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## **Policy & Strategy Committee Meeting AGENDA**

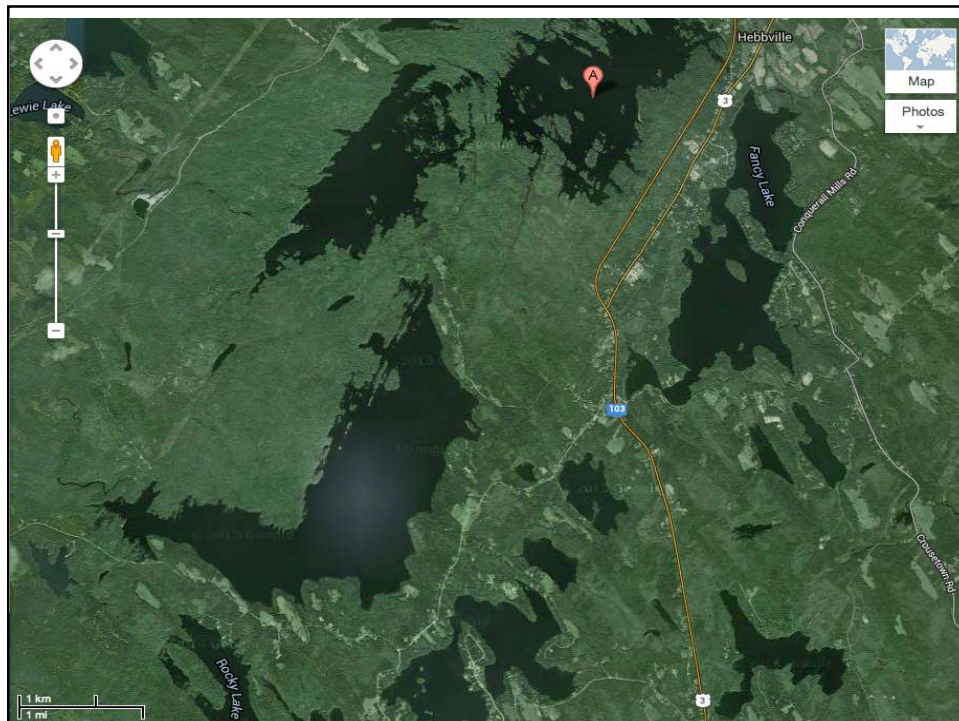
**Tuesday, May 16, 2023 – 9:00 a.m.**

**Council Chambers, 10 Allée Champlain Drive Cookville NS**

- 1. Call to Order**
  - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
  - 2.1. Proclamation – International Day Against Homophobia, Biphobia, and Transphobia
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda** (as circulated)
- 5. Approval of Minutes** - March 21, 2023 and April 18, 2023
- 6. Business Arising from Minutes**
- 7. Presentations/Scheduled Times**
  - 7.1 Hebbville Village Commission – Fancy Lake & Petite Riviere  
Flood Mitigation..... 9:15 a.m. 1-5
  - 7.2 Mersey Tobeatic Research Institute – Municipal Species at Risk  
Stewardship ..... 10:15 a.m. 6-10
- 8. Consideration of Correspondence - Nil**
- 9. Referral from Council - Nil**
- 10. Staff Reports**
  - 10.1 Planning & Development Department**
    - 10.1.1 Dissolution of the Sustainability Committee ..... 11-22
    - 10.1.2 Clean Energy Financing Program Contract Renewal ..... 23-27
- 11. Mayor's/Deputy Mayor's/Councillors' Matters**
  - 11.1 PRO Kids (Councillor Greek)..... 28
- 12. Added Items**
- 13. In Camera - Nil**
- 14. Adjournment**

# Fancy Lake & Petite Riviere Flood Mitigation

Hebbville Village Commission  
16 May 2023



## Why do we need to have a flood mitigation system in place?

- ▶ To prevent flooding and destruction of residential and commercial properties.
- ▶ To reduce insurance claims which has an accumulative effect on insurance premiums for individuals not even directly impacted by flooding.
- ▶ To reduce the potential effect of death to stakeholders who border Fancy Lake and the Petite Riviere.
- ▶ It is the right thing to do!







## What is the best most cost effective flood mitigation system?

- ▶ We all heard loud and clear that any flood mitigation solution that would lower water levels was a “no go”.
- ▶ CBCL’s dam recommendations were not only prohibitively expensive, but they lowered the lake level.
- ▶ We recommend to build a dam similar to the one located in Milton, Queens County which would surely be less expensive and yet, serve both needs, the ability to move more water but yet not reduce the water level in Fancy Lake.

