



**Town of Amherst
Committee of the Whole**

Date: Monday, January 20, 2020
Time: 4:00 pm
Location: Council Chambers, Town Hall

	Pages
1. Call to Order - 4:00 p.m.	
1.1 Approval of Agenda	
1.2 Approval of Minutes	
1.2.1 December 16, 2019	1 - 3
2. Presentations - 4:05 p.m.	
2.1 Cumberland Business Connector Quarterly Update	
3. In Camera - 4:20 p.m.	
3.1 Approval of In Camera Agenda	
3.2 Approval of In Camera Minutes	
3.2.1 December 16, 2019	
3.2.2 January 8, 2020	
3.3 MGA 22(2)(c) - personnel matters	
3.4 MGA 22(2)(e) contract negotiations	
4. Council Direction Requests - 4:30 p.m.	
4.1 Street Naming Policy - Rhindress	4 - 8
4.2 February and May Meeting Dates - K. Jones	9 - 10
4.3 Blue Dot Initiative - Blanch	11 - 13
4.4 Climate Emergency Report - Fisher	
4.4.1 Climate Emergency Response Report	14 - 15

4.4.2	On-site Energy Manager Agreement	16 - 31
4.4.3	Partners for Climate Protection Program	32 - 62
4.5	Community Support Grant Policy - Rector	63 - 84
4.6	Recognition of Athletic Achievers Policy - Rector	85 - 89
5.	Information Items - 5:30 p.m.	
5.1	Quarterly Procurement Report - Rector	90 - 90
5.2	Changes to Police Regulations - Pike	91 - 94
6.	Monthly Reports - 5:45 p.m.	
6.1	Corporate Services	95 - 96
6.2	Operations	97 - 98
6.3	Police Services	99 - 101
6.4	Community Well Being	102 - 103
6.5	Fire Services	104 - 104
6.6	Planning & Strategic Initiatives	105 - 105
6.7	Economic Development - No Report	
7.	Adjournment - 6:00 p.m.	

**Amherst Town Council
Committee of the Whole
Minutes**

Date: December 16, 2019
Time: 4:00 pm
Location: Council Chambers, Town Hall

Members Present Mayor David Kogon
Deputy Mayor Sheila Christie
Councillor Jason Blanch
Councillor Vince Byrne
Councillor Darrell Jones
Councillor Wayne MacKenzie
Councillor Terry Rhindress

Staff Present Greg Herrett, CAO
Jason MacDonald, Deputy CAO Operations
Shelley Rector, Chief Financial Officer
Greg Jones, Fire Chief
Dwayne Pike, Acting Police Chief
Andrew Fisher, Manager of Planning & Strategic Initiatives
Rebecca Taylor, Business Development Officer
Tom McCoag, Corporate Communications Officer
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

1. Call to Order

Mayor Kogon called the meeting to order at 4:00 p.m.

1.1 Approval of Agenda

Moved By Councillor Blanch

Seconded By Councillor Byrne

That the agenda be approved as circulated.

MOTION CARRIED

1.2 Approval of Minutes

1.2.1 November 18, 2019

Moved By Councillor Rhindress

Seconded By Councillor MacKenzie

To approve the minutes of the November 18, 2019 Committee of the Whole meeting as circulated.

MOTION CARRIED

1.2.2 November 25, 2019

Moved By Councillor Jones

Seconded By Deputy Mayor Christie

To approve the minutes of the November 25, 2019 Committee of the Whole meeting as circulated.

MOTION CARRIED

2. In Camera

Moved By Councillor Byrne

Seconded By Councillor Blanch

That the Committee move to an in camera session.

MOTION CARRIED

3. Council Direction Requests

3.1 Community Support Grants Policy 'A' Fresh Start

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council direct staff to make recommendations to Council on policy changes to the Community Support Grants Policy 'A' Fresh Start program that would allow community groups adequate time to plan and execute their event after receiving notification of their successful application.

Against (1): Councillor Jones

MOTION CARRIED

3.2 Poverty Advisory Committee Terms of Reference

Moved By Councillor Blanch

Seconded By Deputy Mayor Christie

That Council refer approval of the Terms of Reference for the Advisory Committee on the Reduction of Poverty to its regular Council meeting on December 16, 2019.

MOTION CARRIED

3.3 After the School Bell Food Program

Moved By Councillor Rhindress

Seconded By Councillor Jones

That Council refer approval of a donation in the amount of \$1,000 to the After the School Bell Food Program to the December 16, 2019 regular meeting of Council.

**Moved By Councillor MacKenzie
Seconded By Councillor Blanch
To amend the motion to change the amount to \$2,000.**

**MOTION CARRIED
Original Motion Carried as Amended.**

- 3.4 Capital Budget Short List
Moved By Councillor Byrne
Seconded By Councillor Blanch
That Council refer approval of the attached list of Capital Projects to a
Special Meeting of Council to take place the second week of January, 2020.**

MOTION CARRIED

4. Monthly Reports

- 4.1 Corporate Services
Information item; no direction given or action required.**
- 4.2 Operations
Information item, no direction given or action required.**
- 4.3 Police Services
Information item; no direction given or action required.**
- 4.4 Fire Services
Information item; no direction given or action required.**
- 4.5 Planning & Strategic Initiatives
Information item; no direction given or action required.**
- 4.6 Economic Development
Information item; no direction given or action required.**

- 5. Adjournment
Moved By Councillor Jones
Seconded By Councillor Blanch
To adjourn the meeting at 5:56 p.m.**

MOTION CARRIED

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor

MEMO

TO: Mayor Kogon and Members of Council

FROM: Councillor Terry Rhindress

DATE: January 20, 2020

RE: Renaming Copp Lane

I would like to ask Council to considering renaming Copp Lane to EJ Mills Lane.

Ernie Mills was a local craftsman and tradesperson who contributed a great deal to this community and it would be nice to honor him.



COMMITTEE OF THE WHOLE

CDR# 20200003

Date: January 20, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: January 20, 2020

SUBJECT: Request to rename Copp Lane to EJ Mills Lane

ORIGIN: A request from Councillor Rhindress requesting that Council explore the possibility of changing the name of Copp Lane to EJ Mills Lane.

LEGISLATIVE AUTHORITY: MGA Section 313, *The council may (c) by policy, name or rename any street or private road.*

RECOMMENDATION: That Council not rename Copp Lane to EJ Mills Lane.

BACKGROUND: As stated in the attached Street Naming Policy, the purpose of the policy is to:

1. Avoid confusion or delays for emergency responders.
2. Enable visitors to navigate the street network with ease.
3. Allow business and service providers to conduct business efficiently.

The policy outlines street naming criteria to guide the Street Naming Procedure:

- i. Avoid duplication – no duplication of names, including names differentiated by suffixes.
- ii. Avoid Confusion – no similar sounding names.
- iii. Establish Continuity – streets running in the same compass direction should have one name.

The policy also includes a list of 14 suggested street names that generally relate to prominent people in the town’s history.

DISCUSSION: Changing Copp Lane to EJ Mills Lane would run counter to the aforementioned policy as it is very similar to Mill Street and Mill Avenue. This would very likely create confusion with visitors and emergency responders. Should there be a desire to change Copp Lane to EJ Mills Lane, Council should consider renaming Mill Street and Mill Avenue at the same time.

The Procedure for the Street Naming Policy includes a process to rename streets that involves polling the residents of the subject street. Enumeration of the subject street property owners and residents would be required. Although Council is not bound by this procedure, it would be advisable to gauge the opinion of those residents and property owners impacted by the change.



FINANCIAL IMPLICATIONS: Costs to change street name signs, maps, and the cost to individual residents to change their addresses.

COMMUNITY ENGAGEMENT: As noted above, the procedure calls for a polling of residents.

ENVIRONMENTAL IMPLICATIONS: None.

SOCIAL JUSTICE IMPLICATIONS: Changing the name(s) of existing streets should involve input from the effected residents and property owners.

ALTERNATIVES:

- 1) Change Copp Lane to EJ Mills Lane and advise residents.
- 2) Poll residents and property owners of Copp Lane, Mill Street, and Mill Avenue to gauge interest in changing street names.
- 3) Look for other ways to recognize the contributions of EJ Mills in the community.

ATTACHMENTS: Town of Amherst Street Naming Policy (31600-23).

Report prepared by: Andrew Fisher
Report and Financial approved by:

DEPARTMENT: PLANNING AND DEVELOPMENT

TITLE: **STREET NAMING POLICY**

Minutes Reference Date: 25 November 2002 28 October 2013

PURPOSE

To establish a policy for the naming of streets within the Town. A clearly defined street naming policy is required in order to:

- a) Ensure any potential difficulties and delays for emergency vehicles are avoided;
- b) Enable visitors to find their way around Town efficiently and in a pleasant manner;
- c) Enable businesses and service providers within the Town to carry out their business efficiently.

POLICY STATEMENT

It shall be the policy of the Amherst Town Council that all new streets shall be named, or existing streets re-named, according to the following criteria. The three principals which guide the street naming procedures:

- i) **Avoid Duplication** – there should be no duplication of street names, including street names differentiated by a suffix.
- ii) **Avoid Confusion** – street names that sound similar should be avoided.
- iii) **Establish Continuity** – streets running in one compass direction should have one name for the entire length.

SUGGESTED STREET NAME LIST

Street Name	Background
Logan	Senator Hance James Logan
Hewson	Dr. Charles Wentworth Upham Hewson
Black	Percy Chapman Black (MLA)
Cameron	Fred S. Cameron (Runner, Boston Marathon Winner)
Ketchum	Henry G. C. Ketchum (Ship Railway)
Curry	Nathanial Curry (President of Rhodes Curry and Company Ltd.)
Cox	Ester Cox Ghost Story
Hillcoat	Hillcoat Pianos
Page	Amos Page, Silversmith
White	Shermie White, Hockey – New York Rangers
Lake View	View from new Hotel at Exit 4
Jackson	Stanton Jackson, Hockey – Toronto Maple Leafs
Riley	Hockey and Music (family)
Maltby	Frederick Roy Maltby, Hockey and Community



COUNCIL DECISION REQUEST

CDR# 2020001

Date: January 20, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: January 20, 2020

SUBJECT: Committee of the Whole Meeting Dates

ORIGIN: 2020 Calendar and COW meeting dates

LEGISLATIVE AUTHORITY: Proceedings of Council Policy 10350-24 Section 5 states “Regular meetings of Council or Committee of the Whole may be rescheduled, relocated or cancelled: (b) by Resolution of Committee of the Whole at a meeting three or more days in advance of the additional or special meeting”

RECOMMENDATION: That Council forward to the January 27, 2020 regular meeting of Council approval to change the regular February 2020 Committee of the Whole meeting date from Monday, February 17, 2020 to Tuesday, February 18, 2020 due to the Heritage Day holiday, and change the regular May 2020 Committee of the Whole meeting date from Monday, May 18, 2020 to Wednesday, May 20, 2020 due to the Victoria Day holiday.

BACKGROUND: The Town’s Proceedings of Council Policy sets the third and fourth Mondays of the month for the Committee of the Whole and Council meetings, respectively. The Policy also permits the rescheduling of such meetings by resolution of Council.

DISCUSSION: This year, Heritage Day falls on Monday, February 17, 2020, and Victoria Day falls on Monday, May 18, 2020, our regular Committee of the Whole meeting dates. The options available to Council appear to be:

1. Reschedule the regular February 2020 Committee of the Whole meeting to Tuesday, February 18;
2. Hold both COW and Council on February 24;
3. Reschedule the regular May 2020 Committee of the Whole meeting to Wednesday, May 20;
4. Hold both COW and Council on May 25;
5. Schedule alternate dates for the regular February and May 2020 Committee of the Whole meeting dates;

FINANCIAL IMPLICATIONS: There are no financial implications to changing the meeting dates.

COMMUNITY ENGAGEMENT: The public and media will be notified of any changes by media release.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.



