital: \$300,000 allocation in December 2022 VCIB/Switch: \$1,730,400	Planning / CAO's Office / Town of Kentville / SwitchPACE / FCM / VanCity Community Investment Bank	Ongoing
	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 received funding from Natural Resources Canada	Planning / Community Development / Office of the CAO / NSP	Fall/Winter 2024; Ongoing
Goal: Invest in education for the community	Partner with Efficiency NS and SwitchPACE to educate residents on home renovation programs and incentives	Staff time	Staff time	Planning / Communications / Efficiency NS / Switch West Hants	Ongoing
Goal: Reduce energy consumption for Municipal buildings	Investigate building/facilities retrofits for efficiency	Staff time, feasibility studies cost, capital investments depending 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 and 2024; 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; May need updating

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 (up to \$265,000)	FRIIP 50% funding (up to \$132,500)	Public Works; CBCL	2024; Phase 2 Ongoing; CBCL selected to perform the study
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; Consultant costs for developing the review	Staff Time	Planning; WSP	2024-25; Ongoing; WSP selected to perform the review
Goal: Develop sustainable solutions to address sea-level risk in Avondale	Work with community groups, government organizations, and non-profits to assess sustainable solutions	Staff Time	Staff Time	Public Works, Planning, NS Department of Agriculture	Fall 2021
Goal: Implement MCCAP	Annual action items review and update	Staff Time	Staff Time	Planning	Annual
	Annual review and update Terms of Reference	Staff Time	Staff Time	Planning	Annual
Goal: Heighten residents' awareness of flood risk and emergency preparedness	Public education on social media	Staff Time	Staff Time	EMO	Ongoing
	Develop planning processes, policy, and ordinances	Staff Time	Staff Time	EMO	Ongoing
Goal: Build mapping (GIS) capabilities	Update software as needed	Staff Time	Staff Time	Planning	Ongoing
Goal: Climate-informed Emergency	Annual review and update of All-Hazards Plan	Staff Time	Staff Time	EMO	Ongoing

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

Goal: Reduce Greenhouse Gas Emissions	target for corporate and community emissions				
	Complete Milestone 3 in the PCP program by developing a Local Action Plan	\$5,222.64 for summer student	MCCAP Budget (Clean Foundation grant paid 50% of the position)	Planning / Public Works / Clean Foundation	Submitted September 2021
	Complete an updated GHG emissions inventory for corporate emissions	\$9,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions inventory for community emissions	\$25,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions forecasting model	\$36,000	MCCAP Budget	Clean Foundation	Winter 2020
	Hire a GHG emissions reduction employee	\$30,944.10	Eco Canada grant provided 80% for 8.5 months (\$17,535), MCCAP Budget covered remainder	Planning / Eco Canada	1-year term began June 27, 2022, and ended June 27, 2023
		Approx. \$62,000	Municipal Budget	Planning	Full-time permanent position 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

Goal: Reduce Greenhouse Gas Emissions	Implement electric vehicle charging station(s)	Staff time; \$56,089.60 for installation of 2 dual port Level 2 chargers	Staff time; ZEVIP program from NRCan and administered by Clean Foundation provided grant of \$20,000 for project; \$11,084.48 top-up from the Province	Planning / Public Works / Community Development / Office of the CAO / Clean Foundation / Nova Scotia Power / NRCan	Operational in October 2022
	Explore the potential for a small to medium scale solar energy project	Staff time; Consultant costs for a feasibility study (up to \$100,000)	Staff time; NS Low Carbon Communities (75% funding up to \$75,000)	Planning / Public Works / Community Development / Office of the CAO / NS Power	Funding applications completed in 2023; CBCL completed study in Fall 2024
	Create a PACE program	Set-up: ~\$225,000	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	Planning / CAO's Office / Town of Kentville / PACE Atlantic CIC / FCM / VanCity Community Investment Bank	FCM grant advancement received April 2023; Ongoing program development
Goal: Reduce 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
Goal: Lead by example and enhance sustainability-informed decision making	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



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: Climate Action Committee (CAC)

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: 2024-11-13

Subject: CAC Terms of Reference

LEGISLATIVE AUTHORITY

CAC Work Plan, Ongoing Tasks
Meeting and Committee Procedural Policy, Section 16.1 (e)

RECOMMENDATION

...that the CAC recommend that Council approve the *Climate Action Committee Terms of Reference* in a manner substantively the same as Attachment A to the staff report titled “CAC Terms of Reference” dated November 13, 2024.

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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Based on the CAC Work Plan, the Committee is to review and update the Terms of Reference (TOR) annually.

DISCUSSION

The Municipal Climate Change Action Plan (MCCAP) Committee was formed pursuant to the *Meeting and Committee Procedural Policy* dated March 23, 2020. The MCCAP TOR were

originally approved by the Committee at the Committee’s first meeting on September 9th, 2020, and amended once in February 2022 to update the composition of the Committee.

The Committee’s TOR were amended effective January 23, 2024, to reflect the Committee’s desire to change its name from the Municipal Climate Change Action Plan Committee to the Climate Action Committee.

Effective July 24, 2024, Council amended the *Meeting and Committee Procedural Policy*, Section 16, to read as “during the allotted twenty (20) minutes of Public Participation on all advisory committee agendas. A member of the public may speak for a maximum of five (5) minutes each during this period”. This amendment requires the CAC to offer a Public Participation period as part of each meeting agenda.

To comply with this change, staff recommend amending the CAC TOR, Section 8. This section currently reads as:

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

Staff recommend amending this section to read as:

“The CAC will set aside twenty (20) minutes of Public Participation on all agendas. A member of the public may speak for a maximum of five (5) minutes each during this period.”

NEXT STEPS

The amended CAC TOR will be placed on file and reviewed again in 2025, pending CAC and Council approval.

FINANCIAL IMPLICATIONS

There are no budget implications associated with the amendments to the TOR.

ALTERNATIVES

In response to the report, the CAC may:

- request staff revise the Terms of Reference based on direction from the CAC; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Amended CAC Terms of Reference

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

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

1. Official Name

The official name of this committee is the Climate Action Committee. It may be referred to as CAC.

2. Members/Composition

The Committee consists of 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.

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

3. Goals

The Climate Action 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 impacts 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

CAC 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.

CAC 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

CAC 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

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

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

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

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

The CAC will set aside twenty (20) minutes of Public Participation on all agendas. A member of the public may speak for a maximum of five (5) minutes each during this period.

9. Related Policies, Procedures and Legislation



WEST HANTS REGIONAL MUNICIPALITY
CLIMATE ACTION COMMITTEE
TERMS OF REFERENCE

RADPL-003.04

- 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

<i>Adoption</i>	
<i>Notice to Council:</i>	Not Applicable
<i>Approval:</i>	September 9, 2020
<i>Description:</i> Initial approval of the MCCAP Committee Terms of Reference	
<i>1st Amendment</i>	
<i>Notice to Council:</i>	Not Applicable
<i>Approval:</i>	February 9, 2022
<i>Description:</i> Amended MCCAP Committee Terms of Reference	
<i>2nd Amendment</i>	
<i>Notice to Council:</i>	<i>Not Applicable</i>
<i>Approval:</i>	<i>January 23, 2024</i>
<i>Description:</i> Amended MCCAP Committee Terms of Reference: Changed Committee name	