



West Hants
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY
Municipal Climate Change Action Plan (MCCAP) Agenda
November 10, 2021 – 11:00am
Sandford Council Chambers / Zoom**

- 1.0 Call to Order and Identification of Designates**
- 2.0 Election of Chair and Vice-Chair**
- 3.0 Approval of Agenda and Additions**
- 4.0 Approval of Minutes**
- 5.0 New Business**
 - 5.1 Presentation from Michael Peters, CEO of Glooscap Ventures
 - 5.2 Draft Workplan for 2022 (Sara Poirier)
 - 5.3 GHG Emissions Reductions Employee Report (Alex Dunphy)
 - 5.4 Review of Terms of Reference (Sara Poirier)
- 6.0 Business Arising from the Minutes**
 - 6.1 Update: GHG Action Plan (Sara Poirier)
 - 6.2 Update: Discussion with NSPI (Sara Poirier)
- 7.0 Roundtable Discussion**
- 8.0 Next Meeting Date**
- 9.0 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: Members of Municipal Climate Change Action Plan Committee

Submitted by: _____
Sara Poirier, Senior Planner

Date: 2021-11-10

Subject: MCCAP 2022 Work Plan

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Should the MCCAP Committee wish to forward the 2022 Work Plan to Committee of the Whole, the following motion would be in order:

...that the MCCAP 2022 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 10, 2021.

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.

DISCUSSION

Staff have outlined three tasks to complete on the 2022 MCCAP Workplan.

The first task is to reduce greenhouse gas (GHG) emissions by implementing action items from the local action plan developed in Milestone 3 of the Partners for Climate Protection (PCP) program. Completing these actions will take time since there are numerous items listed in the local action plan, however the MCCAP Committee can prioritize which actions they would like to work on each year. Prioritizing this task will ensure West Hants Regional Municipality (WHRM) is actively working towards the goal of a 45% reduction of both corporate and community emissions by 2030. Most actions can be completed using staff time; funding will be applied for to complete action items that require outside resources.

The second task on the workplan is to complete a Windsor Flood Risk Assessment study to provide information to update the community of Windsor's storm drainage infrastructure to ensure it meets the future needs of the community. In the past the MCCAP Committee has completed stormwater management plans for Falmouth, Hantsport and Three Mile Plains. The Public Works Department uses these plans to include storm water management and improvements within capital projects involving street projects that have a stormwater component. For example, Willow Street in Hantsport now has storm water separated with new infrastructure as part of a capital project. A flood risk assessment study for the community of Windsor will identify priorities in upgrades to the system to ensure flooding risk is mitigated. Public Works staff have applied for funding through the Flood Risk Infrastructure Improvement Program to assist with this project.

The third task is to create a recognition program for businesses and community groups. This task has been kept on the workplan from last year. Staff believe one of the best ways to inform the community on how to reduce emissions is to learn about examples of what other community members are doing within their area. Summer intern Jessica Pitman started a Green Business Initiative in the summer of 2021 which highlighted five (5) local businesses. Staff plan on continuing the Green Business Initiative next summer to get more businesses involved. The Green Business Initiative could also be extended to highlight local individuals that are tackling sustainable projects in their home or community. Staff will continue to add information to the community newsletters about the MCCAP Committee and projects the Committee has been doing. These initiatives will increase awareness of local best practices and help community members stay informed about ways to reduce their individual emissions.

One project that was moved to the "On-going Tasks" list was to consider options to restrict zoning in flood-prone areas. The Planning and Development staff are looking at completing this during the Plan Review with input from the MCCAP and Planning and Heritage Advisory (PAC/HAC) Committee's.

The Director of Public Works added a few comments regarding projects they have been working on to reduce Municipal GHG emissions. They commented that *"the anti-idling program for Municipal vehicles is still working and the fleet supervisor checks the vehicles regularly for excessive idling. The Public Works Department also have been installing LED lights regularly, and added heat pumps this year in the Public Works Depot's and Hantsport Water Treatment Plant which will reduce oil consumption."*

NEXT STEPS



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are budget requests associated with the 2022 Work Plan. These requests would be submitted to Council for consideration with the MCCAP Committee 2022 budget. External funding will also be sought for many of these projects.