SOCIAL JUSTICE IMPLICATIONS: No social justice implications.

ALTERNATIVES:

1. Reschedule the regular February Committee of the Whole meeting to Tuesday, February 18, 2020, and the regular May Committee of the Whole meeting to Wednesday, May 20. This is being recommended.
2. Reschedule the February Committee of the Whole to Monday, February 24, 2020, and the May Committee of the Whole to May 25, 2020. This is not the recommended alternative, as it doesn't leave sufficient time to develop the agenda between the Committee of the Whole and Regular Council meetings.
3. Schedule alternate dates for the February and May Committee of the Whole meetings.

ATTACHMENTS: N/A

Report prepared by: Kimberlee Jones, Municipal Clerk
Report and Financial approved by:

MEMO

TO: Mayor Kogon and Members of Council

FROM: Councillor Blanch

DATE: January 20, 2020

RE: **Blue Dot Program**

I am writing to include discussion of David Suzuki's Blue Dot Program on the next COW meeting agenda. I would like the opportunity to explain to Council why I believe Amherst should become a Blue Dot community. I believe this is a first step in the process of Canada recognizing in legislation its citizens legal right to a healthy environment. Additionally, this is something we can show Amherst residents that we are doing to try to address air quality issues (ex: Asphalt plant) in our town. Finally, I believe that this is a signal to prospective residents that we are a forward thinking, modern community.

<https://bluedot.ca/the-plan/>

Motion:

That Council direct staff to prepare a report on the David Suzuki Foundation's Blue Dot Program and the implications of Amherst becoming a signatory. Specifically, what Canadian communities have already joined, has there been any negative or positive impacts on the community and their ability to attract businesses or residents?

A federal environmental bill of rights: our time to act

Most Canadians agree that strong environmental laws are necessary to protect the air, water and land on which our health depends. Yet Canada consistently underperforms against its international peers when it comes to the environment. Although we see ourselves as world leaders in protecting the environment and human health, we're not.

The Conference Board of Canada ranks us 15 out of 17 industrialized countries on a range of environmental indicators. Canada loses \$100 billion a year from illness, injury and premature death because of exposure to pollution. Health Canada recently reported that poor air quality results in 14,400 premature deaths per year. Our patchwork of environmental laws is simply not working to protect the people and places we love.

Meanwhile, international examples demonstrate that countries with laws recognizing the right to a healthy environment perform better environmentally and economically than those without them. Experience shows that environmental rights spur innovation, increasing competitiveness and promoting a healthy economy, in countries like Belgium, Norway and France.

We can regain our status as a leader on the environment

Canada needs world-class standards to protect the air, water and soil on which we depend. Federal recognition of the right to a healthy environment could immediately improve Canada's current legal framework for protecting the environment.

Recognizing the right to a healthy environment either by a federal environmental bill of rights, or by updating existing environmental law could do three important things fundamental to effective environmental protection:

1. Ensure that Canadians have access to the information they need to be fully informed about government environmental actions and decisions;
2. Allow Canadians to participate in the process of developing, implementing and evaluating environmental law; and
3. Provide Canadians with access to the courts, as a last resort, where there is an irreconcilable conflict over environmental decision-making.

A federal environmental bill of rights could also make it easier for Canadians to participate in decisions affecting the environment. For example, it would provide the ability to request a review of laws and policies when there is reason to believe they are falling short

More than 110 countries recognize the right to a healthy environment in their constitution, and over 150 do so in law. Yet Canada is not among them, even though this is supported by 90 per cent of Canadians polled.

By standing together we can regain Canada's status as a leader in environmental protection. Our health and the health of the environment can't wait.

The Blue Dot movement: Ordinary people taking extraordinary action to create positive change

The David Suzuki Foundation and Ecojustice are partners in the Blue Dot movement, a national grassroots campaign to advance the legal protection of everyone in Canada's right to live in a healthy environment. The Blue Dot movement is based on the simple but powerful idea that all Canadians have the right to a healthy environment, including clean air and water, and a say in decisions that affect their health and well-being.

From coast to coast to coast, Canadians are inspiring all levels of government to recognize that environmental rights are human rights. Already, more than 170 municipalities — representing 16 million Canadians — have passed environmental rights declarations, thanks to local organizing efforts. In 2016, we directed this momentum toward obtaining a federal environmental bill of rights and made it clear to federal politicians that Canadians want environmental rights.

In the lead up to the next federal election, we are looking to build upon progress made so far by securing formal support for environmental rights from existing members of Parliament, and candidates for the next election.

More than 100,000 people have joined the movement, with thousands volunteering to create Blue Dot groups in their local communities. Each one of us is making a difference by standing with others and demonstrating that the right to a healthy environment is an idea whose time has come.

Together, we can make this happen.

Join the movement today. Visit bluedot.ca to sign our pledge and join your local Blue Dot group.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Andrew Fisher, Manager, Planning & Strategic Initiatives

DATE: January 20, 2020

RE: **Climate Emergency Response – Report #3**

Introduction and Background

This memo is intended to provide outline further development of a response to the climate change emergency declared June 24, 2019, which directed staff to develop a report outlining:

- **Steps the Town of Amherst could undertake to reduce its carbon footprint to meet the IPCC targets to keep warming below 1.5°C as expressed in the 2018 IPCC Report; and,**
- **Steps the Town of Amherst could undertake to support the businesses and residents of the Town of Amherst to further reduce or eliminate the communities carbon footprint; and,**
- **Related budgetary implications.**

What Does the IPCC Target Mean?

According to the IPCC supplemental report for urban areas¹, at current warming rates (0.2°C/year) global warming will reach 1.5⁰ C between 2030 and 2052. Surpassing the 1.5⁰ C mark could lead to significant detrimental impacts on a local and global scale. In order to limit warming to 1.5°C the report notes the following must be achieved:

1. 80-90% reduction in global building emissions;
2. Approximate 30% reduction in energy use from transport; and,
3. 70-85% supply of energy from renewables.

Responding to the Climate Emergency

¹ IPCC, December 2018. Summary for Urban Policy Makers: What the IPCC Special Report on Global Warming of 1.5°C Means for Cities: <https://www.ipcc.ch/site/assets/uploads/sites/2/2018/12/SPM-for-cities.pdf>

Through several past and present actions Amherst has taken steps to reduce energy use and adopt green energy, including but not limited to the following:

- The first community in Nova Scotia to switch to LED road lights.
- 2010 Municipal Energy Audit Report.
- Implementation of the Amherst Active Transportation Plan.
- Adoption of renewable energy sources such as the sewage treatment plant wind turbine, and future solar PV installations on the Stadium, Police Station, and Fire Hall.
- Partnering in the NSPI Smart Grid Energy Implementation Project.
- Implementation of the Property Assessed Clean Energy Bylaw.

While the Town has taken the initiative to reduce emissions where opportunity arises, meeting the IPCC target will require a more concerted effort. Through the October 21 and December 16 COW discussions, Council have indicated an interest in responding to the climate emergency through the following interrelated initiatives:

1. Join the Partners for Climate Protection (PCP) Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

Included in this agenda is a Council Decision Request to join the PCP Five Milestone Framework, as well as, a Decision Request to enter into an agreement with Efficiency One to hire an Onsite Energy Manager for a two-year term. With funding awarded from the Low Carbon Communities program, staff continue to develop a project plan for Council's future consideration.

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: January 20, 2020

SUBJECT: Onsite Energy Manager agreement

ORIGIN: At the October 21, 2019 and December 16, 2019 Committee of the While (COW) meetings, staff provided Council with options with which to respond to the climate emergency declared on June 24, 2019. At those meetings, Council expressed an interest in pursuing three interrelated initiatives:

1. Join the Partners for Climate Protection Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

This Council Decision Request deals specifically with the second initiative, entering into an agreement with Efficiency One to hire an Onsite Energy Manager (OEM).

LEGISLATIVE AUTHORITY: MGA section 65A (1) ..*The municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality.*

RECOMMENDATION: That the authorization of the CAO to enter into an agreement with Efficiency One to hire an Onsite Energy Manager as an imbedded independent contractor for a two-year term at a cost of \$100,000 per year funded by Operating Reserves in the 2020/21 Operating Budget, be referred the January 27, 2020 regular meeting of Council.

BACKGROUND: The attached agreement with Efficiency One (an arm of Efficiency NS) provides for a 2-year OEM position that is based on an established program that identifies and implements energy efficiency projects. The OEM would also be responsible for updating the Town's 2010 emissions inventory, and assisting in the development of the Community Energy Strategy.

The town will provide salary paid to Efficiency One, workplace orientation, safety training, and workspace. EfficiencyOne will provide a qualified OEM, program training, and basic safety



training (OHS, WHMIS). Town staff have the opportunity to provide input throughout the hiring process. The agreement also provides for the establishment of a Steering Committee consisting of the Town and EfficiencyOne to whom the OEM will report periodically. The Director of Operations would oversee the OEM on a day to day basis.

EfficiencyOne have advised it typically takes approximately two months to place the OEM once the agreement is executed. It is anticipated the OEM would start in April.

DISCUSSION: The Town would benefit from hiring an OEM through this program as it would manage the hiring process, provide training, oversight, structure, and accountability to the OEM position. EfficiencyOne has OEMs embedded in municipalities and institutions across the province, and have an OEM manager that oversees the program. This program offers the best way to ensure the Town will realize energy efficiencies in its facilities and operations.

There may be an opportunity to offset the salary by partnering with a company in the industrial park or with the County for specific facilities, but establishing such an arrangement will first depend on the specific skill set of the OEM.

FINANCIAL IMPLICATIONS: Approximately \$100,000 per year for OEM salary and benefits to be funded by Operating Reserves in the 2020/21 Operating Budget. This cost can be partially offset by energy savings both during and after the OEM's term.

COMMUNITY ENGAGEMENT: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: Reduced emissions through energy efficiency.

SOCIAL JUSTICE IMPLICATIONS: Addressing climate change by reducing emissions is arguably a social justice issue.

ALTERNATIVES: 1) Do not enter into the attached agreement, and hire an OEM independently; 2) Do not hire an OEM.

ATTACHMENTS: 1) Agreement between the Town and Efficiency One; 2) Draft Job Description; 3) Draft Work Plan.

Report prepared by: A. Fisher
Report and Financial approved by:

THIS MASTER AGREEMENT made as of the ____ day of _____ 2020 and effective as of the ____ day of _____ 2020 (the “**Effective Date**”)

BETWEEN:

EFFICIENCYONE, a duly formed body corporate under the laws of Canada, having its head office in Dartmouth, in the Province of Nova Scotia

(hereinafter called the “**EfficiencyOne**”)

AND

_____, a Municipality, with its Head Office at _____, in the Province of _____

(hereinafter called the “**Municipality**”)

(collectively, EfficiencyOne and the Municipality are referred to herein as the “**Parties**”, and each of them as a “**Party**”)

WHEREAS EfficiencyOne is the current franchisee of Efficiency Nova Scotia for the delivery of electricity efficiency and conservation services, and is further engaged in the delivery of energy efficiency and conservation activities, (collectively “energy efficiency and conservation”) in the Province of Nova Scotia;

AND WHEREAS EfficiencyOne wishes to employ an On-Site (embedded) Energy Manger (herein after referred to as the “**OEM**”) to provide certain services to the Municipality;

AND WHEREAS the Municipality wishes to retain the services of the OEM through agreement with EfficiencyOne, whereby the OEM will act as an independent contractor for the Municipality, to identify, coordinate, and facilitate the implementation of energy efficiency projects for the Municipality as well as to provide project coordination support, training, measurement and verification of energy operational savings for all approved energy efficiency projects for the Municipality;

AND WHEREAS the term of this Agreement shall commence on the Effective Date and shall terminate on _____ (such period hereinafter referred to as the “**Term**”), unless terminated earlier or extended further pursuant to this Agreement.