## Picture of the Milton Dam



## Conclusion

- ▶ We need a dam that permits evacuating water at a controlled rate that works in conjunction with the other lake dams
- ▶ We need to maintain a certain level of water in Fancy Lake as there are numerous homeowners who draw potable water from it.
- ▶ Low water level leads to poor water quality, which has negative effects on all wildlife and human kind.
- ▶ We have discussed this problem since 2005, it is time for action, we need to do it now!

# MUNICIPAL SPECIES AT RISK STEWARDSHIP

A Presentation to the Municipality of the District of Lunenburg

This project was undertaken with the financial support of:  
Ce projet a été réalisé avec l'appui financier de :



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

## SCOPE OF TODAY'S PRESENTATION:

- Introduce MTRI and the KCC
- Present results from the Municipal Environmental Stewardship Survey
- Give an introduction on the toolkit
- 10 minute Q&A period



# MTRI

## *Mission*

To promote sustainable use of natural resources and biodiversity conservation in the Southwestern Nova Biosphere Reserve (SNBR) and beyond through research, education, and the operation of a field station.

## *Vision*

Prosperous and knowledgeable human communities in the SNBR where decisions with biodiversity implications are: well-informed by research; where species are not at risk; where there is landscape and aquatic connectivity; healthy forests and healthy aquatic ecosystems.

## *Research and outreach overview*

At MTRI we are working on the stewardship of a variety of ecosystems and species!

# THE KESPUKWIT CONSERVATION COLLABORATIVE (KCC)

The KCC is a group of 18 partners including Mi'kmaq organizations, non-government organizations, academic institutions, and federal and provincial government departments. Established in October 2017, the collaborative is working together to conserve species at risk and biodiversity in the Kespukwitk/Southwest Nova Scotia Priority Place.



# MUNICIPAL ENVIRONMENTAL STEWARDSHIP SURVEY



- 1 Most municipalities do not know about the priority place initiative or ecosystem services.
- 2 Climate change is a primary concern for municipalities and municipal residents.
- 3 Policy shifts are more likely to be implemented than planning strategies.
- 4 Political will, capacity limitations, and a lack of funding are major barriers to stewardship.

## MUNICIPALITY OF THE DISTRICT OF LUNENBURG SPECIFIC RESULTS

### SURVEY

Respondents that filled out the survey for the Municipality of the District of Lunenburg noted some special features of the area including trails in the Acadian Forest and coastal islands.



<http://kswnsconservation.ca/resources/resources-for-municipalities/>

The Municipal Species at Risk (SAR)

# STEWARDSHIP TOOLKIT

## SPATIAL TOOLS

We plan to include 2 interactive maps in the toolkit and a decision tree to help users find recovery actions they can take to help SAR.



## CONSERVATION & MUNICIPAL TOOLS

We will consolidate existing planning tools and find examples of strong bylaws or strategies enacted within Keweenaw and across Canada that could be implemented by your local government



## FUNDING AND ORGANIZATIONAL SUPPORT

We will host interactive tables to help municipalities find organizations offering funding opportunities or their support.



## COMMUNITY ACTION, REPORTS, AND GUIDES

Here we will have complied existing resources based on key issues brought up in the survey for example water quality testing resources for residents. We will also have reports on the toolkit components.



## HOW CAN YOUR MUNICIPALITY BE SUPPORTED IN ENVIRONMENTAL STEWARDSHIP?

Please feel free to reach out for any follow up questions or suggestions at [marie.racioppa@merseytobeatic.ca](mailto:marie.racioppa@merseytobeatic.ca)

# THANK YOU!

WE WILL OPEN THE FLOOR FOR QUESTIONS



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Policy and Strategy Committee  
**Submitted by:** Abhimanyu Jain, Climate Change and Sustainability Manager  
**Date:** May 16, 2023  
**Re:** Dissolution of the Sustainability Committee

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#### RECOMMENDATION

That the Policy and Strategy Committee recommend the Municipal Council:

1. **"THAT Municipal Council dissolves the Sustainability Committee effective from its May 23, 2023 Council meeting."** and
2. **"THAT Municipal Council assigns the Finance Committee, and the Policy and Strategy Committee to provide advice to staff and the Council on the implementation of the Local Climate Change Action Plan 2030."**

#### BACKGROUND

The Municipal Council established the Sustainability Committee on November 24, 2020, to guide the development and implementation of the community emissions reduction plan. The Committee's terms of reference (TOR) mandated the Council to review the Committee's mandate upon completion and approval of Milestone 3 of the Partners for Climate Protection (PCP) program. The TOR of the Sustainability Committee is attached at the end of this report.

The Council officially adopted the Local Climate Change Action Plan 2030 (LCCAP2030) on November 8, 2022, marking the achievement of Milestone 3 of the PCP program and the completion of the Committee's mandate. Based on staff analysis, it is now recommended that the Council dissolve the Sustainability Committee effective from its May 23, 2023, Council meeting.

