



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY  
Climate Action Committee (CAC) Meeting Minutes  
November 13, 2024, 11:02am – 12:01pm  
Sanford Council Chambers / YouTube Live via Zoom**

- PRESENT:** Councillor Debbie Francis  
Councillor Bonnie Smith  
Councillor Jim Ivey  
Brenda Perks, Resident Member  
Kari Fougere, Planning & Development Designate  
Carlee Rochon, Director of Financial Services  
Todd Richard, Director of Public Works  
VanEssa Roberts, Community Development Designate  
Deanna Snair, Chief Administrative Officer's Designate
- STAFF:** John Ogilvie, Climate Action Coordinator  
Vanessa Lake, Planning Assistant
- PUBLIC:** There were no members of the public present.
- REGRETS:** Shelleena Thornton, Protective Services Designate

### **Call to Order and Introductions**

John Ogilvie called the meeting to order at 11:02am. Everyone introduced themselves and their designation (i.e., Councillor, resident member, or staff).

### **Election of Chair and Vice-Chair**

John opened the floor to nominations for Chair.

Councillor Ivey nominated Councillor Francis. No further nominations were made. Councillor Francis accepted the nomination and was appointed Chair of the Climate Action Committee.

Chair Francis opened the floor to nominations for Vice-Chair. Councillor Ivey nominated resident member Brenda Perks. Chair Francis nominated Councillor Smith. Brenda Perks accepted the nomination. Councillor Smith accepted the nomination. A vote was conducted with paper ballots. Councillor Smith was appointed Vice-Chair by vote.

Moved by Todd Richard and seconded by Councillor Smith that the ballots be destroyed. Motion carried unanimously.

### **Approval of Agenda and Additions**

Moved by Jim Ivey and seconded by Todd Richard that the agenda be approved as circulated. Motion carried unanimously.

### **Approval of Minutes (September 11, 2024)**

Moved by Todd Richard and seconded by Deanna Snair that the minutes be approved as circulated. Motion carried unanimously.

### **New Business**

#### **Presentation: Introduction to the CAC (John Ogilvie)**

John gave an introductory presentation to the Committee. He reviewed the history of the Committee, its goals, achievements, and ongoing projects. A copy of the presentation is included with the minutes. John opened the floor to any questions.

Councillor Ivey asked where the previous Hantsport, Windsor, and West Hants MCCAPs (Municipal Climate Change Action Plans) can be located. John replied that they are available on the Municipality's Climate Change page on the website under MCCAP/CAC Projects (<https://www.westhants.ca/municipal-climate-change-action-plan-committee/mccap-projects.html>).

Councillor Ivey also suggested reviewing the Committee's goals as there is an intention to protect people, property, special places, and municipal infrastructure from the effects of climate change. Many residents are currently experiencing negative effects from climate change. John replied that he is looking into adaptation as well, but here is not currently a lot of funding for adaptation projects. He noted that Public Works is working with CBCL on the Windsor Flood Study, and that adaptation is often more expensive. Councillor Ivey acknowledged the Home Flood Protection program and the expense of such projects. He looks forward to similar projects.

Todd Richard commented that there are a lot of ongoing projects in his department that touch on adaptation and mitigation. Public Works and John will coordinate to provide an update to the Committee to explain the work being done and the new municipal standards.

Director Rochon added that the Procurement Policy was recently amended to include a section regarding sustainable procurement.

**Recommendation: CAC 2025 Work Plan (John Ogilvie)**

The draft 2025 work plan was included with the agenda package. Each year, the Committee must provide an annual work plan, or list of objectives, to Council. The 2025 work plan was developed as a continuation of the 2024 work plan as many of the 2024 priorities are still ongoing. John reviewed some of the major highlights.

Councillor Ivey noted that some of the goals did not have a cost estimate. John replied that it is hard to determine the cost of some items. Some are large items with smaller components, some require more information before a cost can be determined. Councillor Ivey noted a preference to see items in order of magnitude or priority and to have the project scale estimated as well.

The Committee discussed the Climate Action Committee budget. There is \$30k in the current operating budget, which is often used for the municipal portion of grant applications. This amount carries over what is unused from the previous year. There is \$25k in the capital budget for a small-scale solar project. The Committee discussed the budget and the cost associated with climate action projects; Director Rochon would like to have direction by February.

It was noted that adaptation and mitigation measures happen in every department and are not always tagged for the Climate Action Committee. John noted he would work towards including measures from each Department in future work plans and updates.

Moved by Councillor Smith and seconded by Todd Richard 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. Motion carried unanimously.

### **Recommendation: CAC Terms of Reference (John Ogilvie)**

Effective July 24, 2024, Council amended the *Meeting and Committee Procedural Policy*, Section 16, to include a 20-minute public comment period for each advisory committee. Staff recommend amending the CAC Terms of Reference to comply with this change.

Moved by Councillor Ivey and seconded by Brenda Perks 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. Motion carried unanimously.

### **Business Arising from the Minutes**

There was no business arising from the minutes.

