



1. TITLE

This policy shall be known, and cited, as the Property Assessed Clean Energy (PACE) Policy.

2. SCOPE AND PURPOSE

2.1. This policy is applicable to the PACE Program for West Hants Regional Municipality and all participating or interested residential properties. This policy shall only apply to upgrades installed using the Municipal PACE Program

2.1.1. PACE programming may evolve in the future to offer financing for commercial properties and buildings.

2.2. The purpose of this policy is to define the operational parameters of the West Hants Regional Municipality's PACE Program, including the eligible home upgrades, qualifying properties, and details regarding financing and Participation Agreements.

2.3. The intent of the PACE Program is to operate as a user-pay system through participating individuals.

3. REFERENCES

3.1. West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*

3.2. Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

4. DEFINITIONS

4.1. All words in this PACE Policy carry the same meaning as defined in the WHRM PACE By-law.

4.2. "1:1 savings to loan ratio" means the total cost of an installation or upgrade, including material, labour, program fees and the cost of borrowing, is equal to the estimated energy savings during the life of the upgrade(s).

5. QUALIFICATION

5.1. To qualify for participation, the following conditions must be met:



-
- 5.1.1. The property must be located within the boundaries of the Municipality;
 - 5.1.2. The owner of the property cannot be a level of government;
 - 5.1.3. The owner of the property cannot be in arrears of any Municipal taxes, including penalties and interest;
 - 5.1.4. The building must be an existing dwelling unit;
 - 5.1.5. The proposed upgrade(s) should strive to meet or exceed the 1:1 savings to loan ratio, resulting in a net positive investment for the owner; and
 - 5.1.6. The proposed upgrade(s) must not exceed a cost of \$40,000 or 25% of the property's taxable value, whichever is less.

6. APPLICATION AND APPROVAL

- 6.1. Applications will be considered on a rolling, first-come first-served basis.
- 6.2. Applications are subject to written approval by the CAO or their designate on behalf of the Municipality, if the participation qualifications specified in *Section 5 Qualifications* of this policy have been met.
- 6.3. In addition, the CAO or their designate may take the following into account:
 - 6.3.1. The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 6.3.2. Whether approving the application would directly or indirectly, itself or in combination with other pending or approved applications, negatively impact the stability or sustainability of the Municipal PACE Program.

7. PARTICIPATION AGREEMENT

- 7.1. The property owner must execute the Participation Agreement with the Municipality, which must be approved by the CAO or their designate.
- 7.2. The Participation Agreement must contain clauses that:



-
- 7.2.1. Require the owner, or their approved contractor, to obtain all necessary permits and approvals;
 - 7.2.2. Require the owner to indemnify the Municipality;
 - 7.2.3. Enable the Municipality to claim environmental credit associated with the upgrade(s), while still acknowledging owners' efforts;
 - 7.2.4. Acknowledge that the installation(s) is the property and responsibility of the property owner;
 - 7.2.5. Identify the type of equipment involved in the upgrade(s);
 - 7.2.6. Define the Program Charge including administrative fees, financed amount, financing interest rate, and general loan terms and conditions the owner agrees to with the Municipality prior to installation;
 - 7.2.7. Identify that the Participation Agreement will create a lien on the property; and
 - 7.2.8. Describe any other terms consistent with the PACE By-law and PACE Policy that the CAO, or their designate, deems necessary.

8. PROGRAM CHARGE

- 8.1. The Program Charge to applicants shall be:
 - 8.1.1. Payable through pre-authorized payments over the term specified in the individual Participation Agreement, agreed to by the owner and the Municipality;
 - 8.1.2. Eligible to be paid in full at any time by the owner; and
 - 8.1.3. Composed of any additional elements specified in the PACE By-law and Participation Agreements.
- 8.2. Participating projects shall be subject to:
 - 8.2.1. An interest rate determined by the cost of borrowing and ongoing costs associated with loan administration;



- 8.2.2. A 5% administration fee;
- 8.2.3. Additional penalties and fees associated with late and/or missed payments or defaults, which shall be treated by the Municipality in the same manner as unpaid taxes; and
- 8.2.4. Any additional requirements defined in the PACE By-law and Participation Agreements.

9. ELIGIBLE UPGRADES AND INSTALLATIONS

9.1. Building envelope:

- 9.1.1. Air sealing, weather stripping, and caulking
- 9.1.2. Insulation

9.2. Windows and doors:

- 9.2.1. Exterior door
- 9.2.2. Exterior window
- 9.2.3. Exterior window film
- 9.2.4. Exterior window shading device
- 9.2.5. Skylight and tubular daylight device

9.3. Heating, ventilation, and air conditioning (HVAC):

- 9.3.1. Air-source and geothermal heat pumps – ducted and ductless, and pool heaters
- 9.3.2. Attic and ceiling fans
- 9.3.3. Biomass/wood stove
- 9.3.4. Programmable and smart thermostats



-
- 9.3.5. Duct replacement and/or sealing
 - 9.3.6. Hydronic radiant heating system
 - 9.3.7. Heat/energy recovery ventilators
 - 9.4. Lighting:
 - 9.4.1. LED light fixtures
 - 9.4.2. Dimmer switches
 - 9.4.3. Motion control
 - 9.5. Domestic hot water:
 - 9.5.1. Drain water heat recovery
 - 9.5.2. Electrification of hot water system – including heat pump hot water systems
 - 9.5.3. Water heater blanket
 - 9.6. Solar energy:
 - 9.6.1. Solar PV panels
 - 9.6.2. Solar thermal – including pool heaters
 - 9.7. Water conservation:
 - 9.7.1. Low-flow fixtures
 - 9.8. Climate change adaptation:
 - 9.8.1. Back-flow prevention valve
 - 9.8.2. Sump pump




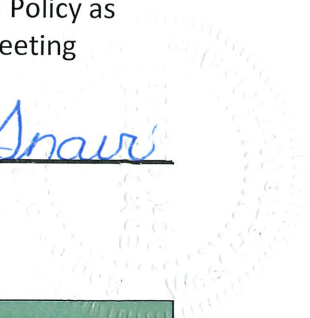
WEST HANTS REGIONAL MUNICIPALITY
PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY

RCOPL-007.00

-
- 9.8.3. Basement waterproofing
- 9.9. Alternative energy:
- 9.9.1. EV charging station
- 9.9.2. Home energy storage system (battery)
- 9.10. Other:
- 9.10.1. Clothesline
10. Notwithstanding any previous provisions in this Policy and the PACE By-law, the CAO or their designate retains the right to approve or refuse any application to the PACE Program on any grounds they deem relevant.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, in 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 **28th** day of **March, 2023**.


Deanna Snair
Municipal Clerk



Adoption	
Notice to Council	Date: March 14, 2023
Approval	Date: March 28, 2023
Description: Initial approval of the Property Assessed Clean Energy Policy RCOPL-007.00	