Staff recommends the Policy and Strategy Committee to recommend Municipal Council to assign the Finance Committee and the Policy and Strategy Committee to provide advice and recommendations to staff and the Council on the implementation of the LCCAP2030. With the adoption of LCCAP2030, the Municipal Council has demonstrated its commitment to taking bold actions towards mitigating the

impacts of climate change in the community. The transition to the new committee structure will ensure continued progress towards achieving the sustainability goals set forth in the LCCAP2030.

## **DISCUSSION**

On October 22, 2019, the Council declared a climate emergency and passed a resolution to join the PCP program and work through its five milestones framework for both the corporate and the community stream. The 'community stream' focuses on reducing greenhouse gas (GHG) emissions that are generated within the Municipal boundary from residential buildings, industrial, commercial, and institutional buildings, community vehicles, and community solid waste. And the 'corporate stream' focuses on reducing GHG emission from Municipal buildings, fleet vehicles, streetlights, water and wastewater treatment plants, and Municipal solid waste.

The five milestones of the PCP program are:

1. Create a Baseline Emissions Inventory and Forecast
2. Set Emissions Reduction Targets
3. Develop a Local Action Plan
4. Implement the Local Action Plan
5. Monitor Progress and Report Results

On November 24, 2020, the Municipal Council passed two resolutions. With the first resolution, the Council assigned the Policy and Strategy Committee to provide advice to staff and Council on the development and implementation of a corporate emission reduction plan; And with the second resolution, the Council created the Sustainability Committee and approved its terms of reference (TOR). The Sustainability Committee was created to guide the development and implementation of a community emissions reduction plan. Subsection 7.4 of the TOR of the Sustainability Committee states that, *"The Committee and its mandate will be reviewed (by council) upon completion and approval of Milestone 3 of the PCP Program."* The Council officially adopted the Local Climate Change Action Plan 2030 on November 8, 2022, marking the achievement of Milestone 3 of the PCP program and the completion of the Committee's mandate.

## **Staff Analysis**

Local Climate Change Action Plan 2030 is a critical plan that outlines a roadmap for the municipality to reduce greenhouse gas emissions and address climate change. The successful implementation of this plan requires the support and collaboration of all stakeholders, including council members, staff, and the community. However, the current structure of the Sustainability Committee, which meets every month, has been found to pose several challenges for staff in implementing LCCAP2030. Challenges posed by the current structure of the Sustainability Committee:

- Inefficiencies and delays in decision-making:

The current structure of the Sustainability Committee, with its limited composition of only four council members, has been found to create inefficiencies and delays in the decision-making process, leading to longer implementation times. Because the Committee only consists of four members, matters that are discussed within the committee often need to be revisited in the full council meetings, which can be time-consuming and prolong the implementation process. This process

inevitably leads to delays in moving projects forward and achieving the emission reduction targets set forth in LCCAP2030. The need for multiple rounds of discussion and decision-making can be particularly challenging when time is of the essence and immediate action is required to address urgent environmental concerns.

- Additional burden on staff:

Implementing LCCAP2030 requires a significant amount of staff time and resources, and the current structure of the Sustainability Committee adds to this burden. The staff has to prepare reports and presentations for follow-up council meetings, which requires additional time and resources. For example, during the development phase of LCCAP2030, staff had to go back to the Sustainability Committee for revision of the community engagement plan, emission reduction targets, and the final list of action items, which required additional staff time to prepare the revised information. This additional burden on staff slows down the implementation process and increases the workload.

- Additional burden on staff to identify and prepare new items:

The current structure of the Sustainability Committee also puts an additional strain on staff to identify and prepare new items to present at the committee meetings. Staff may not have items to present every month, and staff have to identify and prepare new items to present at the committee meetings. For instance, staff may have to prepare a report on the status of the implementation of a project or identify potential projects that align with LCCAP2030. This situation slows down the implementation process of LCCAP2030. The additional burden on staff to identify and prepare new items also diverts resources and time from other critical activities required for successful implementation of LCCAP2030.