ALTERNATIVES

In response to the report, the MCCAP Committee may:

- request staff revise the MCCAP 2022 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 2022 Work Plan

Report Prepared by: _____

Sara Poirier, Senior Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Appendix A
MCCAP 2022 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	Planning / Public Works / Community Development / Office of the CAO	Annual
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	FRIP 50% Funding (up to \$39,109)	Public Works	Currently reviewing RFP's and recommendation to Council to proceed Fall 2021 – Spring 2022
Goal: Increase awareness of local best practices	Create a recognition program for businesses and community groups	Staff Time	Staff Time	Planning / Community Development	Began Summer 2021; Annual
Ongoing Tasks		Cost of Action	Funding	Partners	Timing
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	REMO	On-going
	Develop planning processes, policy and ordinances	Staff Time	Staff Time	REMO	On-going
Goal: Build mapping (GIS) capabilities	Update software as needed	Staff Time	Staff Time	Planning	On-going
Goal: Climate-informed Emergency Preparedness Plans	Annual review and update of All-Hazards Plan	Staff Time	Staff Time	REMO	On-going
Goal: Record storm surge impacts	Record storm surge impact details as means of improving emergency preparedness and response planning	Staff Time	Staff Time	REMO	On-going

Goal: Secure local source of aggregate	Identify possible sources of local aggregate in inventory of municipal land	Staff Time	Staff Time	REMO	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
Completed		Cost of Action	Funding	Partners	Completed
Goal: Reduce Greenhouse Gas Emissions	Complete Milestone 2 in the PCP program by providing the necessary information for Council to set an emissions reduction target for corporate and community emissions	Staff Time	Staff Time	Planning/ Public Works	August 2021
	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



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Municipal Climate Change Action Plan (MCCAP) Committee

Submitted by: Alex Dunphy, Planner

Date: November 10th, 2021

Subject: GHG Emission Local Action Plan: GHG Reductions Coordinator

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program on September 11, 2018.

RECOMMENDATION or DECISION REQUEST

...MCCAP Committee recommends that staff submit an application for funding to Eco Canada to hire a greenhouse gas emissions reduction coordinator utilizing the remaining MCCAP budget for 2021-22;

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment X	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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On September 8, 2021 the MCCAP Committee recommended approval of a local action plan to meet Milestone 3 of the Partners for Climate Protection (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.

Staff held discussions with each Department and reviewed potential funding opportunities to mitigate any concerns regarding the cost of hiring an additional staff member. Implementation of the Action Plan by a ‘point person’ would help reduce burden on the current staff capacity and ensure the action plan items are implemented in a timely manner. There are funding

opportunities available from organizations such as Eco Canada which would cover up to 80% of wages for a 12-month internship.

DISCUSSION

GHG Reductions Coordinator Description

The primary goal of the GHG Reductions Coordinator role is to implement the actions in the GHG Emission Local Action Plan and act as the point of contact for correspondence regarding Action Plan items. To meet the funding requirements from Eco Canada the position would have to be offered to an individual under the age of 30, who is a recent post secondary graduate in the fields of Natural Resources or Environmental Science with a focus on STEM (sciences, technology, engineering, and mathematics).

Hiring for this position would provide a good opportunity for the Municipality to add skills and knowledge that may not be present within current staff capacity. Certain technical tasks would require more resources and staff time than is currently available. An individual with a background in Natural Resources or STEM may be more capable of efficiently completing these tasks.

Staff Input

To gauge staff feedback, a memo was sent to each department whose involvement would be required in some capacity by the Action Plan. This memo listed the planned and wishlist action items suggested for each department. The memo asked if it would be feasible for the action items to be completed within the suggested timeline, how many resources would be required, if the current staff capacity was sufficient for the action items, and if hiring a coordinator would reduce the workload on the department.

Administration

The Administration department viewed the action items as feasible within the suggested timelines. There were two main concerns raised during conversation, the first being maintaining a balance between accommodating increased development and completing tasks in the Action Plan. With increased development, there are pressures on staff to process a greater number of applications while maintaining the same timelines. Staff must also complete action plan tasks in addition to their regular workload. This is not to suggest that action items directly contradict development, however the focus of staff time and resources must remain balanced to accommodate the overall increased workload. The second concern was balancing the environmental efforts with the business case side of action items. As an example, investing in sustainable energy generation infrastructure would complete action plan tasks. However, if the financial aspects of the project are not considered, the Municipality risks running a deficit that could negatively affect other aspects of the Municipality. It is important to move forward with environmental efforts, but these actions must also not cause an overly detrimental financial affect on the Municipality.

Feedback from the Administration department demonstrates that they would be in favour of hiring an additional staff member with the purpose of carrying out the implementation of the Action Plan, providing that funding is available.

Communications

The Communications team presented no concerns for the action items, provided that the content and materials were prepared any ready for proofing and posting. If the Communications team was expected to create the materials and content for posting, these action items would take significantly longer to complete and would require a greater amount of correspondence between staff members.