NOW THEREFORE WITNESSETH that in consideration of the mutual undertakings and obligations provided for herein and for other good and valuable consideration provided by each of the Parties to the other, the sufficiency and receipt of which are hereby acknowledged, the Parties

hereto agree as follows:

ARTICLE 1: INTERPRETATION

1.1 Definitions

Whenever used in this Agreement including but not limited to any Schedule of this Agreement, unless there is something in the subject matter or content inconsistent therewith, the following words and terms shall have the following meanings:

- (a) **“Agreement”** means this agreement between EfficiencyOne and the Municipality dated as of the date first above written, including the Schedules attached hereto and all appendices included therein;
- (b) **“Applicable Law”** means any law, bylaw, rule, regulation, guideline, judgment or order of any federal, provincial, municipal or other governmental or regulatory body having jurisdiction and applicable from time to time to the services provided under this Agreement;
- (c) **“Intellectual Property”** means any intangible asset, the proprietary rights of which may be protected by contract such as trade secrets, know-how and other similar assets and any intangible asset, the proprietary rights of which are protected by Canadian or foreign Laws such as patents, copyright, trademarks, industrial designs, integrated circuit topographies or plant species and includes any application made to and any registration or patent issued by a public authority for the purpose of securing proprietary and/or intellectual property rights to such intangible asset.
- (d) **“Personal Information”** shall mean information about an identifiable individual, as defined in the *Personal Information Protection and Electronic Documents Act* (“PIPEDA”), S.C. 2000, c. 5, as amended.

1.2 Schedules

The following Schedules are hereby incorporated into this Agreement and form an integral part hereof:

- (a) Schedule “A” Statement of Work
- (b) Schedule “B” Payment Schedule

ARTICLE 2: OEM

- 2.1 EfficiencyOne shall enter into an employment agreement with a qualified individual for the position of the OEM, whereby the OEM shall be required to perform the responsibilities set out in Article 1 of Schedule “A” attached hereto, under the heading “OEM Responsibilities” and the responsibilities set out under Article 12 (SAFETY) hereof.
- 2.2 EfficiencyOne and the Municipality shall be required to perform their respective responsibilities set out in Schedule “A” attached hereto, in addition to the other obligations and duties of the Parties pursuant to this Agreement.
- 2.3 EfficiencyOne shall be permitted, with the permission of the Municipality, to place the OEM on other EfficiencyOne projects. All costs and expenses related to services provided by the OEM on other EfficiencyOne projects shall not be charged to the Municipality.

ARTICLE 3: EXTENSION/RENEWAL OF TERM

- 3.1 The Term of the Agreement may be extended by mutual consent at any time before the end of such Term. Such an extension must be confirmed in a written document signed by both Parties.
- 3.2 In the event the Agreement is renewed pursuant to Section 3.1 herein, all terms and conditions of the Agreement shall remain in effect for the term of such renewal, unless otherwise agreed to in writing between the Parties.

ARTICLE 4: PRICING & PAYMENT

- 4.1 The Parties shall adhere to the pricing and payment provisions set out in Schedule “B” attached hereto (the “**Payment Schedule**”).

ARTICLE 5: TERMINATION

5.1 Termination Upon Evaluation

The Parties shall evaluate the success of the services provided by the OEM after ninety (90) days at a meeting scheduled in advance between the Parties. At such meeting, either Party shall have the opportunity to terminate this Agreement without penalty, subject to payments required pursuant to Section 5.3 hereof.

5.2 Termination for Convenience

- (a) This Agreement may be terminated, in whole or in part, by EfficiencyOne for any reason at the sole discretion of EfficiencyOne and at any time provided that EfficiencyOne provides thirty (30) days' prior written notice to terminate to the Municipality.
- (b) This Agreement may be terminated, in whole or in part, by the Municipality for any reason at the sole discretion of the Municipality and at any time provided that the Municipality provides ninety (90) days' prior written notice to terminate to EfficiencyOne.

5.3 Payment Upon Termination

In case of termination in accordance with Sections 5.1 or 5.2 hereof, the Parties shall be responsible for the payment for all fees and expenses provided for under this Agreement, including work in progress, up to the date of termination.

ARTICLE 6: REPRESENTATIONS & WARRANTIES (BOTH PARTIES)

6.1 Each Party represents and warrants for and on its own behalf that:

- (a) it is duly organized, validly exists and is qualified to do business and is in good standing in its jurisdiction and under the laws of the Province of Nova Scotia;
- (b) it has the requisite power and authority to enter into this Agreement and perform its obligations contained herein;
- (c) this Agreement is a legal, valid and binding obligation of each Party enforceable against it in accordance with its terms and conditions subject, however, to limitations with respect to enforcement imposed by law in connection with bankruptcy or similar proceedings and to the extent that equitable remedies such as specific performance and injunction are in the discretion of the court from which they are sought;
- (d) it will execute or cause to be made, done and executed all further acts, deeds, assurances, agreements, instruments or other documents as may be reasonably required to ensure the fulfillment of the terms and conditions of this Agreement;
- (e) its execution and delivery of this Agreement does not, and the performance of its obligations hereunder does not and will not contravene any law or regulation or violate or conflict with any agreement or other obligation to which it is bound; and
- (f) no partnership, joint venture, or agency relationship is created between the

Parties as a result of this Agreement. Neither Party shall enter into any contract or commitment in the name of or on behalf of the other Party or bind the other Party in any respect.

ARTICLE 7: CONFIDENTIALITY & PRIVACY

7.1 The Municipality shall abide and comply with all Applicable Laws relating to privacy and protection of Personal Information, including but not limited to applicable provisions of the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5, as amended (“**PIPEDA**”). The Municipality agrees that it shall ensure its authorized contractors, subcontractors or agents also abide by and comply with the requirements set out in this Section 7.1 hereof.

7.2 **EfficiencyOne Requirement to Disclose Confidential Information**

The Municipality acknowledges, understands, and accepts that EfficiencyOne has an obligation to disclose to the Province of Nova Scotia and the Nova Scotia Utility and Review Board certain information which may include information of the Municipality, either as a result of contractual rights held by the Province of Nova Scotia or as a statutory obligation pursuant to the *Public Utilities Act*, RSNS 1989, c 380. In these circumstances, EfficiencyOne’s obligations with respect to confidential information of the Municipality are waived, subject to:

- (a) EfficiencyOne informing the Municipality of what confidential information is required to be disclosed; and
- (b) EfficiencyOne limiting that disclosure to only what is required legally or contractually by the requestor.

ARTICLE 8: INTELLECTUAL PROPERTY AND WORK PRODUCT

8.1 **No Grant by EfficiencyOne**

No right or license whatsoever is granted to the Municipality pursuant to this Agreement under any patent, patent application, copyright, trademark, Intellectual Property right or other proprietary right owned or controlled by EfficiencyOne.

8.2 The Municipality shall not use any name, logo, trademark, design, mark or any other distinguishing feature of EfficiencyOne in any manner (including advertising or promotion), without the express written consent of EfficiencyOne.

8.3 The Municipality acknowledges and agrees that any and all costs associated with the correction or removal of the use of any name, logo, trademark, design, mark or any other

distinguishing feature of EfficiencyOne in any manner by the Municipality, whereby the express written consent of EfficiencyOne has not been obtained, shall be borne by the Municipality.

ARTICLE 9: INDEMNITY

- 9.1 EfficiencyOne shall indemnify, defend, and hold harmless the Municipality, its officers, employees, directors, servants, affiliates and assigns and their heirs, executors, administrators, successors and assigns, from and against any liabilities, losses, expenses (including legal costs on a solicitor-client basis), costs, claims, demands, actions, and causes of action, and damages of every nature and kind whatsoever which the Municipality, its officers, employees, directors, servants, affiliates and assigns may suffer arising out of, or in any way attributable to, a breach of this Agreement by EfficiencyOne or its employees, and/or as a result of negligence in the performance or non-performance of its obligations by EfficiencyOne or its employees, including, without limiting the generality of the foregoing, such matters as patent, copyright and/or trademark violations or infringements, occupational health and safety and Workers' Compensation charges, claims, proceedings, payments, assessments, levies and fines, HST and other financial obligations of EfficiencyOne.
- 9.2 The Municipality shall indemnify, defend, and hold harmless EfficiencyOne, its officers, employees, directors, servants, affiliates and assigns and their heirs, executors, administrators, successors and assigns, from and against any liabilities, losses, expenses (including legal costs on a solicitor-client basis), costs, claims, demands, actions, and causes of action, and damages of every nature and kind whatsoever which EfficiencyOne, its officers, employees, directors, servants, affiliates and assigns may suffer arising out of, or in any way attributable to, a breach of this Agreement by the Municipality or its employees, and/or as a result of negligence in the performance or non-performance of its obligations by the Municipality or its employees, including, without limiting the generality of the foregoing, such matters as patent, copyright and/or trademark violations or infringements, occupational health and safety and Workers' Compensation charges, claims, proceedings, payments, assessments, levies and fines, HST and other financial obligations of the Municipality.
- 9.3 The provisions set forth in this Article 9 hereof shall apply and be effective with respect to any claim, cause of action, or legal theory whatsoever including without limitation, claims based upon breach of contract, breach of warranty, failure to meet performance guarantees, patent, copyright and/or trademark violations or infringements, tort (including negligence) and strict liability. These indemnities shall survive the termination of this Agreement for any reason.

ARTICLE 10: LIMITATIONS OF LIABILITY

- 10.1 The Parties acknowledge that the limitations of liability contained in this Article 10 hereof represent the Parties' agreement of allocation of risks associated with the performance of the obligations pursuant to this Agreement and that the fees have been determined accordingly.
- 10.2 The Parties recognize that circumstances may arise entitling one of the Parties to damages and agree that in all such circumstances, that Party's remedies and the other Party's liability, whether contractual or in tort, shall be limited as set forth hereinafter and that these provisions shall apply notwithstanding the termination of this Agreement.
- 10.3 The liability of each Party to the other will not under any circumstances exceed Fifty Thousand Dollars (\$50,000.00) and in no event shall either party be liable to the other for any indirect, consequential, special, incidental, exemplary or contingent damages or commercial loss of any kind (including damages for loss of revenue or profits).

ARTICLE 11: INDEPENDENT CONTRACTOR

- 11.1 In the performance of the OEM's obligations pursuant to this Agreement, the OEM shall be an independent contractor of the Municipality. The OEM is not, nor shall it be deemed to be, an employee of the Municipality at any time during the Term of this Agreement.
- 11.2 Nothing in this Agreement shall be construed to constitute the OEM as an agent or representative of the Municipality. The OEM shall not enter into any contract or commitment in the name of or on behalf of the Municipality or bind the Municipality in any respect.
- 11.3 This Agreement does not constitute and shall not be construed as constituting or creating a partnership, joint venture, principal/agent relationship or a formal business organization between the Parties.

ARTICLE 12: SAFETY

12.1 To the extent applicable for the services contemplated hereunder to be provided, the Municipality, their subcontractors, sub-suppliers, agents and representatives must at all times and at their own expense:

(a) Comply with all laws, standards, regulations and directives, whether federal, provincial, municipal, or local, applicable to:

- (i) Occupational Health and Safety (OH&S);
- (ii) Workplace Hazardous Materials Information Systems (WHMIS);
- (iii) Environmental statutes; and
- (iv) Safety management systems; and

(b) Accept responsibility for ensuring that all employees, subcontractors, sub-suppliers, agents and representatives under their direction comply with all federal, provincial, municipal, and local health and safety laws, standards, regulations, and directives, and all applicable health, safety and environmental rules.

12.2 Workers' Compensation

To the extent applicable for the services contemplated hereunder to be provided, the Municipality, their subcontractors, sub-suppliers, agents and representatives must be compliant with the *Workers' Compensation Act* of Nova Scotia or other workers' compensation legislation as may apply to the Municipality.