Benefits of the Committee of Whole structure:

The Committee of Whole structure, which includes the Finance Committee and the Policy and Strategy Committee, can make a huge difference in improving operational efficiencies by moving projects forward at a faster pace without undue pressure on staff resources. It provides a more comprehensive approach to decision-making as it includes all council members. This results in a better representation of the community's views and concerns, ultimately leading to more informed decisions. This structure allows for better decision-making and eliminates the need for staff to prepare additional reports or presentations for follow-up council meetings. Additionally, the Committee of Whole structure can help to achieve emission reduction targets faster, as it eliminates the inefficiencies and delays caused by the current structure of the Sustainability Committee. To better support the implementation of LCCAP2030, the Finance Committee can provide valuable advice and recommendations on funding and financing solutions for the projects under the plan. This includes identifying potential sources of funding, evaluating financial feasibility, and making recommendations for cost-effective solutions. On the other hand, the Policy and Strategy Committee can provide guidance on policy and program development, implementation, and communications strategies for the plan. This committee can provide valuable insights into effective communication strategies to engage the community and stakeholders, as well as developing policies that can drive the successful implementation of the plan. By involving these committees in the process, the Municipal Council can ensure a more comprehensive and effective approach to achieving the emission reduction targets set out in LCCAP2030.

## **Province-wide Jurisdictional Scan**

To gain a better understanding of how other municipalities in the province manage their Climate Action Plans, the staff conducted a province-wide jurisdictional scan. Table-1 below shows Province-wide jurisdictional scan of Climate Action Plan Associated Committees.

### Comparison with Other Municipalities:

Out of total 49 municipalities, 12 municipalities have achieved Milestone 3 or higher in the PCP program. Among these 12 municipalities, only 6 have established a committee associated with their Climate Action Plan. The municipalities with Climate Action Committees are the District of West Hants, Halifax Regional Municipality, Town of Annapolis Royal, Town of Bridgewater, Town of Mahone Bay, and Town of New Glasgow.

### Frequency of Committee Meetings:

To ensure efficient and effective implementation of LCCAP2030, the Sustainability Committee of the municipality meets every month. However, the staff's scan of other municipalities reveals that most of them do not meet as frequently as our municipality's Sustainability Committee. Of the 6 municipalities with a Climate Action Committee, four of them hold quarterly meetings. These municipalities include the District of West Hants, Halifax Regional Municipality, Town of Annapolis Royal, and Town of Mahone Bay. On the other hand, the Town of Bridgewater's committee meets every two months, and the meeting schedule of the Town of New Glasgow is unknown. Given this finding, our municipality's Sustainability Committee may not need to meet as frequently as it does. Reducing the frequency of meetings may provide opportunities to improve the efficiency of the committee's operations and reduce the additional burden on staff.

While meeting every month may provide regular updates on the progress of LCCAP2030, it can pose several challenges to successful implementation. Monthly meetings can lead to delays in decision-making, especially if members need more time to research and discuss complex issues. Meeting less frequently can allow members to have a deeper understanding of the issues, more time to engage with the community, collaborate with other departments, and work on projects related to LCCAP2030.

This finding suggests that there may be opportunities to improve the efficiency of the committee's operations and reduce the additional burden on staff. The Council may consider reducing the frequency of Sustainability Committee meetings to quarterly meetings. This approach may strike a balance between providing regular updates and avoiding potential challenges to implementation. It would also align the frequency of committee meetings with the practices of other municipalities in the province.

### Composition of Committee Members:

The District of West Hants has a relatively more favorable composition with three Councilors, two 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, Protective Services Manager or designate. In contrast, the current composition of the Sustainability Committee is small, consisting of only four Council members. In addition to the smaller size of the Sustainability Committee, another factor affecting the committee's effectiveness is the lack of departmental representation. Unlike the District of West Hants, where the Committee includes members from various departments, the Sustainability Committee in our municipality does not have

representation from any departments. As a result, the department heads are not even aware of the developments and discussions happening in the committee, which creates a significant disconnect with the LCCAP2030 plan.

This lack of representation can lead to delays in decision-making, as the lead departments may not be informed about the projects' progress, and resources may not be allocated efficiently. For example, a project may require the assistance of the Public Works and Engineering Department, but without a representative from the department on the committee, there may be no one to provide updates or offer advice on the project's feasibility. This disconnect could potentially lead to inefficient project management and prevent the municipality from achieving its goals.

The province-wide jurisdictional scan has provided valuable insights into the Climate Action Plan Associated Committees' structures, composition, and meeting frequencies in other municipalities in the province. The findings reveal that the current composition and meeting frequency of our municipality's Sustainability Committee are not ideal, compared to the other municipalities with Climate Action Committees. Specifically, the Sustainability Committee's small size, inadequate departmental representation, and more frequent meeting schedules can lead to inefficiencies and delays in decision-making, preventing our municipality from achieving its climate action goals effectively.

To overcome these challenges, it is recommended to dissolve the Sustainability Committee and assign the Committee of the Whole, including the Finance Committee and the Policy and Strategy Committee, to oversee the implementation of LCCAP2030. This would enable the Council to provide a more comprehensive representation of the municipality's resources, expertise, and perspectives, leading to more efficient and effective implementation of LCCAP2030.