### **Roundtable Discussion**

Todd mentioned that Public Works is in the detailed design phase for their new depot. They are investigating utilizing the heat from the sewer lagoons to heat the building.

Brenda said she will be attending the International Climate Action webinar in England this February. She may return with new information.

Councillor Ivey commented that he would prefer to see the full name “Climate Action Committee” used instead of the acronym CAC. He felt it would get the word out better.

John thanked everyone for coming and welcomed the new members. He will let the Committee know if anything important comes up between meetings.

### **Public Comments**

The public is encouraged to attend the meeting or contact staff directly with any questions or comments. There were no members of the public present at this time.

### **Next Meeting Date / Adjournment**

The next meeting is scheduled for February 12, 2024. However, John noted that the Council Chambers will be in use for a NSUARB Hearing at this time. The Committee decided on February 5, 2025, as the next meeting date. A notification will be sent out if there are any changes.

Moved by Todd Richard and seconded by Jim Ivey that the meeting be adjourned at 12:01pm. Motion carried unanimously.



**West Hants**  
something inspiring awaits

# Climate Action Committee (CAC)

Introduction

November 13, 2024

something inspiring awaits



# Climate Action Committee

## Formerly known as the MCCAP Committee

- A forum for all WHRM departments and Council representatives to work co-operatively on implementing and evaluating climate actions
- Voting Members:
  - Three (3) Councillors
  - Two (2) resident members
  - 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



# Deliverables

- Develop an annual Work Plan
- Submit the Work Plan to Council to be placed on file
- Keep Council fully informed on the progress of climate action plan implementation
  - Municipal Climate Change Action Plans
  - Local Action Plan to reduce GHG emissions
- 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

# Meetings

- Four (4) meetings per year: February, April, September, and November
- Second Wednesday of the month at 11 am in Council Chambers at 76 Morison Drive, Windsor
- Additional meetings may be called by the Chair as needed

# What is an MCCAP?

- Municipal Climate Change Action Plans (MCCAP) were produced in West Hants, Windsor, and Hantsport in 2013 and 2014 to fulfill a requirement of the 2010-2014 Gas Tax Agreement
- Two major elements to an MCCAP:
  - Adaptation – how do we deal with climate change hazards that are happening and will happen?
  - Mitigation – how do we prevent climate change from happening at an accelerated rate? (i.e., reducing greenhouse gas (GHG) emissions)



# What is an MCCAP? (Cont.)

- Focus on how climate change could impact eight potential hazards:
  - Drought
  - Wildfire
  - Inland Flooding
  - Coastal Flooding / Storm Surge
  - Winter Storms
  - Tropical Storms or Hurricanes
  - Coastal Erosion
  - Extreme Heat Events
- Impact matrices were used to develop action items and prioritize the actions to address the identified hazards
- Each plan has a greenhouse gas (GHG) emissions inventory and suggested action items to reduce emissions



# Partners for Climate Protection

- West Hants joined the Partners for Climate Change Protection (PCP) program in 2018; the Regional Municipality is a member
- Five (5) step milestone process
- Assists municipalities in developing, implementing, and monitoring an action plan to reduce GHG emissions at the corporate and community level



MILESTONE 1:  
**CREATING AN  
INVENTORY**

Achieved on  
June 9, 2021



MILESTONE 2:  
**SETTING  
A TARGET**

Achieved on  
June 9, 2021



MILESTONE 3:  
**DEVELOPING  
A PLAN**

Achieved on  
Nov 29, 2021



MILESTONE 4:  
**IMPLEMENTING  
A PLAN**

In-progress



MILESTONE 5:  
**MONITORING  
THE IMPACT**

ADVANCING THE  
COMMITMENT



<https://www.pcp-ppc.ca/program>

something inspiring awaits



# GHG Inventory

- In 2020, WHRM completed a GHG inventory
- Corporate emissions – those that result from Municipal operations
  - Water and Wastewater Treatment
  - Buildings
  - Vehicle Fleet
  - Lighting
  - Solid Waste
  - Staff Business Travel
- Community emissions – those that result from residential, commercial, industrial, and institutional activities within WHRM
  - Residential
  - Transportation
  - Commercial and Institutional
  - Industrial
  - Agricultural
  - Solid Waste



# Local Action Plan to Reduce GHG Emissions

- In 2021, Council approved the GHG Emission Local Action Plan to guide efforts to reduce emissions
- Includes a goal to reduce both corporate and community annual emissions by 45% by 2030



# Ongoing Projects

- PACE Program, Switch West Hants
  - For residential energy-saving retrofits
- Level 2 and Level 3 (pending) EV chargers in Windsor
- Municipal fleet transition
- Facility energy audits with Efficiency NS
  - To plan for efficiency upgrades and identify funding opportunities
- Home Flood Protection Pilot Program
  - To identify home flood risks and implement upgrades to enhance resiliency
- Local transportation service feasibility study
  - To enhance connectivity and reduce emissions from transportation
- Solar energy feasibility study
  - To offset Municipal electricity consumption





**West Hants**  
something inspiring awaits

[westhants.ca](http://westhants.ca)