



West Hants

something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY
Municipal Climate Change Action Plan (MCCAP) Committee
November 9, 2022 – 11:00am
Sanford Council Chambers / Zoom**

PRESENT: Debbie Francis, Councillor
Rupert Jannasch, Councillor, Chair
Sara Poirier, Planning and Development Designate
Shelleena Thornton, Protective Services Designate
Deanna Snair, CAO Office Designate
Diana Gibson, Financial Services Designate
Todd Richard, Public Works Designate
Mark Williamson, Resident Member, Vice-Chair
Peter Moore, Resident Member

STAFF: Alex Dunphy, Planner
John Ogilvie, Climate Action Coordinator
Vanessa Lake, Planning Assistant
Mark Phillips, CAO

REGRETS: VanEssa Roberts, Community Services Designate
Scott McLean, Councillor

PUBLIC: There were 2 members of the public present.

Call to Order and Identification of Designates

Sara Poirier called the meeting to order at 11:01am. For the benefit of new members and the viewing public, Committee members introduced themselves and their designations. Mark Phillips, Todd Richard, and Diana Gibson arrived at 11:08am from another meeting. Mark Phillips and Todd Richard both had to leave during the meeting for other appointments.

Election of Chair and Vice-Chair

Sara opened the floor to nominations for Chair. Debbie Francis nominated Rupert Jannasch. There were no further nominations, and Rupert accepted the position. Rupert opened the floor for nominations for Vice-Chair. Debbie nominated Mark Williamson as Vice-Chair. There were no further nominations and Mark Williamson accepted the position.

Approval of Agenda and Additions

Mark Williamson requested a discussion about budget provisions. This was added to the agenda as item 5.8. Moved by Debbie Francis and seconded by Sara Poirier that the agenda be approved as amended. Motion carried.

Approval of Minutes

Moved by Debbie Francis and seconded by Mark Williamson that the minutes be approved as circulated. Motion carried.

New Business

Presentation: Introduction to the MCCAP Committee (Sara Poirier)

Sara welcomed everyone to the MCCAP Committee and went through a short presentation on MCCAP Committee composition and deliverables. She outlined the major topics of adaptation, mitigation, hazards, and hazard assessment. It was asked what is “in progress” regarding the Greenhouse Gas (GHG) Emissions Local Action Plan. Sara responded that John has created a chart of what is in-progress. She will send a copy to the Committee.

Recommendation Report: MCCAP Workplan 2023 (Sara Poirier)

Sara reviewed the staff report with the Committee. 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. This workplan was discussed at the last MCCAP meeting in September and is before the Committee today for approval.

There are two additional motions in the report. One is to request Council honour John's term position to the full 1-year requested by providing an additional \$7,000 toward the position. The other recommendation is to request Council fund a full-time permanent Climate Action Coordinator position within the 2023-2024 budget.

Moved by Debbie Francis and seconded by Peter Moore 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. Motion carried.

Moved by Debbie Francis and seconded by Mark Williamson 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. Motion carried.

There was a discussion about the proposed full-time position and the accompanying job description. The job description is not yet drafted but will be like that of current Climate Action Coordinator, John Ogilvie. Staff would be looking for a young professional which raised some concerns with the Committee, who thought it was too vague. Peter Moore commented that the Committee should have a very good understanding of what they want for this position based on the anticipated costs to the Municipality.

Moved by Debbie Francis and seconded by Mark Williamson 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. Motion carried with Peter Moore opposed.

Information report: Federal Greener Homes Program and Property Assessed Clean Energy (PACE) Comparison (John Ogilvie)

As requested by the MCCAP Committee during the last meeting, John Ogilvie provided a detailed report comparing the Canada Greener Homes (CGH) Program and the Property Assessed Clean Energy (PACE) Program. The Municipal goal is to reduce GHG emissions by 45% by 2030. Residential emissions account for approximately 32% of the community GHG emissions. Providing a way to assist residents would be an asset.

John outlined some key points in his presentation. CGH is for more tech-savvy homeowners, who can do the paperwork. It is not as accessible for low-income demographics due to the credit check and lack of means to pay upfront. It is more geared towards whole-home upgrades. PACE is better for those who do not have time to apply for loans and engage with

contractors. This program does not require a credit check, and allows for incremental upgrades, spreading projects and funds over time. His conclusion was that both programs can coexist and will help different people in different ways and may enhance the effectiveness of the other. The Committee discussed these programs at length and agreed that having both as an option would benefit everyone. John also noted that the business-as-usual forecast predicts 41% in emissions reductions by 2030, so the Municipality would be responsible for 4% of their goal, and a PACE program is a good way to achieve that.

PACE Funding Options (John Ogilvie)

John first provided some background information. On February 22, Council approved the allocation of \$10,000 in the 2022/23 Operating Budget to support the joint costs of applying to the FCM Community Efficiency Financing program, for funding assistance to develop and carry out a PACE program. On July 26, they approved a recommendation to submit a joint application with Kentville to the FCM's CEF program to assist with creating a PACE program. On October 25, Council approved the by-laws which would enable the PACE Program. The PACE policy is being drafted, and a Spring 2023 launch is expected.

John provided high-level preliminary estimates, calculated assuming PACE was the only option, which totaled in 11,460 tonnes of reductions and a projected throughput of ~\$44 million dollars. Based on this, John had some essential questions for the committee to consider: How much money is the Committee willing to suggest to Council to invest in a PACE Program? How much in leverage is desired? And how many projects does the MCCAP Committee wish for PACE programming to achieve? John gave some examples of funding options with a recommended maximum of \$300k being provided from the Municipality. At approximately \$30k per project, that is 10 projects per year. The options included using the WHRM Reserves (across the former Town of Windsor and former Municipality of West Hants), an RBC Line of Credit, FCM Capital Funding, and Canada Greener Homes. John explained that the Municipal contribution could be used to leverage additional private funding with the help of PACE Atlantic. John provided a recommendation with different options based on the information given. The Committee discussed these options at length and came to a decision.