**Table 1 – Province-wide Jurisdictional Scan of Climate Action Plan Associated Committees**

S. No.	Municipality	PCP Milestones Achieved (3 to 5)	Climate Action Plan Associated Committee	Composition of the Committee	Meeting Cadence
1	District of Guysborough	3 – both community and corporate	-	-	-
2	District of Shelburne	3 – both community and corporate	-	-	-
3	District of West Hants	3 – both community and corporate	Municipal Climate Change Action Plan Committee	<ul style="list-style-type: none"> <li>• Three (3) Councillors</li> <li>• Two (2) resident members</li> <li>• Chief Administrative Officer or designate</li> <li>• Director of Public Works or designate</li> <li>• Director of Planning and Development or designate</li> <li>• Director of Community Development or designate</li> <li>• Protective Services Manager or designate</li> </ul>	Every 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
4	Halifax Regional Municipality	3 – community 5 – corporate	Environment and Sustainability Standing Committee	<ul style="list-style-type: none"> <li>• Six (6) members of the Council</li> <li>• One (1) member appointed from each Community Council</li> <li>• Three (3) members appointed at large</li> </ul>	Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee
5	Municipality of Clare	4 – both community and corporate	-	-	-

6	Town of Annapolis Royal	5 – community 4 – corporate	Environment Advisory Committee	<ul style="list-style-type: none"> <li>• One (1) Council member resident members</li> <li>• One (1) member from the Clean Annapolis River Project</li> <li>• Three (3) public members</li> </ul>	The Committee will meet a minimum of four times of a year as decided by the Committee and Chair availability
7	Town of Bridgewater	3 – community 4 – corporate	Energize Bridgewater Advisory Committee	<ul style="list-style-type: none"> <li>• Four (4) to six (6) members of Stakeholder Organizations</li> <li>• One (1) member of Bridgewater Town Council</li> <li>• Two (2) Residents of the Town of Bridgewater</li> </ul>	The Committee meets once every two months
8	Town of Lockeport	3 – both community and corporate	-	-	-
9	Town of Mahone Bay	3 – community 0 – corporate	Climate & Environment Advisory Committee	<ul style="list-style-type: none"> <li>• Two (2) members of the Town Council;</li> <li>• The Climate and Energy Program Manager (non-voting);</li> <li>• The CAO (non-voting);</li> <li>• Up to five (5) public members as appointed by Council.</li> </ul>	The Committee shall meet quarterly
11	Town of New Glasgow	3 – both community and corporate	Community Climate Change Committee	<ul style="list-style-type: none"> <li>• Three (3) Ward Representatives</li> <li>• Youth Representative</li> <li>• Business Representative</li> <li>• Two (2) New Glasgow Council Representatives</li> </ul>	Unknown
12	Town of Shelburne	3 – both community and corporate	-	-	-

## **BUDGET IMPLICATIONS**

Dissolving the Sustainability Committee will not result in any budget implications since it is a volunteer committee.

## **ALTERNATIVES**

If the Council decides not to dissolve the Sustainability Committee, it may consider one of the two below options:

- a) The council can consider restructuring and expanding the membership of the Sustainability Committee to include all council members as well as department heads. This approach can bring diverse perspectives to the table and provide a comprehensive representation of the municipality's resources and expertise. The entire council would be more informed about climate change and sustainability issues and progress towards achieving the targets under LCCAP2030. Additionally, including department heads on the Committee would enable them to better understand and contribute to the projects and initiatives that fall under their responsibility. This would result in a more coordinated approach to the implementation of the LCCAP2030.
  
- b) The council can direct staff to revise the terms of reference for the Sustainability Committee to better align with the goals and objectives of LCCAP2030. For example, the terms of reference could be revised to specify the role of the Committee in overseeing the implementation of specific actions in the plan, such as community outreach and education programs or energy efficiency retrofits for homes and buildings. The revised terms of reference could also include regular reporting requirements for the Committee to provide updates to Council on the progress of LCCAP2030 implementation.

## **CONCLUSION**

Based on the analysis conducted by staff and the best practices followed by other municipalities, it is recommended that the Policy and Strategy Committee recommend the Municipal Council to dissolve the Sustainability Committee effective from its May 23, 2023, Council meeting. Staff further recommend that the Finance Committee and the Policy and Strategy Committee be assigned to provide advice and recommendations to staff and the Council on the implementation of LCCAP2030. This will improve operational efficiencies and allow for a wider representation of the community's interests. This change will also reduce the burden on staff to prepare reports or presentations for follow-up council meetings, thus speeding up the implementation process.