12.3 Within the initial thirty (30) day period of the Term, the OEM shall conduct a Safety Hazard Assessment Survey to identify any hazards on the Municipality's premises. Upon completion of the OEM's Safety Hazard Assessment Survey, EfficiencyOne and the Municipality shall discuss the required personal protective equipment for the OEM and shall determine which Party shall be responsible for the cost of same.

12.4 Within the initial thirty (30) day period of the Term, the Municipality shall provide the OEM with Workplace Safety Training and Site Specific personal protective equipment training.

ARTICLE 13: CONFLICT OF INTEREST

13.1 The Municipality declares that neither it nor any of its subcontractors has any pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in relation to the services contemplated hereunder. Should

such an interest be acquired during the Term, the Municipality shall declare it immediately to EfficiencyOne.

- 13.2 In order to avoid any conflict of interest or appearance of conflict of interest, it is understood and agreed that the Municipality may be prohibited from bidding on any contract for the supply of goods or services to EfficiencyOne if EfficiencyOne is of the opinion that the Municipality may have an unfair advantage or an actual or perceived conflict of interest.

ARTICLE 14: PUBLICITY

Neither Party shall disclose the terms and conditions of this Agreement except where mandated by law or as required pursuant to this Agreement.

ARTICLE 15: GENERAL

- 15.1 In this Agreement, words imparting the singular include the plural and vice versa and the neuter gender includes the masculine and feminine genders as may be required by the context.
- 15.2 All capitalized terms utilized in the Agreement shall, unless otherwise defined herein, have the meanings ascribed thereto in this Agreement.
- 15.3 **Successors in Interest**
This Agreement shall extend to, be binding upon and enure to the benefit of the Parties hereto, their respective heirs, successors and assigns.
- 15.4 **Governing Law**
This Agreement shall be deemed to have been made in and shall be governed by, construed and interpreted in accordance with the laws of the Province of Nova Scotia and the laws of Canada, as applicable therein, and the Parties submit to the exclusive jurisdiction of the courts in Nova Scotia for any proceeding arising under this Agreement.
- 15.5 **Entire Agreement**
This Agreement together with the Schedules attached hereto and subsequent amendments or schedules, constitute the entire and final Agreement between the Parties and rescind any other agreement, convention, representation, discussion or commitment, whether verbal or in writing, agreed upon by the Parties prior to signing this Agreement. For greater certainty, all purchase orders, forms or acceptance, invoices and other documentation representing the subject matter of this Agreement shall be issued for administrative purposes only, and any and all terms and conditions contained therein

shall be of no force and effect.

15.6 Non-Waiver

A failure or delay by either one of the Parties to exercise any rights, recourses or privileges pursuant to this Agreement shall not be considered as being a waiver on the part of that Party to exercise such rights, recourses or privileges.

15.7 Assignment

Neither Party is entitled to assign all or any portion of this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld. Notwithstanding any term or condition contained in this Agreement to the contrary, this Agreement may be assigned from EfficiencyOne to a third party at any time, provided such transfer is in accordance with the *Public Utilities Act*, RSNS 1989, c 380, as amended.

15.8 Modification

No modification to this Agreement will be valid unless it is in writing and executed by duly authorized representatives of the Parties.

15.9 Electronic Signature

This Agreement may be executed by electronic, facsimile or reproductive signature and the Parties shall recognize such execution as a valid and binding signature.

15.10 Counterpart Signature

This Agreement may be signed in counterpart, each of which so signed shall be deemed to be an original, and such counterparts taken together shall constitute one Agreement.

15.11 Further Assurances

The Parties will, from time to time, do, execute and deliver or cause to be done, executed and delivered all such further acts, documents, or other instruments as may be reasonably required in order to cure any defects in the execution and delivery of or to comply with or accomplish the covenants and agreements contained in this Agreement.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS THEREOF, the Parties have duly executed this Agreement, as of the date set forth above

_____) **EFFICIENCYONE**
Witness)
_____)
Per: _____)
Stephen MacDonald, CEO)
_____)
Witness)
_____)
Per: _____)
Witness)

_____) **TOWN OF AMHERST**
Witness)
_____)
Per: _____)
Gregory D. Herrett, CPA, CA, CAO)
_____)
Witness)
_____)
Per: _____)
Witness)

Schedule "A" -Statement of Work

ARTICLE 1: OEM RESPONSIBILITIES

1.1 The OEM shall be required to:

- (a) be on site at the Municipality's premises as laid out in Schedule B (except for time spent at EfficiencyOne orientation and development training as provided herein);
- (b) identify energy efficiency projects available to the Municipality through a technical assessment of energy efficiency measures;
- (c) prepare a business case for identified energy efficiency projects available to the Municipality for consideration and approval by the Municipality;
- (d) provide project coordination support, training, measurement and verification of energy and operational savings for all approved projects of the Municipality;
- (e) prepare and provide reports and presentations to the Municipality and Parties as required;
- (f) comply with any directions or policies provided by the Steering Committee;
- (g) comply with all applicable policies, procedures and security practices of the Municipality and EfficiencyOne; and
- (h) attend EfficiencyOne orientation and periodic development training sessions at EfficiencyOne, where the total time for such session will not exceed twenty (20) days during the Term.

ARTICLE 2: EFFICIENCYONE RESPONSIBILITIES

2.1 EfficiencyOne shall be required to provide the OEM with the following training:

- (a) Efficiency Nova Scotia program application training;
- (b) Occupational Health and Safety Training;
- (c) Workplace Hazardous Materials Information Systems (WHMIS) training;
- (d) E1 office safety training; and
- (e) Standard E1 personal protective equipment training.

ARTICLE 3: MUNICIPALITY RESPONSIBILITIES

3.1 The Municipality shall be required to:

(a) provide the OEM with:

- i. orientation training, including but not limited to, training with respect to the Municipality's workplace safety, policies and procedures; and
- ii. a workspace, computer(if required), internet access, phone, and other resources as required for the OEM to perform the required duties.

ARTICLE 4: STEERING COMMITTEE RESPONSIBILITIES

4.1 Within _____ days of the execution of this Agreement by both Parties, EfficiencyOne and the Municipality shall establish a Steering Committee consisting of _____, (the "Steering Committee").

4.2 The Steering Committee shall meet _____ to _____.

4.3 The Steering Committee shall establish _____.

Schedule "B" - Payment Schedule

[Insert funding option and payment information]

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Andrew Fisher, Manager of Planning & Strategic Priorities

DATE: January 20, 2020

SUBJECT: Resolution to join FCM-ICLEI Partners for Climate Protection Program

ORIGIN: At the October 21, 2019 and December 16, 2019 Committee of the While (COW) meetings, staff provided Council with options with which to respond to the climate emergency declared on June 24, 2019. At those meetings, Council expressed an interest in pursuing three interrelated initiatives:

1. Join the Partners for Climate Protection Five Milestone Framework to formalize the town's commitment to GHG emission reduction and action on climate change.
2. Hire an Onsite Energy Manager to provide the technical expertise required to increase corporate energy efficiency.
3. Undertake a Community-wide Energy Strategy to develop ways to support local businesses and residents to reduce their energy costs and the overall community's carbon footprint.

This Council Decision Request deals with the first initiative, to join the Partners for Climate Protection (PCP) program.

LEGISLATIVE AUTHORITY: MGA Section 47 (1) The Council shall make decisions in the exercise of its powers and duties by resolution, by policy, or by by-law.

RECOMMENDATION: That Council refer the attached resolution to join the Partners for Climate Protection Program to the January 27th meeting of Council.

BACKGROUND: The PCP framework offers an organized approach for municipalities to reduce emissions through the following five milestones:

- Milestone One: Create a greenhouse gas emissions inventory and forecast.
Milestone Two: Set an emissions reductions target.
Milestone Three: Develop a local action plan.
Milestone Four: Implement the plan or a set of activities
Milestone Five: Monitor progress and report results.

Joining the PCP is free and provides access to tools, resources, and funding opportunities. Attached is a draft resolution to join the PCP, and a guidebook that outlines how municipalities



can reach Milestone 3 (Creating an action plan). As a PCP member, responsibilities include reaching Milestone Five within 10-years of joining, reporting progress at least every 2-years, and actively in program activities by sharing experiences.

DISCUSSION: Joining the PCP program aligns with, and provides structure to, Council's response to its climate change emergency declaration. Hiring an Onsite Energy Manager and developing a Community Energy Strategy will directly support the PCP initiative.

FINANCIAL IMPLICATIONS: Joining the PCP program is free. The development and implementation of a community energy strategy will have financial implications that will be brought for Council's further consideration within the context of the Community Energy Strategy project plan.

COMMUNITY ENGAGEMENT: Developing a Community Energy Strategy (ie. Milestone three – local action plan) will require community and stakeholder engagement.

ENVIRONMENTAL IMPLICATIONS: Energy efficiency and reduced emissions.

SOCIAL JUSTICE IMPLICATIONS: Addressing climate change by reducing emissions is arguably a social justice issue.

ALTERNATIVES: Do not join the PCP program.

ATTACHMENTS: 1) Resolution to join the PCP program; 2) FCM Reaching Milestone 3.

Report prepared by: A. Fisher
Report and Financial approved by:

Council Resolution to Join the FCM–ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Amherst review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Amherst appoint the following:

a) Corporate staff person: Andrew Fisher
 Manager, Planning & Strategic Initiatives
 902.667.3352
 afisher@amherst.ca

b) Elected official: David Kogon, MD
 Mayor
 902.667.3352
 dkogon@amherst.ca

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date



REACHING MILESTONE 3:

How to Create a
Local Action Plan
to Manage Energy
and Emissions



www.fcm.ca/pcp



Contact PCP

Find out more about PCP by visiting www.fcm.ca/pcp or by contacting the PCP secretariat at 613-907-6346 or email at pcp@fcm.ca.



Reaching Milestone 3: How to Create a Local Action Plan to Manage Energy and Emissions

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Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3
www.fcm.ca/pcp





About this document

This document will guide you through the development of your local climate change action plan, which we refer to as a local action plan. It includes examples of strategies that PCP-member municipalities have used successfully, and highlights model local action plans.

The text describes all aspects of your plan, such as:

- the rationale for developing a plan, including a description of constraints and challenges
- an inventory of all community and municipal infrastructure, the amount of energy used and the greenhouse gas (GHG) emissions they produce
- the plan's long- and short-term goals
- assigning responsibilities and time frames to all actions
- metrics for defining progress and measuring success

For PCP members, these aspects are necessary components to include in the local action plan in order to receive recognition for Milestone 3.

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INTRODUCTION



Why this commitment matters



The local action plan for reducing greenhouse gas (GHG) emissions is the lynchpin of the milestone process designed by **Partners for Climate Protection (PCP)**. It helps municipal governments

detail long- and short-term goals for GHG reduction, assign responsibility for completing actions and involve key stakeholders in mitigating climate change.

An effective local action plan can benefit the economy, the environment and society at large by integrating opportunities for alternative energies and green job creation, and by creating a regulatory environment that fosters sustainability, efficient use of energy and other resources, cross-departmental information sharing and community outreach.

At its core, a local action plan commits a municipality to reducing emissions and developing an implementation plan for achieving those commitments. Monitoring progress using accessible and verifiable indicators is an integral part of creating the plan. The plan defines the scope of action and provides a benchmark against which to measure progress. Many plans also tie in potential impacts and vulnerabilities that emerge from a changing climate. This allows you to take both mitigation and adaptation actions.

These pieces can come together in many forms. While some municipalities opt to produce a dedicated climate change plan, others will nest mitigation and adaptation actions within other plans. This ensures close integration of climate change actions with existing departmental responsibilities and higher-level strategic planning. How your municipality develops its local action plan will depend mostly on local priorities and the local context. They will guide you in deciding how to address climate change.

The PCP program recommends that municipalities aim for a GHG reduction target of 20% below the baseline year¹ for corporate emissions and 6%

¹ ICLEI recommends that the focus for a GHG management program be on practical results. To this end, it is very important that your municipality document the base year with enough detail to provide a good foundation for local action planning and later monitoring of progress. Aim for a base-year analysis that is likely to be representative of the general level of emissions before and after the base year.