Moved by Debbie Francis and seconded by Sara Poirier that the MCCAP Committee recommend to Committee of the Whole to recommend to Council to proceed with allocating up to \$300k from Municipal reserves to fund a Municipal PACE program, and to use this funding to leverage other sources of non-Municipal funding including either private capital, the Canada Greener Homes initiative, or the Federation of Canadian Municipalities' Community Efficiency Financing Program. Motion carried.

File #20-25: Coastal Protection and Flood Planning Policy Update (Alex Dunphy)

This topic is a continuation from the September 14 MCCAP meeting, where the Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented. This is a pre-emptive measure as when the regulations become effective Municipalities will be required to adhere to them. The general

policy demonstrates Council's intention to comply with the regulations of the Coastal Protection Act. Staff has drafted a policy for each regional documents.

Moved by Debbie Francis and seconded by Rupert Jannasch that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the West Hants Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-29 to the Municipal Climate Change Action Plan Committee dated November 9, 2022. Motion carried.

Moved by Debbie Francis and seconded by Rupert Jannasch that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-30 to the Municipal Climate Change Action Plan Committee dated November 9, 2022. Motion carried.

Moved by Debbie Francis and seconded by Rupert Jannasch that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-31 to the Municipal Climate Change Action Plan Committee dated November 9, 2022. Motion carried.

Green Business Initiative (GBI) Improvements (John Ogilvie)

John investigated improving the current Green Business Initiative, which brings attention to local businesses doing their part to save energy and reduce emissions. There is currently no formal application process. John has drafted a checklist with 7 categories of sustainability so that staff may assess each business fairly. Recognition is currently on Facebook only, which could limit acknowledgement by the public. John gave two example certificates the businesses could display in their buildings.

Moved by Debbie Francis and seconded by Sara Poirier that the Municipal Climate Change Action Plan Committee approves the changes to the Green Business Initiative outlined in the report "Improvements to the Green Business Initiative (GBI)" to the MCCAP Committee dated November 9, 2022. Motion carried.

Summer Student Reports: Building Condition Survey and Investigating Solar PV at Municipal Complexes (Sara Poirier)

Summer student Will Chapple focused his 15-week work term on performing building condition surveys of select WHRM buildings and determining the potential for solar to offset the power required by these buildings. These reports were attached to the agenda package.

The Building Condition Survey 2022 report provides a survey and analysis of current conditions and energy management opportunities in 5 Municipally owned buildings. The surveys identified a variety of potential upgrades that would reduce the energy demand of the buildings and in-

turn reduce the GHG emissions. Many of the proposed small-scale upgrades could be done over time when items reach their end-of-life such as lighting retrofits, window replacement and upgrading insulation, while other deep retrofits, such as fuel switching or renewable energy projects, would require a large investment.

The Investigating Solar PV Potential at Municipal Complexes report provides an overview of the potential for a solar energy project at the highest energy consuming buildings and facilities within West Hants Regional Municipality's portfolio. From the analysis, the Municipal Office at 76 Morison Drive, the Brooklyn Fire Station, and the water treatment facility at 2160 Bishopville Road may have the most potential to offset electrical energy consumption using solar. The report highlights that the next step would be to get quotes from solar companies to provide the most accurate information on cost.

As noted in the Building Condition Survey 2022 report it is more feasible to achieve significant GHG reduction through these larger upgrades (i.e., solar) by ensuring the energy consumption systems in a particular building are already running as efficiently as possible. This ensures the renewable energy project is scaled appropriately to the demand.

A discussion from MCCAP will help provide direction to staff on the priority projects of the MCCAP Committee and the funding applications for building retrofits and energy efficient upgrades that staff should focus on. In the interest of time, this discussion was put on pause. The Committee would like it brought back to the table either as an email update or a short meeting. John will be attending an information session on Thursday about the Sustainable Communities Challenge Fund and will send a notice with further information to the Committee when he has more information.

Budget Provision Discussions

Peter Moore asked if there was a specific MCCAP budget to work with. Diana Gibson told the Committee that there is a small budget available for MCCAP already, but some of the projects exceed this budget, and larger capital requires Council's approval. Hiring a new employee would increase this budget, however. Debbie commented that an increased budget and a new employee may be a hard sell to Council, but it is necessary for progress. This topic may also be discussed at an extra meeting.

Business Arising from the Minutes – Workplan Updates

Electric Vehicle Charges (Sara Poirier)

The Municipality received funding support from the Government of Canada and Government of Nova Scotia through the EV Boost program for two dual-port Level 2 electric vehicle chargers. These chargers were installed at the West Hants Sports Complex and Windsor Community Centre on October 28, 2022 and are fully operational. There will be communication to residents

going out via social media and the newsletter and potentially an “opening” event in the next few weeks.

Feasibility Study for Electric Vehicle Fleet Conversion (Sara Poirier)

The Planning and Development Department fleet has completed the electric vehicle feasibility study through the Clean Foundation. WHRM was one of four Municipalities participating in this study. Data collectors were installed in the vehicles on July 27, 2022 and collected three months of data on vehicle use and driver habits. The Clean Foundation is working through the data and will report back to the Municipality with their findings.

Roundtable Discussion

There was no discussion.

Next Meeting Date / Adjournment

The next meeting date is scheduled for February 8, 2022, but the Committee will be notified if/when an extra meeting is needed for further discussion.

Moved by Debbie Francis and seconded by Sara Poirier that the meeting be adjourned at 1:07pm. Motion carried.

Chair’s Signature