If the Council decides to continue with the current Sustainability Committee structure, staff recommends restructuring the committee's composition and terms of reference to ensure it supports the implementation of LCCAP2030 effectively. The restructured committee can potentially include broader representation from the Council, and municipal departments, ensuring diverse perspectives and expertise are brought to the table. In conclusion, dissolving the Sustainability Committee and assigning the Finance Committee and the Policy and Strategy Committee to oversee the implementation of LCCAP2030 is the best option for the Municipality.

Next steps

If the Council passes the resolution to dissolve the Sustainability Committee, the dissolution will take effect immediately after its Council meeting on May 23, 2023, and all of the Committee's members will be released from their responsibilities. Additionally, the staff will undertake the following actions:

- a) Remove the Sustainability Committee from the list of active committees
- b) Extend the Council's gratitude to the Sustainability Committee members by sending thank-you letters
- c) Archive all records of the Committee, including Minutes and Notes of Proceedings, and make them publicly accessible.

Report Preparation	
<b>Department</b>	Planning & Development Services
<b>Report Prepared by</b>	Abhimanyu Jain, Climate Change and Sustainability Manager
<b>Report Approved by</b>	Jeff Merrill, Director
<b>Date Reviewed by C.A.O.</b>	

**Attachment 1:** Sustainability Committee Terms of Reference

**Municipality of the District of Lunenburg  
Sustainability Committee  
Terms of Reference**

**1.0 Purpose**

The primary purposes of the Sustainability Committee are to guide the development of projects and initiatives in an environmentally, sustainable manner and to provide a venue for the Committee to educate, promote and provide feedback on issues related to sustainability, advocacy and stewardship within the Municipality of the District of Lunenburg.

**2.0 Scope**

This Policy covers activities of the Council of the Municipality of the District of Lunenburg.

**3.0 References**

- 3.1 *Nova Scotia Municipal Government Act*
- 3.2 Policy MDL-02 Committees
- 3.3 Policy MDL-01 Proceedings of the Council
- 3.4 Municipality of the District of Lunenburg Integrated Community Sustainability Plan
- 3.5 Municipality of the District of Lunenburg Municipal Climate Change Adaptation Plan
- 3.6 MDL Code of Conduct Policy - 37

**4.0 Definitions**

- 4.1 **Committee** – a group of people appointed for a specific function, typically consisting of members of a larger group.
- 4.2 **Council** – means the Council for the Municipality of the District of Lunenburg
- 4.3 **Sustainability** – a state at which the demands placed on the biological environment can be met without reducing its capacity to allow all people to live well, now and in the future.

**5.0 Membership**

- 5.1 The Sustainability Committee will consist eight (8) members, four (4) members of Council and four (4) members of the public, with one (1) member of the public being a youth (under the age of 25) and one (1) member being a business representative, if qualified, who shall be appointed by Council.

- 5.2 All Committee members shall serve in a volunteer capacity without remuneration, other than travel costs which will be based on Council's established per kilometre rate.
- 5.3 Committee members will serve two (2) year terms to maintain the knowledge base. The four (4) members at large will rotate off in opposite years to maintain continuity. In the first year, two members will sit for a one (1) year term.
- 5.4 If a member vacates the Committee for any reason at any time before that member's term would normally expire, council shall appoint a new member to the Committee to hold office for the unexpired term.
- 5.5 Applications for member at large appointments to the Committee shall be invited by public advertisement.

## **6.0 Qualifications**

- 6.1 Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Forestry, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practiced or community involvement activities.
- 6.2 All applications for the member at large positions will be reviewed by the Nominating Committee. The Nominating Committee will recommend appointment(s) to Council and Council will have final approval.
- 6.3 Any member at large may re-offer for a second two-year term when their term expires, however, the member will have to apply through the recruitment process undertaken for that position.
- 6.4 Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

## **7.0 Rules of Engagement**

- 7.1 The Committee shall meet on an as needed basis at the call of the Chair or as directed by Council.
- 7.2 All Committee meetings will be open to the public.

- 7.3 The Committee shall select a Chair and Vice Chair by secret ballot at their first meeting following Council's November appointments. The sitting Chair and Vice Chair may re-offer for the same position.
- 7.2 All meetings shall be conducted in accordance with Policy MDL-01 Proceedings of the Council; Policy MDL-37 "Code of Conduct" and the Government of Nova Scotia's *Municipal Conflict of Interest Act* unless otherwise stated in this Terms of Reference.
- 7.3 The Committee may receive presentations from the public upon approval of the Chair.
- 7.4 The Committee and its mandate will be reviewed (by council) upon completion and approval of Milestone 3 of the PCP Program.