A LOCAL ACTION PLAN HAS THREE MAJOR ELEMENTS:

- (1) Specific tasks: what will be done and by whom?
- (2) Time horizon: when will it be done?
- (3) Resource allocation: what specific funds are available for specific activities?

below the baseline year for community emissions. Ideally, municipalities achieve these targets within 10 years of joining the program.

Since PCP began in 1994, membership is growing with over 200 members representing over 75% of Canada's population. To date, PCP members have voluntarily reported 1.7 million tonnes of GHG emissions reductions resulting from more than 700 green projects or measures that represent investment totalling \$1 billion.

Resources to review before you get started



The PCP Brochure (pdf) and **PCP Five-Milestone Framework** (pdf) provide general information on the PCP program. To help you complete Milestone 3, PCP also offers these tools and resources:

- **The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations** (pdf) presents evidence on how climate protection activities have an equally beneficial impact on the economy, the environment and on society.

- **Six Steps to a Sustainable Community: A Guide to Local Action Planning** (pdf) provides guidance on community involvement in creating local action plans. It offers advice to help you identify key stakeholders and funding, form working groups and initiate community-based social networking.
- **Greenhouse Gas Reduction Initiative of the Month** details case studies highlighting measurable municipal actions to reduce GHGs and increase cost savings.
- **National Measures Reports** provide detailed examples of what Canadian municipalities are doing to reduce GHG emissions. They provide details on costs, energy savings and GHG reductions for both the corporate and community sectors, and provide information on implementation, funding and replicability.
- The FCM enviro-fleet pilot program targeted municipalities seeking to reduce GHG emissions from heavy-duty vehicles. **The Enviro-Fleets Guide to Helpful Resources** (pdf) provides an overview of tools and resources available across Canada, while **Enviro-Fleets Guide to Best Practices** (pdf) helps municipal fleet managers find cost-effective ways to reduce emissions from heavy-duty vehicles.

- **Members Milestone Database:** This web-based resource allows for peer-to-peer knowledge sharing. It contains the action plans and GHG inventories for all PCP-member municipalities. Use it to reach out to neighbouring municipalities or those with similar economic, political, or environmental conditions to share best practices and lessons learned.
- **Green Municipal Bylaw collection:** Developed by the Green Municipal Fund, this online list contains examples of specific bylaws, policies and procedures within various sectors. The examples serve as templates for regulatory actions that foster sustainability in the areas of brownfields, energy, transportation, waste, water and multi-sector planning.
- Podcasts of FCM webinars are available on many topics, including climate change. **Integrated Approaches to Climate Protection** outlines the objectives of Milestone 3 and provides case studies, while **Small and Rural Communities Working Through Milestones 1-3** highlights the power of networks to offer best practices and partnerships that enhance compatible goals. It also describes participatory approaches to planning in small and rural communities.

INTEGRATING SUSTAINABLE COMMUNITY PLANS, ENERGY PLANS AND LOCAL ACTION PLANS

Because these kinds of plans can be very similar in purpose and content, it often makes sense to combine them into one document. While some municipalities create local action plans, others create community energy plans, sustainable community plans or other similar plans. All can serve the same purpose and meet the PCP Milestone 3 requirements. For example, the Resort Municipality of Whistler developed a combined energy, emissions and air quality plan.



TEN TIPS TO AVOIDING A DARK DESK DRAWER!

Here are some useful strategies to ensure that the plan you create is put into action and not into a desk drawer.

- 1 Start with what you know.** PCP members often start by developing a local action plan for their corporate operations first. Then, they move on to creating a plan for the community.
- 2 Maximize and share resources.** If your community lacks the staff or financial resources to undertake a plan on your own, consider partnering with nearby communities to share costs.
- 3 Integrate your plans.** A local action plan does not need to be a stand-alone document. It can be integrated with other plans such as a sustainable community plan, an integrated community sustainability plan or a community energy plan.
- 4 Frame the plan around local issues.** While the goal is to reduce emissions, you can use other local issues to position the plan, such as economic development, health and air quality.
- 5 Speak a financial language.** Although the plan seeks to have a direct environmental benefit, emissions reductions also offer opportunities for financial savings. Ensure the plan looks at energy reductions, cost savings and investment opportunities. The latter involves a focus on the green economy and green jobs.
- 6 Keep council informed and engaged.** Build some champions for the plan on municipal council. You will need them when the time comes to find funding to implement the actions.
- 7 Achieve two in one.** If properly designed, a PCP local action plan can meet new regulatory requirements for emissions reductions and energy planning that your provincial government is developing.
- 8 Give the plan a home.** Once the plan is complete, it needs to be housed in a place that has the capacity to promote and monitor implementation. The city administrator's office is often that place.
- 9 Manage expectations.** It is important to engage stakeholders and build interest in the plan. At the same time, you need to create a level of interest that can be sustained once the plan is complete. Ensure that the municipality or community partners can reasonably implement targets and actions.
- 10 Report your successes.** Once you have implemented actions and achieved reductions, share these successes with council, the public and other municipalities. You can also report reduction actions to the PCP secretariat for inclusion in the Annual Measures Report.

PLANNING YOUR PLAN



General considerations



Developing the greenhouse gas (GHG) inventory (Milestone 1) and setting targets (Milestone 2) naturally feed into the development of the local action plan (Milestone 3).

The first two will have

highlighted opportunities for reductions, directed the scope of efforts and generated government and community buy-in. In some cases, it may make sense to set targets once the inventory and action plans have been developed so that practical goals for GHG reductions can be based on identified opportunities.

A well-structured plan differentiates between the emissions inventory for municipal operations and for the community at large. **Corporate sources** include municipal government facilities and operations, such as buildings, street lighting, water and wastewater treatment, municipal fleets and corporate solid waste. **Community sources** include industrial, commercial and institutional operations; transportation; residential energy use; and waste. The PCP process encourages municipal governments to begin developing a corporate operations plan before developing a plan that deals with community sources of emissions.

Community engagement



Consider public participation to be one of your main resources in drafting and implementing a local action plan. While community engagement requires time and sustained energy, it is well worth the effort.

Six steps to developing a local action plan

- (1) Identify the key stakeholders and sources of funding
- (2) Form steering committees and working groups
- (3) Develop the plan
- (4) Hold public consultations
- (5) Implement the plan
- (6) Evaluate and monitor the plan

Source: *Six Steps to Sustainable Community: A Guide to Local Action Planning*, (pdf) page 5.

Before drafting a plan, create a project inventory by surveying climate change initiatives that already exist at the municipal, provincial or community levels. This process gives you the chance to build on existing efforts and incorporate best practices and lessons learned through implementation.

WHEN SHOULD YOU ENGAGE THE COMMUNITY?

Engage the community early on in the planning process by forming a steering committee made up of both municipal staff and community members. Recruit members for your steering committee from as wide a range of interest groups as possible.

Once you have drafted the local action plan, set up public consultations to generate broader community input and raise awareness of climate change. Social media, open houses, community circles, and online surveys are some useful tools for public engagement. You will need to choose what works best for your community.

If you are beginning with the plan for corporate operations only, engagement is still important. In this case, consultation will be with other departments, members of council and corporate entities outside of city hall (such as the transit commission, a municipally owned utility and your economic development corporation).

The wider the range of interests and perspectives, the healthier the plan. Depending on the municipal context, some groups you will want to engage are transit authorities, utility companies, environmental non-profit organizations, media outlets, and representatives from the business and educational sectors.

To receive recognition from PCP for completing Milestone 3, you must follow these steps in preparing your local action plan:

- (1) Describe planned activities to achieve target reductions set out in Milestone 2. This may take the form of a written report, a presentation or a website.
- (2) Describe how the public or internal stakeholders participated in the plan.
- (3) Describe costs and funding sources.
- (4) Identify the municipal department or organization responsible for the actions outlined in the plan.

ELEMENTS OF THE PLAN



Format



The way you display and structure information in the plan will vary depending on the purpose of the document, the intended audience and whether it is a stand-alone piece or a part of a larger plan. We recommend that you include the following:

Title: The title should refer to greenhouse gas (GHG) reductions. We suggest including a subtitle that contains a reference to the PCP initiative.

Create a Citation Line: Include the title of the document, the name of the committee, the full corporate name of the municipal government and the year. This citation line often appears on the inside front cover. Your document will add to a growing number of sample plans across the country. Other municipal governments that are developing plans will want to read your plan and may want to reference it in their own reports.

Work Team Members: If a committee or inter-departmental team helped to develop the plan, provide their names and affiliations. The principal author should be named so that others who read the plan can contact the correct person.

Acknowledgements: It is always good to acknowledge those who contributed to a document. Readers will assume that work team members contributed to the document. Use the Acknowledgements section to recognize those who helped create the plan but were not part of the work team, and to thank those who made special efforts.

References: Your plan may use data, publications and other organizations as sources for various parts of the plan, including context or as a rationale for specific actions. To substantiate the plan be sure to cite your sources. Such references usually go at the end of the plan, before any Appendices.

Executive Summary: Include a summary of the plan's purpose and intended actions relative to the baseline and intended targets. This will inform senior decision makers who may not have time to read the full plan.

Table of Contents: List the main headings in a table of contents.

Suggested Content:

- Describe your municipality's rationale for addressing climate change issues. We suggest including a section on the business case for climate change action, with a focus on green economic growth and competitiveness. You can draw on PCP's overall goals and program objectives (such as reducing GHG emissions and the five milestones) as they pertain to your situation.
- Illustrate and describe the municipality's emissions by sector and by source for municipal operations and the community. Explain any significant changes that have occurred in the inventory during recent years, if the details are available.
- State the emissions forecast, the emission reduction targets that the municipal government has set or may adopt, and outline a brief rationale for the targets, if any.
- Summarize the main quantitative and qualitative actions you expect to use to achieve emission reduction targets. This will include the education and outreach program(s) you plan to deliver to the community.
- Link the actions to a time frame that assigns responsibilities and financial resources.

Local context



Describe where the municipality is located and its geographic features. Landform is an important aspect of plans since it can illustrate any constraints or challenges based on community structure and growth potential.

Map(s) of the community that show provincial and local political boundaries are an ideal way to illustrate these characteristics. It is also important to note the electricity and fuel supply characteristics for the area, as they will have an impact on future strategies to reduce emissions.

Remember to describe the community at large, including its character and culture. Providing this type of broad landscape perspective can highlight unique ways to adapt to and mitigate climate change. As an example, a *past webinar* highlighted how small municipalities in rural Nova Scotia banded together to form integrated local action plans with a greater cumulative impact.

This section should also include details on any provincial or federal regulations, programs or actions that would influence the plan. Factor in any provincial emissions targets, incentives or regulatory requirements directed at municipalities. In some cases, the plan may be able to satisfy provincial or federal programs and regulatory requirements.

Describe the corporate and community profile and other useful demographics of the municipality so that the scope of the plan is apparent. Provide as much of the following demographic data as possible:

- Population and growth rate. Growth rates will help you develop emissions forecasts and allow you to prioritize long-term planning processes by taking into account emission reductions.
- Area within the municipal boundaries. Calculate gross densities.
- Number of municipal employees.



PCP AT A GLANCE

- The Partners for Climate Protection (PCP) program is a results-oriented network of Canadian municipal governments that has committed to reducing GHGs and acting on climate change.
- By participating in the program, municipalities commit to taking action on climate change and work to achieve a **series of five milestones** to reduce their GHG emissions.



Milestone 1

Create a Baseline Emissions Inventory and Forecast



Milestone 2

Set Emissions Reduction Targets



Milestone 3

Develop a Local Action Plan



Milestone 4

Implement the Local Action Plan



Milestone 5

Monitor Progress and Report Results

- PCP is managed through a partnership between FCM and ICLEI-Local Governments for Sustainability. The program receives financial support from FCM's Green Municipal Fund™.
- Municipalities control over 44% of Canada's GHG emissions and are leading the way in reducing them.

