



## 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:** Members of Municipal Climate Change Action Plan (MCCAP) Committee

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

**Date:** 2022-11-09

**Subject:** MCCAP 2023 Work Plan

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### LEGISLATIVE AUTHORITY

Municipal Climate Change Action Plan (MCCAP) Committee Terms of Reference, Section 4.

### RECOMMENDATIONS

Should the MCCAP Committee wish to forward the 2023 Work Plan to Committee of the Whole, the following motion would be in order:

...that the MCCAP 2023 Work Plan be submitted to the Committee of the Whole to be placed on file in a manner substantively the same as Appendix A attached to the planning staff report dated November 9, 2022.

In order to honour the 1-year term Climate Action Coordinator position to the end of June 2023, the following motion would be in order:

...that the MCCAP Committee recommends Committee of the Whole recommend that Council preapprove \$7,000 of funding in the 2023-24 budget to complete the one-year term for which the Climate Action Coordinator, John Ogilvie, was hired.

Should the MCCAP Committee wish to recommend that Council approve funding for a permanent full-time Climate Action Coordinator position, the following motion would be in order:

...that the MCCAP Committee recommends Committee of the Whole recommend that Council approve funding for a permanent full-time Climate Action Coordinator position

beginning in July 2023 in the 2023-24 budget deliberations.

**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 MCCAP Committee Terms of Reference, a work plan needs to be submitted to Committee of the Whole for review on an annual basis.

Hiring a dedicated Climate Action Coordinator position is Action 4.3 of the greenhouse gas (GHG) emissions local action plan. It was also added to the 2022 and 2023 MCCAP workplan. A Climate Action Coordinator was hired on a 1-year term which began on June 27, 2022 with funding partially provided through the ECO Canada Science Horizons Youth Internship program. Following the position being filled, staff were notified that ECO Canada is only providing 80% of the funding for 8.5 months of John’s position, rather than the 80% for 12-months originally advertised. Therefore, there is a request for Council to preapprove the additional funding for John’s position to honour the 1-year term he was hired for. There is also a request to Council to enable the Climate Action Coordinator position to become a permanent position on staff.

**DISCUSSION**

***Workplan***

Staff provided the MCCAP Workplan for discussion at the September 14, 2022 MCCAP Committee meeting. The Committee agreed to keep “working on Milestone 4 of the PCP program” and “hiring a dedicated GHG emissions reduction employee” on the “tasks to complete” portion of the workplan as these are two necessary components required to ensure the Municipality can continue to work towards the Municipality’s greenhouse gas emissions reduction goals.

Many of the tasks that were added for 2022 have been moved to the “on-going” section. These include:

- explore the potential for a small to medium scale solar energy project;
- implement an electric vehicle charging station; and
- participate in a feasibility study for electric vehicle fleet conversion.

The Committee had no additional items to add to the workplan.

***Climate Action Coordinator***

Since 2020 the Planning and Development Department has been able to hire summer students on a 15-week term with financial assistance through the Clean Foundation Internship program. These students were Casey Parker, Jessica Pitman and Will Chapple. They have all helped

immensely in being able to accomplish the first three (3) milestones of the Partners for Climate Projection (PCP) program.

On September 8, 2021 the MCCAP Committee recommended approval of a local action plan to meet Milestone 3 of the PCP program and reduce the Municipalities greenhouse gas (GHG) emissions. As part of the local action plan's overall implementation goal to reduce community and corporate emissions by 45% by 2030, Action 4.3 proposes hiring a dedicated GHG reduction employee. Additionally, one of the goals of the 2022 and 2023 MCCAP workplan is to hire a dedicated GHG emissions reduction employee.

In November 2021 the MCCAP Committee recommended, and Council approved, staff to apply for funding to ECO Canada to hire a greenhouse gas emissions reduction coordinator utilizing the remaining MCCAP budget for 2021-22. At the time of application ECO Canada was offering funding opportunities which would cover up to 80% of wages for a 12-month internship. Staff made an application on February 8<sup>th</sup>, 2022 to the ECO Canada Science Horizons Youth Internship for a 12-month position and were waitlisted pending future funding.

Staff were notified on May 2, 2022 that the ECO Canada application had pre-qualified for funding. At that time, staff requested \$4,500 of additional funding be provided by Council as the MCCAP budget for 2021-2022 had been utilized to hire a summer student on a 15-week term through the Clean Foundation. This request was approved.

A 1-year term Climate Action Coordinator, John Ogilvie, started on June 27, 2022 with financial support from ECO Canada. Following John's hiring staff were notified by ECO Canada that the position was only provided 80% funding for the first 8.5 months. Therefore, there is now a request before the MCCAP Committee to honour the 1-year term that John was hired for and provide the additional \$7,000 of funding towards this position in the 2023-24 budget to carry the term Climate Action Coordinator position to the end of June 2023.