## **8.0 Mandate and Responsibilities**

- 8.1 To provide advice to staff and council on the development and implementation of an action plan to reduce community greenhouse gas emissions.
- 8.2 To serve as a conduit for interested stakeholders passionate about sustainability issues to ensure efforts are maximized and not duplicated.
- 8.3 To serve in an ambassador role for promoting sustainability issues and initiatives.
- 8.4 To advise and promote communication of the Action Plan to the community.
- 8.5 To provide advice to staff on continued success with the FCM Partners for Climate Protection Program.

## **9. Resources**

The CAO, or designate, and Director of Planning and Development Services, or designate, will sit as staff resources on the Committee.

The Committee may invite resource people to the Committee meetings as needed.

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**Approved by Council:**

**November 24, 2020**



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Policy and Strategy Committee  
**Submitted by:** Abhimanyu Jain, Climate Change and Sustainability Manager  
**Date:** May 16, 2023  
**Re:** Clean Energy Financing Program Contract Renewal

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#### RECOMMENDATION

THAT the Policy and Strategy Committee recommend the Municipal Council to:

**“Award a 5-Year Contract to Clean Foundation from 2023-24 to 2027-28 fiscal year for the continued delivery of the Clean Energy Financing Program to MODL homeowners.”**

#### BACKGROUND

The Municipal Council has been partnering with the Clean Foundation for the past seven years to deliver the Clean Energy Financing program. This program aims to provide financing options to homeowners for energy-efficient retrofits in their homes, which aligns with the Council's Local Climate Change Action Plan 2030. After seven years of renewing a one-year contract with Clean Foundation, staff recommend awarding a five-year contract to the foundation for the Clean Energy Financing program from 2023-24 to 2027-28 fiscal year. The Municipal Council has already approved \$500,000 for the program in its 2023-24 fiscal year budget. Since the Council has also set a target to retrofit 1400 homes by 2030 as part of its 'Local Climate Change Action Plan 2030', it is recommended to sign a five-year contract with the Clean Foundation for the continued delivery of the Clean Energy Financing Program to MODL homeowners.

#### DISCUSSION

The Clean Energy Financing program is an important part of the Municipal Council's Local Climate Change Action Plan 2030, which aims to reduce greenhouse gas emissions by retrofitting 1400 homes in the Municipality by 2030. The program provides financing options to homeowners for energy-efficient retrofits, such as insulation, energy-efficient appliances, and renewable energy systems. By making these retrofits more accessible, the program encourages homeowners to reduce their energy consumption and reduce their carbon footprint. After seven years of renewing a one-year contract with Clean Foundation, staff recommend awarding a five-year contract to the foundation for the Clean Energy Financing program from 2023-24 to 2027-28 fiscal year.

The recommendation is based on several factors: Firstly, the program has been included in the Council's 5-year financial plan, which demonstrates the Council's long-term commitment to the program and its goals. A five-year contract will provide stability to Clean Foundation, enabling them to plan and execute the program with more efficiency. This stability will benefit the homeowners in the Municipality, who will have greater access to financing options for energy-efficient retrofits.

Secondly, the Council has set a target to retrofit 1400 homes by 2030 as part of its Local Climate Change Action Plan 2030. By signing a five-year contract, the Council can ensure that the program is executed consistently and effectively over a longer period, which will contribute towards achieving this target. This will also enable the Council to measure the program's success over time and make any necessary adjustments to achieve its goals.

Furthermore, a five-year contract will provide Clean Foundation with the necessary resources to invest in the program's infrastructure and staff training, leading to a higher quality of service delivery. This will also result in cost savings for participants, as a longer-term contract is likely to be more cost-effective than renewing a one-year contract annually.

### **Clean Energy Financing Program's Annual Performance Analysis**

The Clean Energy Financing program's annual performance analysis shows a significant improvement in the program's performance after undergoing changes to improve its effectiveness. The program had been experiencing a decline in performance in the past, prompting the municipality to make several changes to the program last year. These changes included increasing the per-customer financing cap from \$10,000 to \$20,000, reducing the annual lending rate from 4% to 2%, increasing the amortization period from 10 years to 15 years, and removing credit checks. The changes led to a significant increase in new sign-ups for the program, with 78 new people signing up last year, compared to only one person registered for the program in the previous year. The current statistics show that there are 18 active participants, 2 have successfully completed their upgrades, and 37 participants are on the waitlist. The table-1 below provides a summary of the current program statistics.

While the program has made great strides, staff has identified room for further improvement. They have recognized that Clean Foundation, which manages the program, has been giving customers long lead times to sign customer agreements or complete upgrades, resulting in only 2 customers completing their upgrades last year despite a long waitlist. To improve upon this, staff have communicated to Clean Foundation that homeowners should be allowed a period of only 3-4 weeks to sign their customer agreement and must commence their energy-efficient upgrades within six months of signing the agreement. This will be rigorously enforced, and those who do not sign the agreement within the given timeframe will be placed at the end of the waitlist. By implementing these changes, delays will be prevented, and financing money will be utilized more efficiently, ensuring the program continues to improve and provide homeowners with accessible energy-efficient upgrades.