Feedback from the Communications team demonstrates that they would be in favour of hiring an additional staff member with the purpose of carrying out the implementation of the Action Plan, providing that staff member would be able to create the content intended to be posted.

Community Development

The Community Development department presented no concerns with the action items and stated that most tasks could be completed with current staff capacity. A dedicated employee could generally help with communications between teams, however most action items suggested to the Community Development department would be performed by the Community Economic Development Manager and the Active Living Coordinator.

Feedback from the Community Development department demonstrates that hiring an additional staff member with the purpose of carrying out the implementation of the Action Plan would minimally help the department perform their action items.

Planning and Development

The Planning and Development department raised concerns with the feasibility of action items. Completion of action items within the suggested timeline at current staff are unlikely to be feasible. Action items could be completed, but they would not be able to take priority over other major projects and applications. With current staff capacity, several action items would cause delays for the plan review. The addition of a staff member would greatly improve capacity to complete action items, help streamline communications, and reduce excessive correspondence.

Feedback from the Planning and Development department demonstrates that they would be in favour of hiring an additional staff member with the purpose of carrying out the implementation of the Action Plan.

Public Works

The Public Works department raised concerns with certain action items requiring a technical skillset or resources that the department does not currently possess. The department could support the completion of these action items if lead by a dedicated staff member but could not complete them otherwise. Most other action items were estimated to take significant staff resources to complete. Action items requiring consultation were estimated at \$20,000 per

action item, while action items requiring staff time were estimated to take 300 hours or \$10,000.

Feedback from the Public Works department demonstrates no concerns in hiring an additional staff member with the purpose of carrying out the implementation of the Action Plan.

NEXT STEPS

The proposed hiring of a GHG Reductions Coordinator has been considered based on feedback from departments that are primarily tasked with carrying out the implementation of the GHG Emission Local Action Plan. There are no concerns identified in the feedback with regard to the hiring of an additional staff member, aside from the acquisition of funding.

FINANCIAL IMPLICATIONS

Funding Availability

Staff have identified two internships with Eco Canada that would provide up to 80% of the funding for wages paid during a 12-month internship. The Science and Technology Internship is intended for a position in the Natural Resources Sector and the Science Horizons Youth Internship is intended for a position in the Environmental Sector with a STEM focus.

An initial application has been made and the Municipality is eligible based on preliminary criteria.

Hiring and Project Budgeting

This fiscal year, \$10,000 was budgeted to a "student salary" for MCCAP to hire a summer student. A summer student, Jessica Pitman, was hired through the Clean Foundation at a 50% cost share. This position cost the Municipality \$5,222.64, leaving a remainder of \$4,778 in the student salary budget for MCCAP. There is also \$2,500 remaining in the current MCCAP budget, leaving a total of \$7,278 available funding.

The opportunity to use a portion of next year's budget also exists, however this must be balanced with the cost of future projects and would need to be approved by Council prior to considering this option.

As this position would require a certain level of knowledge and skills, the wages must fairly compensate the work performed. The exact compensation is still to be determined. As previously stated, the internships identified can cover up to 80% of wages for a 12 month position and would ease the financial requirement from the Municipality.

Questions

Should staff pursue acquiring funding in anticipation of hiring a GHG Reductions Coordinator?

If yes, how much of the current MCCAP budget should be directed towards wages paid to this position?*

Do you want staff to consider requesting future funding from Council for this position as part of the MCCAP budget?*

*Items will need to be reviewed by the Finance Department

ALTERNATIVES

In response to the proposal, the MCCAP Committee may:

- recommend that staff pursue the hiring of a GHG Reductions Coordinator; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

No attachments are included.

Report Prepared by: _____
Alex Dunphy, Planner

Report Reviewed by: _____
Sara Poirier, Senior Planner

Report Approved by: _____
Madelyn LeMay, Director of Planning and Development



1. Official Name

The official name of this committee is the Municipal Climate Change Action Plan Committee. It may be referred to as MCCAP.

2. Members/Composition

The Committee consists of a ten (10) 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;
- 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 term specified in the policy establishing the Committee. 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 any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a one-year term. The Chair acts as the liaison with Council.

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

3. Goals

The Municipal Climate Change Action Plan 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 impact 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

MCCAP 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.

MCCAP 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

MCCAP 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

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

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



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

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

9. Related Policies, Procedures and Legislation

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

Adoption	
Notice to Council:	Not Applicable
Approval:	Not Applicable
Description:	