John has been able to dedicate his time to work on the Committee's workplan items, action items within the local action plan, and provide support to staff for funding applications which require emissions calculations. Specifically, he has assisted in gathering information on the condition of Municipal buildings to determine potential energy retrofits including the use of solar power to offset the remaining building demand, has been pivotal in developing completing the steps for Council to consider creating a Property Assessed Clean Energy (PACE) program and has been able to dedicate time to determine external funding sources for action item implementation.

Milestone 4 and 5 of the PCP program are to implement the local action plan and monitor the impact of that plan. These are undoubtedly the largest milestones to accomplish in the PCP program. Creating a full-time permanent Climate Action Coordinator would help reduce burden on the current staff capacity and ensure the action plan items are implemented in a timely manner.

## **NEXT STEPS**

**Approval Process**

Staff Review and MCCAP Committee Discussion – September 14



**MCCAP Committee Recommendation – November 9**



Committee of the Whole – December\*



Council Decision – December\*

\*anticipated dates; final dates set by Council

### **FINANCIAL IMPLICATIONS**

There are future budget implications associated with the 2023 Work Plan, which will be presented during the 2023-24 budget deliberations. External funding, through grants and contributions, will be sought to recover costs for many of these projects.

A request for \$7,000 from the 2022-2023 is provided to support the 1-year term Climate Action Coordinator position.

The full-time permanent Climate Action Coordinator would cost West Hants Regional Municipality approximately \$54,000 per year, which includes salary and the municipal share of CPP, EI, WCB, Pension, and Medical/Dental benefits.

### **ALTERNATIVES**

In response to the report, the MCCAP Committee may:

- request staff revise the MCCAP 2023 Work Plan based on direction from the MCCAP Committee;
- provide alternative direction such as requesting further information on a specific topic.

### **ATTACHMENTS**

Appendix A MCCAP 2023 Work Plan

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

Sara Poirier, Senior Planner

Report Reviewed by: \_\_\_\_\_

Madelyn LeMay, Director of Planning and Development

Report Reviewed by: \_\_\_\_\_  
Diana Gibson, Acting Director of Financial Services

**Appendix A  
MCCAP 2023 Work Plan**

<b>Tasks to Complete</b>		<b>Cost of Action</b>	<b>Funding</b>	<b>Partners</b>	<b>Timing</b>
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; Municipal budget will be requested to help leverage external funding; Applications for external funding will be submitted for most action items	Planning / Public Works / Community Development / Office of the CAO	Annual
	Hire a dedicated GHG emissions reduction employee	Approx. \$54,000	Municipal budget	Planning	2023
<b>Ongoing Tasks</b>		<b>Cost of Action</b>	<b>Funding</b>	<b>Partners</b>	<b>Timing</b>
Goal: Reduce Greenhouse Gas Emissions	Hire a dedicated GHG emissions reduction employee	Approx. \$30,000	Municipal budget; Eco Canada funding to cover 50% of the position for the first 12 months	Planning / Eco Canada	1-year term began on June 27, 2022

	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; Applications for funding will be submitted when required	Planning / Public Works / Community Development / Office of the CAO	Solar installation by 2023
	Implement an electric vehicle charging station	Staff time and project costs (approx. \$6,000 for a level 2 charger; approx. \$50,000 for a level 3 charger)	Staff time; Applications for funding will be submitted when required	Planning / Public Works / Community Development / Office of the CAO	Anticipated completion by October 2022
	Participate in a feasibility study for electric vehicle fleet conversion	Staff time and project costs (approx. \$1,500 in-kind for study)	Staff time; Applications for funding will be submitted when required	Planning / Clean Foundation	Anticipated completion by December 2022
Goal: Increase awareness of local best practices	Continue the recognition program for businesses and community groups	Staff Time	Staff Time	Planning / Community Development	Began Summer 2021; Annual
Goal: Update Windsor's storm drainage infrastructure to ensure it meets the	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

future needs of the Town					
Goal: Reduce the impact of anticipated climate change on infrastructure and development	Consider options to restrict zoning in flood-prone areas	Staff Time	Staff Time	Planning	Plan Review
Goal: Develop sustainable solutions to address sea-level risk in Avondale	Work collaboratively with community groups, government organizations, and non-profits to assess sustainable solutions.	Staff Time	Staff Time	Public Works, Planning, 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 resident's awareness of flood risk and emergency preparedness	Public education	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	Annual review and update of All-Hazards Plan	Staff Time	Staff Time	EMO	On-going

Emergency 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	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 and Planning	On-going
	Implement findings from the Three Mile Plains Storm Water Management Study	Staff Time	Staff Time	Public Works, Planning, 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 the necessary information for Council to set an emissions reduction	Staff Time	Staff Time	Planning/ Public Works	August 2021

	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
Goal: Reduce Greenhouse Gas Emissions	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
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	PW Budget	Public Works	2016
	Complete plan for Hantsport	\$50,000	PW Budget	Public Works	2018

	Complete plan for Three Mile Plains	\$50,000	PW Budget	Public Works	2019
Goal: Build mapping (GIS) capabilities	Hire a GIS Technician	N/A	Planning	Planning	2015