**Table-1  
Clean Energy Financing Program Current Statistics**

	Program Years						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Participants Registered</b>	13	22	10	15	3	1	78
<b>In Progress/Active</b>	-	-	-	-	-	-	18
<b>Waitlist</b>	-	-	-	-	-	-	37
<b>On Hold</b>	-	-	-	-	-	-	2 (on homeowner's request)
<b>Exited Early</b>	5	7 (2 back on wait list)	10 (1 went to Home Warming Program; 2 into year 4)	10	1 (moved to year 6)	-	12
<b>Rejected – Credit Check</b>	n/a	8	-	1	-	-	-
<b>Rejected – Other</b>	0	2	-	2 (arrears check)	1 (arrears check)	-	7 (arrears check/other reasons)
<b>Upgrades Completed</b>	8	5	0	2	1	1	2
<b>Total Invoices (with program fees)</b>	\$73,734.3	\$42,553.0	\$0.00	\$14,955.5	\$10,000.0	\$3,930.0	\$39,917.44

## BUDGET IMPLICATIONS

The Clean Energy Financing program is included in Council’s 5-year financial plan. Table-2 below encapsulates the Municipality’s financing budget and total invoices from the completed upgrades over the past 7 years. The Municipal Council has already approved \$500,000 for the Clean Energy Financing program in its 2023-24 fiscal year budget. This funding will support the program's continued operation, including the implementation of the recommended changes to streamline the customer agreement process and encourage timely upgrades.

If the council chooses to enter into a five-year contract with the Clean Foundation, staff will conduct an evaluation of the Clean Energy Financing program's performance and expenditure during the 2023-24 fiscal year. A report will be provided to the Council, which will outline if there is a requirement for additional funding to cover the program's expenses for the remaining four years. The 5-year contract will also help to ensure stability in the program's budget and operations, allowing for better planning and implementation of the council's Local Climate Change Action Plan 2030.

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>Annual Financing Budget</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000	\$500,000
<b>Total Invoices (with program fees)</b>	\$73,734.3	\$42,553.0	\$0.00	\$14,955.5	\$10,000.0	\$3,930.00	\$39,917.44	

## ALTERNATIVES

Alternatively, the Committee may recommend one of the following two options to Municipal Council:

- a) The Council can choose to sign another one-year contract for the 2023-24 fiscal year, evaluate the program's annual progress, and then sign a five-year contract in the 2024-25 fiscal year if satisfied with the program's performance. This approach will give the council more time to evaluate the program's performance and ensure that it is meeting the set targets before committing to a longer-term contract.
- b) The Council may provide direction to staff as they deem appropriate.

## CONCLUSION

The Clean Energy Financing program has played a crucial role in the Council's Local Climate Action Plan 2030. While signing a 5-year contract with Clean Foundation would provide stability in terms of budget and operations, it's important to note that the Council would still need to allocate funds for the program

each fiscal year. This contract would enable better planning and implementation, demonstrating the Council's commitment to combating climate change and providing financial assistance to homeowners seeking to make energy-efficient upgrades. Therefore, the Policy and Strategy Committee is recommended to advise the Municipal Council to award a 5-year contract to Clean Foundation from 2023-24 to 2027-28 fiscal year for the continued delivery of the Clean Energy Financing Program to MODL homeowners.

Report Preparation	
<b>Department</b>	Planning & Development Services
<b>Report Prepared by</b>	Abhimanyu Jain, Climate Change and Sustainability Manager
<b>Report Approved by</b>	Jeff Merrill, Director
<b>Date Reviewed by C.A.O.</b>	

# Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer

FROM: Michelle Greek

DATE: May 8th 2023

1. Agenda Item

PRO Kids

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2. On what agenda do you want the item placed?

Policy and Strategy

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3. Do you have written material to circulate with the agenda? Yes  No

If you do, please attach it to this form. If you do not, please explain.

To discuss

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4. What is its relevance to Council or the committee?

changes to Policy MDL 43

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5. What outcome(s) are you seeking?

I am seeking to change MODL PRO Kids funding to include providing financial support to residents over the age of 18 who are seeking recreation opportunities and are facing financial barriers from doing so.

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Michelle Greek

Digitally signed by Michelle Greek  
Date: 2023.05.08 07:43:55 -03'00'

Councillor's Signature

Date

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Approval for agenda: Yes  No

Reason for Denial:

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Mayor or Chair of Committee

Date

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