Description of PCP



In this section, include the history of the community's involvement with PCP. State when your municipal council passed its resolution to participate in PCP (a council resolution is a requirement of partici-

pation) and council's and staff's involvement in the program at local, regional, provincial and national levels. Identify any other municipal committees or volunteer groups that have been involved with GHG emissions and climate change issues. For a generalized description of PCP, refer to the PCP brochure and the five-milestone framework.

Providing some of these statistics will emphasize to a municipal council and the community that the municipal government is not acting alone.

Greenhouse gases and climate change



Briefly describe the greenhouse effect on your community. Avoid discussing the causes of climate change since the impetus to reduce emissions should be well established (see *The Business Case for*

Cutting Greenhouse Gas Emissions from Municipal Operations (pdf)). Mention the co-benefits of reducing GHG emissions, including reduced air pollutants (nitrous oxide, sulphur dioxide and ozone), better water quality and improved public health. This would also be the right place to refer to synergies between mitigation and adaptation strategies. Resources include the *United Nations International Strategy for Disaster Reduction* and the multi-stakeholder platform on *Resilient Communities and Cities*.

The following websites provide reputable information on climate change science:

- *The Intergovernmental Panel on Climate Change*
- *United Nations Environment Program*
- *The David Suzuki Foundation*
- *Government of Canada*
- *Natural Resources Canada Climate Impacts and Adaptation Division*

Your local action plan should reflect the current global rationale for taking action on climate change, beyond the facts related to climate impacts. Consider the economic benefits of action on climate change. How can the plan save money on energy consumption, reduce dependency on external energy supplies or create local jobs in renewable energy or energy efficiency sectors? More information on the economic benefits of climate action is available through the *United Nations Environment Program* and the Organization for Economic Co-operation and Development's green economy initiatives. Your local action plan provides an opportunity to leverage these economic and political forces.



SUPPORTING MATERIALS



Summary of emissions



The plan must include a summary of municipal emissions. If you already completed a separate report detailing the emissions inventory for Milestone 1, you can include the full report or an executive summary as an appendix to your local action plan. In

table form, summarize the municipality's corporate and community emissions in the base year and other inventory year(s), if available. Using the same table, you must also summarize the emissions from municipal operations and the community by their respective sectors (such as commercial, industrial, institutional etc. for community emissions and solid waste, fleets, facilities, street lighting etc. for municipal emissions).

When comparing inventories developed in different years, it may be difficult to reconcile the methodologies used and assumptions made for each inventory. To make comparisons easier, include an appendix that details the assumptions, measurement protocols used, methods for calculating data and a note on where the data was collected and stored. It is also good to include energy consumption data if emission coefficients for electricity have changed over time.

Forecast and emissions comparisons



We recommend that you use a table or chart to show the corporate (municipal operations) and community emissions forecast. A suggested forecast date is the 10 years following the year in which the

municipal government committed to PCP, or from the first baseline inventory year. Include a brief discussion of how the forecast was derived. Include the baseline year and other inventory years, if any, and calculate the percentage change in each corporate and community sector. Explain why emissions decreased or increased in each sector between the two comparison years. Refer to any actions the municipality took to reduce emissions.

To calculate GHG emissions in the inventory, use the amount of energy (natural gas and electricity) and the types of fuel (automobile gasoline, diesel fuel, natural gas, propane, etc.) consumed within the municipality. List the emissions coefficients in the body of the text or as an appendix to the plan. For more details on how to calculate GHG emissions using energy coefficients, see the *inventory quantification support spreadsheet*. Historical electricity coefficients by province are listed under the tab “electricity factors.”

EXAMPLE OF A FORECAST AND EMISSIONS COMPARISON

Total Corporate Emissions (municipal operations)			
Base Year	GHG Emissions (tonnes CO ₂ e) ²	Forecast Year	GHG Emissions (tonnes CO ₂ e)
2007		2017	
Total Community Emissions			
Base Year	GHG Emissions (tonnes CO ₂ e)	Forecast Year	GHG Emissions (tonnes CO ₂ e)
2007		2017	

Reduction targets

Provide a statement of the GHG emission reduction targets your municipal council has adopted. A council report endorsing the targets can be included as an appendix. If targets have not been set, discuss proposed targets, or options for targets, based on council's support for proposed initiatives.

² Carbon dioxide equivalent (CO₂e) is the standard unit that allows amounts of GHGs of different strengths to be added together based on each gas's impact on climate change. CO₂e is expressed in terms of the amount of carbon dioxide it would take to have the same impact on global climate change. For example, nitrous oxide (N₂O) is 310 times more potent than carbon dioxide as a global warming gas. Therefore, one unit of N₂O is equivalent to 310 units CO₂e.

PREPARING TO IMPLEMENT THE LOCAL ACTION PLAN



Milestone 4 focuses on implementing the local action plan. However, some of the background work on implementation should happen during Milestone 3 while you are developing the action plan. Without a sound implementation strategy, the plan is only a list of possible actions. Integrating a detailed implementation strategy within the plan will encourage follow-through by assigning responsibility for actions along with a timeline, costs estimates and financing options. This section suggests some important factors to consider when it comes to implementation.

Align administrative objectives to the local action plan



Administrative objectives are proposed changes to the municipal structure that will help your municipality reach the overall program objectives of PCP. These internal objectives will be directed

to the city administrator and other senior staff for council's approval.

A successful plan requires that the engineering, finance and planning departments, as well as administration and environmental programs,

cooperate. Even when a staff member works exclusively on issues of climate change or energy efficiency, aligning related program objectives and setting up regular inter-departmental sessions to check in will increase buy-in across issue areas. If targets in the plan are time specific and actionable, members can hold each other accountable.

Set short- and long-term goals



Long-term goals (more than five years)

The long-term goals are statements of intent aimed at changing the way a municipal government operates and having a positive effect

on reducing GHG emissions. For example, these long-term goals below are actions that will have the long-term effect of reducing GHG emissions:

- updating the Official Community Plan to include considerations of energy efficiency
- including energy-efficiency standards in area plans
- developing a variety of bylaws to reduce emissions in diverse sectors
- developing a green procurement policy

Short-term goals (less than five years)

Create a list of reduction actions in both the corporate and community sectors. Separate quantitative actions from qualitative actions. Mark the actions as follows:

- initiatives completed, including measurable emission reduction outcomes
- initiatives underway, including a forecast of projected emission reduction outcomes
- initiatives planned, for which support or funding does not yet exist
- initiatives to be proposed in the near future given the appropriate technology

The table below lists short-term quantitative and qualitative actions in various sectors of municipal operations and in the community.

QUANTITATIVE AND QUALITATIVE ACTIONS TO MITIGATE CLIMATE CHANGE

Corporate Sector (Municipal Operations)	Quantitative Action (set targets where feasible)	Qualitative Action
Buildings	Undertake comprehensive municipal building retrofits to improve energy efficiency as per FCM's <i>Municipal Building Retrofit Guide</i> .	Encourage high-density, mixed-use building developments, energy-aware landscaping methods, building for passive solar gain, etc.
Fleet	Reduce vehicle kilometres travelled (VKT) by 10% per year.	Adopt an anti-idling policy.
Street lighting/Traffic Signals	Replace all red/green traffic signals with LEDs.	Adopt energy-efficient measures for street lighting requirements in new developments by means of a bylaw.
Wastewater and Water	Optimize wastewater treatment motors and pumps.	Increase water conservation awareness.
Solid Waste	Launch an expanded waste reduction program.	Hold an inter-departmental waste reduction challenge, and launch a new strategy to expand the waste reduction program.
Community Sector	Quantitative Action (set targets where feasible)	Qualitative Action
Residential	Install energy-efficient windows when replacing old windows.	Require installation of energy-saving and low-water-flow devices in new and renovated buildings.
Commercial	Undertake cost-effective building energy retrofits (such as space heating and cooling, office and computer equipment, energy management systems, lighting upgrades, and building shells).	Establish minimum energy performance ratings for all new commercial buildings (through participation in a Commercial Building Incentive Program). Investigate community energy plans.
Industrial	Increase plant efficiency.	Pre-service industrial areas for waste-heat recovery and district heating systems.
Transportation	Develop trip reduction measures (such as vanpool and rideshare programs, employer trip reduction programs, car-share cooperatives).	Develop a transportation demand management strategy (through commuter travel reductions, improvements to goods movement and reductions to school travel and other travel aside from commuting.)
Waste	Implement beneficial use of captured landfill gas.	Implement a public education program on waste reduction.

Whenever possible, try to quantify the GHG reductions associated with specific actions in your plan and identify the data sources and assumptions upon which you based your calculations. This will allow staff in the future to accurately calculate change over time, and synchronize updates on emissions with the original GHG inventory.

- > For guidance on actions to reduce GHG emissions within the land use, transportation, and building sectors, see the *BC Climate Action Toolkit*.
- > An initiative of British Columbia's Ministry of the Environment, the *Community Energy and Emissions Inventory* details indicators used in assessing energy and emissions data.
- > The *International Local Government Greenhouse Gas Emission Analysis Protocol* (IEAP) outlines the general principles and philosophy that a local government should adhere to when it creates an inventory of GHGs from its government operations and the community as a whole.
- > The International Organization for Standardization has recently published the *14064 standards*, which provide tools for assessing and supporting GHG reduction and emissions trading.

Define the indicator



Before writing the local action plan, consider what indicators you will use to benchmark progress toward your ultimate goal. In order to be effective, these indicators must have a direct correlation with

the action you are taking to reduce GHG emissions and should be relatively simple to collect. For instance, as part of a campaign to reduce vehicle use among municipal staff, you could ask staff to track

the kilometres they walk, bike or use public transport to get to work, instead of driving. Often, you will need to perform a baseline survey to assess where the indicator sits now. This will then allow you to measure progress toward your goal.

Indicators may consider economic and social factors like cost savings, reductions in energy consumption or changes in modes of transportation. For an example of progress indicators from the Region of Waterloo, see Appendix 1.

Assign responsibility and a time frame



Be sure to specify the department, group or individual that is responsible for implementing each action, and outline an approximate time frame for completion. These two steps are essential, as they provide a means

to track progress and ensure continuity through staff turnover.

EXAMPLE OF ASSIGNING RESPONSIBILITY FOR AN ANTI-IDLING EDUCATION CAMPAIGN

Conduct an education campaign targeting city staff and develop a formal policy on anti-idling for city vehicles. The campaign will access information and free graphic materials from Natural Resources Canada's Idle-Free Zone, and will be incorporated into driver training programs. As part of this campaign, recognize and reward individuals and departments that have successfully minimized idling.

Vehicle idling consumes fuel and creates air emissions without providing any benefit to the operation of the vehicle. Targeting drivers through education is the first step to achieving behavioral change and long-term reductions in vehicle idling.

- Resources:
 - > Natural Resources Canada, *Idle-Free Zone*
- **RESPONSIBILITY FOR IMPLEMENTATION**
 - > **COMMUNICATIONS DEPT.**
 - > **FACILITIES DEPT.**
 - > **ENVIRONMENTAL SERVICES DEPT.**
- Linkages to Other Programs:
 - > Goal #1 - Energy Efficient Transportation Education Program
 - > Goal #5 -Transportation Emission Reduction Program

The Saskatoon Energy and Greenhouse Gas Management Plan includes sections on both strategizing for and monitoring progress. In this example, program objectives are linked to available resources, the department or community group responsible for implementation and long-term goals.

Source: *Annex B, Saskatoon Energy and Greenhouse Gas Management Plan, page 44.*

Calculate costs and find funding sources



Researching the cost of your investment to emissions reductions, and calculating the financial saving and payback period, will allow you to create a long-term financial strategy for implementing your local action plan. While it may be difficult at first to fund the plan, doing so can pay off through cost savings in the long term (see *The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations*).

menting your local action plan. While it may be difficult at first to fund the plan, doing so can pay off through cost savings in the long term (see *The Business Case for Cutting Greenhouse Gas Emissions from Municipal Operations*).

Common questions to ask about costs:

- What measures can be incorporated into existing projects or expenditures?
- What measures will require new expenditures?
- What is the payback period?
- What savings or co-benefits will result from these measures (such as lower fuel costs for hybrid vehicles or reduced energy costs for heating and cooling)?

City of Laval GHG Offset Program

The City of Laval implemented a measure to offset GHG emissions in the building of new development projects through the purchase of carbon credits.

The offset amount is set at the time that each connection permit is issued, based on the surface area that is developed.

For example, a developer who submits an application for a connection permit for a 5,000-square-foot (464.5-square-metre) piece of land, will have to pay monetary compensation of approximately \$150 to offset GHGs.

The proceeds will be used by the City of Laval to buy carbon credits and to finance GHG reduction projects.

- Is funding available in the current municipal budget?
- What alternative funding sources exist?
- What are the project's life-cycle costs?

Examples of options that municipalities can use to finance action:

- Property tax, land value taxation
- Unit pricing of water, wastewater and solid waste services
- Development cost charges as an incentive for adopting best practices
- Fuel taxes, parking fees and vehicle levies
- **Pollution permits**
- Business licence fees
- Demolition/deconstruction fees
- **Incentives for "green" buildings**
- Greenfield fees and brownfield incentives

FCM's *Green Municipal Fund* has funding to help municipalities develop Milestones 1 to 3, and to implement studies and capital projects at Milestone 4. Resources may also be available at the provincial level, and from private foundations.

Toronto Green Standard and the Better Buildings Partnership – New Construction Program

The City of Toronto used the Toronto Green Standard (TGS) and the Better Buildings Partnership – New Construction program (BBP-NC) as an approach to encourage sustainable building design. They include both mandatory and optional performance measures for sustainable building along with incentives for energy-efficient building design.

Toronto condominiums constructed under the BBP-NC program have achieved 45% greater efficiency than the levels outlined in the MNECB, while office buildings have achieved up to 63% greater efficiency. The return on investment for buildings that meet TGS specifications is 20-30%.

The combined implementation of the TGS and BBP-NC is expected to save the city approximately \$1.2 billion in infrastructure expansion and health care costs over the next 25 years.

The table below describes the financial aspects of three retrofits. While the costs of installation are substantial, financial savings from reduced energy use generate a fairly short payback period compared to working with the traditional lending sector.

Through up-front investment, municipalities were able to save money and reduce GHG emissions with a payback period of three years or less.

Building Details: location, size, etc.	Cost of Installation	Cost saving after installation	Payback period	GHG Reduction
Curling Rink in Oliver, BC (1,059 m ²) Retrofit was complete in 1994	\$90,000	About \$18,634 in annual total saving (energy and maintenance): \$10,359 vs. \$28,993 conventional	Less than three years in energy savings alone (50% energy use reduction) and less than two years including operating costs	27.1 tonnes annually
Office building in Winnipeg, MB (38,000 sq. ft.)	\$205,000 for ground-source pump compared to \$136,000 for electric	\$17,000 annually in savings: \$9,000 to heat and cool with heat pump; \$26,000 with electric	Just over two years	unknown
Ice rink (built 1952) and community hall (total 3,447 m ²) in Miami, MB This retrofit was done in 1998-1999	\$212,500 for ground – source pump; \$179,500 for conventional	\$13,500 annually in energy costs alone: \$22,000 annually for conventional; \$8,500 for ground-source pump With less maintenance, total system is less than half of conventional	In energy savings alone, payback is less than three years. Including total maintenance costs (\$54,025 vs. \$23,130), payback drops to less than two years	47.6 tonnes of CO ₂ annually reduced in energy reduction

Source: *City of Fernie Greenhouse Gas Reduction Plan, page 11.*

FUNDING MILESTONE 3 THROUGH THE GREEN MUNICIPAL FUND

FCM’s Green Municipal Fund provides a 50% grant toward the completion of Milestones 1–3 when they are completed as a package.

Grants and below-market loans are available for feasibility studies, pilot projects and capital projects to support implementation of Milestone 4.

MOVING FORWARD



By closely monitoring the indicators and following the general performance measures set out below, your municipal government will be able to evaluate and fine-tune its progress over time. General performance measures include the following:

- conducting a periodic emissions inventory as a check and balance
- reviewing administrative objectives and allocations of resources to implement actions including funding and staff
- updating the plan with policies adopted by the municipality (such as green power purchases, using Leadership in Energy and Environmental Design (LEED) in new building design)

The implementation strategy should identify barriers to implementation and suggest the best ways to overcome them, highlight programs and policy levers that may assist the municipal government in implementing the action plan, and identify next steps.

PCP staff is available throughout the milestone process to provide advice, contact with other municipalities and technical support as you work through the program. Feel free to contact them before starting on the local action plan and later for input on the draft plan. Once complete, the plan can be submitted to the PCP secretariat for review and recognition of the milestone.

Leading examples of local action plans



Below is a list of action plans completed by PCP members. The PCP secretariat sees these plans as leading examples of how to create a solid action plan, following the guidance outlined in this document.

- *City of Saskatoon, SK, 2007*
- *City of Fernie, BC, 2009*
- *Town of Cochrane, AB, 2007*
- *City of Fredericton, NB, 2008*
- *City of Yellowknife, NT, 2006*
- *District of Invermere, BC, 2010*
- *City of Guelph, ON, 2007*
- *City of St. John's, NL, 2006*
- *Town of Lantzville, BC, 2008*

APPENDIX 1:

Progress indicators from the Region of Waterloo (ROW) Local Action Plan

List of Primary and Secondary Progress Indicators, Region of Waterloo

Priority Area	Objectives	Primary Indicators (unit): Absolute Improvements	Secondary Indicators: Efficiency Improvements
Air/Energy Effectively use and manage energy resources and reduce greenhouse gases and other air emissions from ROW activities	Sustainably manage ROW corporate energy use	<ul style="list-style-type: none"> Total annual consumption of electricity (kWh) and natural gas (m³), and; Associated air emissions (Tonnes) 	(e.g. energy use by facility type, energy use per m ² of building area)
	Reduce environmental impact from Regional fleet vehicles	<ul style="list-style-type: none"> Total fuel consumed (Litres), and; Associated air emissions (Tonnes) 	Litres of fuel and emissions/100km
	Reduce ROW corporate greenhouse gases	GHG Emissions (Tonnes)	To be determined
	Increase ROW corporate production / use of alternative and renewable energy sources	Volume of methane gas captured (m ³) and power produced each year (kWh and Btu)	
		% or total power of alternative/renewable energy used	To be determined
Reduce community emissions with increase in use of sustainable transportation options	See transit ridership and modal shift progress indicators under priority area “sustainable culture”		
Waste and Material Resources Reduce the amount of waste requiring landfill and the demand and impact on natural resources	Reduce (residential) waste going to landfill	Total weight of waste landfilled/diverted per year (Tonnes)	<ul style="list-style-type: none"> Residential diversion rate (%) Waste diverted (Tonnes) and landfilled per capita,
	Reduce ROW corporate waste	Corporate waste diversion rate (%) and weight (Tonnes)	To be determined
	Increase ROW corporate sustainable building and construction practices	Waste diverted (%) from construction projects (Tonnes)	To be determined
		Tonnes of asphalt re-used/recycled in Regional road construction	
		new aggregate saved (m ³ gravel/soil)	lane km of recycled asphalt used in Regional road construction
Use ROW green purchasing practices to reduce environmental impact of operations	To be determined		

Priority Area	Objectives	Primary Indicators (unit): Absolute Improvements	Secondary Indicators: Efficiency Improvements
Water Protect the quality and quantity of our water resources	Sustainably manage community water consumption	Total community consumption (m ³)	per capita consumption (m ³)
		maximum daily demand (m ³)	ML treated/100,000 population
	Protect quality of regional water resources (Community)	% compliance rate +/- or # of tests (i.e. testing to Provincial Standards)	
		Reduction of regional salt applications (Tonnes)	Tonnes per 2-lane km
	Regional Water Quality Program achievements (various units)		
Sustainably manage ROW corporate water consumption	Total corporate water consumption (m ³)	Per building occupant	
Rural/Urban Land Manage and shape land use to ensure a livable, healthy and sustainable Waterloo Region	Protect natural areas	Number of hectares protected	
	Manage regional growth via Regional Official Plan	Total population density and residents/jobs per hectare in urban core areas	
	Modify built environment to improve health	# of community gardens and people provided with plots	
		% of Walkable neighborhoods in Region	
	Improve tree canopy on regional lands	# of trees planted by Region	(possibly as % of land area)
Sustainability Culture Foster stewardship of the natural environment and encourage behaviors to reduce environmental impact	Increase use of sustainable transportation options in regional community	Transit Ridership and Modal share (% trips by car, transit, bike/walk)	Transit trips per capita
	“Let’s Curb Pesticides” multi-year program	# Residents participating in pesticide-free lawn care	
	Promote anti-idling education campaigns	# of residents participating in anti-idling pledges # of cars idling at schools before and after campaign	
	Build a corporate culture of continuous environmental improvement	To be developed	

Source: *Report CR-FM-09-001, Corporate Environmental Sustainability Strategy, Corporate Resources-Facilities Management and Fleet Services*, page 7, January 6, 2009.

JOIN PCP TODAY!

MEMBERSHIP IS ONLY FIVE STEPS AWAY:

- 1** After reviewing this document, contact the secretariat for more details, and to ask questions.
- 2** Download a sample council resolution at www.fcm.ca/pcp or contact the PCP secretariat.
- 3** Appoint one staff member and one elected official to be your main contacts with PCP.
- 4** Fax, mail or e-mail your adopted council resolution, along with the staff member's and elected official's contact information, to the PCP secretariat. (See contact information below.)
- 5** The PCP secretariat will send you a PCP information package, including a list of resources and the PCP Milestone Framework. Apply to GMF for a grant to cover up to 50% of the costs of completing milestones 1, 2 and 3.

CONTACT PCP

Find out more about PCP by visiting www.fcm.ca/pcp or by contacting the PCP secretariat at 613 907 6346. Email pcp@fcm.ca



April 2012

Reaching Milestone #3: *How to Create a Local Action Plan to Manage Energy and Emissions*

PCP is a partnership between the Federation of Canadian Municipalities and ICLEI - Local Governments for Sustainability. It is the Canadian component of ICLEI's international Cities for Climate Protection program.



TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA – Chief Financial Officer

DATE: January 20, 2020

SUBJECT: Community Support Grants Policy

ORIGIN: Follow-up from a Motion moved by Councillor Blanch and approved by Council to amend the Community Support Grants Policy.

LEGISLATIVE AUTHORITY: MGA sections 47(1) states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law”.

RECOMMENDATION: That Council refer approval of the attached Community Support Grants Policy to the regular meeting of Council on January 27, 2020.

BACKGROUND: Council approved to amend the Community Support Grants policy to allow for recipients of the “A” Fresh Grant adequate time to plan and execute their event after receiving notice of their successful application.

DISCUSSION: Council discussed either changing the timing to allow for twelve months after approval for people to complete their events or changing the “A” Fresh start to April. Staff are currently dealing with applications for the community support grants and are having some challenges determining which fund the applicants are applying for. Having “A” Fresh Start so close to the budget process would only increase this confusion and thus we are proposing the attached draft policy contains the following changes:

1. Appendix A – “A” Fresh Start was adjusted to add, “(9) Those receiving grants will have 12-months after the approval date to plan and execute the event”.

FINANCIAL IMPLICATIONS: The policy will not result in a change to the amount of budget.

COMMUNITY ENGAGEMENT: Social media will be used to communicate the changes to the policy. A copy of the new policy will be sent to those requesting a grant application for next year and those listed in section 7.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications anticipated at this time.



SOCIAL JUSTICE IMPLICATIONS: The changes to the policy are meant to ensure that funding from Community Support Grants have adequate time to deliver a creative, new or enhanced event that engages Amherst residents.

ALTERNATIVES:

1. Determine a different timeline for “A” Fresh Start.
2. Make recommendations on what to change in the policy and bring a revised version to Council.

ATTACHMENTS: Revised Policy

Report prepared by: Cheryl LaLiberte
Report and Financial approved by: Shelley Rector CPA, CMA - CFO

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.
2. This program does not govern the following, which are separately administered:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

- (3) Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization like
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:

- (1) Provide funding in the form of Community Support Grants;
- (2) Spend all the funds allocated for grants in any given year;
- (3) Award the full amount requested in an application; or
- (4) Renew any grant.

SPECIAL CONSIDERATION

6. The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.
 - a) Amherst Food Assistance Network
 - b) Cumberland Early Intervention Program
 - c) Sexual Health Centre for Cumberland County
 - d) Cumberland County Transition House (Autumn House)
 - e) Senior's Safety Advisory Committee
 - f) Cumberland County Museum
 - g) Amherst Little League Baseball Association
 - h) Amherst Little League T-Ball Baseball
 - i) NSCC Grant last payment fiscal 2021/22
 - j) Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization

and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

7. The following limitations apply to funding for the Programs listed below:
 - a) Funding shall be limited to no more than 40% of overall costs for an event or program.
 - b) Funding will be provided for a maximum of five consecutive years.
 - c) Funding cannot be used to purchase alcohol.
 - d) An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
 - a) "A" Fresh Start

There are two annual intakes with a maximum annual allocation \$35,000. See Appendix A.

- b) Sport and Physical Activity Grants and Assistance

- i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
 - iii. The team is in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.
 - iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.

- c) Festivals and Events Grants

- i. Less than 1,000 people anticipated to participate:
 1. Maximum funding considered under this component will be \$1,000
 2. Must demonstrate broad community support; and
 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - ii. More than 1,000 people participating:

1. Maximum funding will be determined by Council but will not exceed \$5,000;
 2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) Organizational Equipment
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) Community Well-Being
Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.
- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
- a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.
 - b) Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.\
 - c) An applicant for amounts under \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - d) An applicant for amounts over \$1,000 must submit the following information as application for grant funds:
 - a. A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
 - b. The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.
 - e) The Town of Amherst may request additional information.

APPROVAL PROCESS

10. The follow outlines the approval process for applications:

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

11. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

12. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

13. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3) and 6 C (1) of this policy that are \$500 and less, provided such applications qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

PAYMENT PROCESS

14. For amounts over \$1,000 payment will be made as follows:

- (1) 75% at the time of award
- (2) 25% at the time of receipt of the final report. Reports must be received by no later than March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded.

CONDITIONS

15. Grant recipients shall:

- (1) Make no misrepresentation on their application;
- (2) Use the grant as described in the application;
- (3) Provide a final report after the completion of the activity; and
- (4) Use the funds in the year granted.

16. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:

- (1) A copy of receipts for funding used; and
- (2) An outline of the impact of the grant upon the organization and community.

17. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:

- (1) A copy of receipts for funding used;
- (2) An outline of the impact of the grant upon the organization and community; and
- (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.

18. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

19. Non-compliance in number 17 above, could result in no funding being awarded in the future year(s).

20. Grant recipients are required to acknowledge the financial support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.

21. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

PUBLIC DISCLOSURE

22. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.

23. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called “A” Fresh Start- Community Initiative. This program would be twice per year, with up to \$17,500 available each time. The process would be administered, and events convened, by the Amherst Recreation Department.

(1) Applications

- (a) Organizations may apply twice a year
- (b) Organizations may only be chosen once every two years
- (c) Application Deadlines
 - (i) April 1st for first public voting- in June
 - (ii) August 1st for second public voting- in October.

(2) Qualifying applications

- (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
- (b) Normal ongoing operations of an organization do not qualify.

(3) Selection Process

- (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at both the May and the September council meetings.
- (b) The 5 selected are required to present at the public event in June and October.

(4) Presentations

- (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- June and October at the Community Credit Union Business Innovation Centre.
- (b) All presenters and public are welcomed to attend.
- (c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.
- (d) The door proceeds will be donated to a local charity
- (e) Selected applicants are required to make presentations of 10 minutes each.

(5) Decision making

- (a) After all presentations are complete, members of the public who have paid for a ballot at the door will vote to rank the quality of the presentation.
- (b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the final 5.

- (c) Awards
 - (i) Up to \$17,500.00 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.
 - (ii) Public vote on top 5– council then votes on final ranking of all 5.
- (6) Other
 - (a) Where applicable While voting is going on- previous winner makes a presentation on how they spent the money for their cause.
- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.
- (8) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.
- (9) Those receiving grants will have 12-months after the approval date to plan and execute the event

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



**98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
Phone: (902) 667-3352 Fax: (902) 667-5409**

DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018
28 October 2019

POLICY STATEMENT

1. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.
2. This program does not govern the following, which are separately administered:
 - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
 - (2) Residential Property Tax Rebates (low-income homeowners).

POLICY OBJECTIVES

3. The objectives of this policy are:
 - (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
 - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
 - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

EXCLUSIONS

4. The following are exclusions from the grant program:
 - (1) It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia (hospitals, medical programs, treatment services or social services programs) or the Government of Canada (e.g. health, social services, housing).
 - (2) The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

- (3) Funding applications will not be considered from the following:
 - Businesses;
 - Provincial Government organization like
 - School Boards or quasi government organizations;
 - Non-profit organizations for the purpose of funding accumulated deficits;
 - Any organization for the purpose of fundraising to distribute to other organizations/individuals; and
 - Organizations with political affiliations.
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to fundraising campaigns of national charitable organizations.
- (6) Funding will not normally be provided to organizations who are planning to give proceeds of the event to another organization.

ALLOCATION OF FUNDS

5. Council is not obligated to:

- (1) Provide funding in the form of Community Support Grants;
- (2) Spend all the funds allocated for grants in any given year;
- (3) Award the full amount requested in an application; or
- (4) Renew any grant.

SPECIAL CONSIDERATION

6. The following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.
 - a) Amherst Food Assistance Network
 - b) Cumberland Early Intervention Program
 - c) Sexual Health Centre for Cumberland County
 - d) Cumberland County Transition House (Autumn House)
 - e) Senior's Safety Advisory Committee
 - f) Cumberland County Museum
 - g) Amherst Little League Baseball Association
 - h) Amherst Little League T-Ball Baseball
 - i) NSCC Grant last payment fiscal 2021/22
 - j) Maggie's Place

Council reserves the right to discontinue and/or alter funding for these organizations without notice. Council will ensure consideration is made to provide notice to applicants or a gradual decrease to the amounts above wherever possible. Support for these organization

and the amounts are reviewed annually. It is anticipated that funding from the Town of Amherst is not the main source of funding for the above organizations.

LIMITATIONS

7. The following limitations apply to funding for the Programs listed below:
 - a) Funding shall be limited to no more than 40% of overall costs for an event or program.
 - b) Funding will be provided for a maximum of five consecutive years.
 - c) Funding cannot be used to purchase alcohol.
 - d) An organization can only apply for funding under either the regular Community Grant or "A" Fresh start for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
 - e) Those organizations receiving funding under number seven above are not eligible for funding under the programs listed below.

PROGRAMS

8. The following are a list of the grants available:
 - a) "A" Fresh Start

There are two annual intakes with a maximum annual allocation \$35,000. See Appendix A.

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- i. Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.
 - ii. This includes amounts for teams traveling to Provincial, National and International competitions when the team or individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
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- i. Less than 1,000 people anticipated to participate:
 1. Maximum funding considered under this component will be \$1,000
 2. Must demonstrate broad community support; and
 3. Provides a unique experience not duplicated by other ongoing events, festivals or activities.
 - ii. More than 1,000 people participating:

1. Maximum funding will be determined by Council but will not exceed \$5,000;
 2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community; and
 3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.
- d) Organizational Equipment
Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.
- e) Community Well-Being
Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.
- i. Applications will be considered up to a maximum of \$5,000

APPLICATION PROCESS

9. The following outlines the application process:
- a) Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.
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22. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.

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- (b) The 5 selected are required to present at the public event in June and October.

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- (b) All presenters and public are welcomed to attend.
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- (c) Awards
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- (7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.
- ~~(8)~~ (9) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.
- ~~(8)~~ (9) Those receiving grants will have 12-months after the approval date to plan and execute the event

Date: _____

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization: _____

Full Mailing Address: _____

Contact Person: _____

Email Address: _____

Telephone: _____

2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \$ _____

3. What is the purpose for the funding requested? (Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Well-Being etc.)

4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival: _____



**98 Victoria Street East, P.O. Box 516, Amherst, Nova Scotia, Canada B4H 4A1
Phone: (902) 667-3352 Fax: (902) 667-5409**

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Shelley Rector CPA, CMA – Chief Financial Officer

DATE: January 14, 2020

SUBJECT: Recognition of Athletic Achievers Policy Number 72000-01

ORIGIN: We received a request from the public to consider changing our policy as she has a son who received a silver medal for his performance at a national karate competition, but our policy excludes him from recognition as he was not required to compete at the provincial level prior to attending nationals. She feels his achievement is significant and warrants recognition.

LEGISLATIVE AUTHORITY: The Recognition of Athletic Achievers Policy, 72000-01 and the MGA sections 47(1) which states “The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law”.

RECOMMENDATION: That Council refer approval of the attached Recognition of Athletic Achievers Policy to the regular meeting of Council on January 27, 2020.

BACKGROUND:

The Recognition of Athletic Achievers Policy, 72000-01, is used to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / games. Currently the policy allows for recognition for gold medals only. In many sporting events, a provincial gold would be obtained before competing in a national competition. However, karate does not follow this process.

DISCUSSION: Staff are recommending that Council change the policy to allow for recognition of medals including bronze, silver and gold for national and international competitions. This would allow those winning medals below the gold level at a national level that do not require winning a gold provincial medal to be recognized.

Staff are recommending the Recognition of Athletic Achievers Policy be revised to state that Amherst Town Council will recognize athletes “who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games.”

The attached proposed draft policy contains the following change:



1. Previously Read: who have achieved a first place gold medal performance, as an amateur, in sanctioned Provincial, Maritime, Atlantic, Eastern Canadian, National or International Athletic Championships/Games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.
2. Revised: who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

FINANCIAL IMPLICATIONS: It is not anticipated that the budget requirement will increase as there currently is budget for the recognition event.

COMMUNITY ENGAGEMENT: Social media will be used to communicate the changes to the policy.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications anticipated at this time.

SOCIAL JUSTICE IMPLICATIONS: The change to the policy is meant to ensure that community residents who have placed bronze, silver or gold feel recognized for their dedication and hard work, and that Council supports recognizing athletic achievements of all three levels.

ALTERNATIVES:

1. Make recommendations on what to change in the policy and bring a revised version to Council.
2. Leave the current policy in place.

ATTACHMENTS: Revised Policy

Report prepared by: Shelley Rector, CPA, CMA - CFO
Report and Financial approved by:

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

Page: 864

PURPOSE:

To set out the Policy of the Town to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / Games.

POLICY STATEMENT:

Amherst Town Council will recognize annually:

1. Amherst residents participating in individual or team sporting events,
2. Athletic Teams based in Amherst,
3. Amherst Residents who are members of Athletic Teams in other municipalities,
4. Non residents who are members of Amherst Athletic Teams,

who have achieved a gold medal performance, as an amateur, in sanctioned provincial, maritime, Atlantic, Eastern Canadian athletic championships/games or a bronze, silver or gold in national or international athletic championships/games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.

The Mayor and Council will host an Awards Ceremony annually to honor these Athletes and Teams.

A Town certificate will be presented to each Athlete, Team Member and/or Team in recognition of their achievements.

The following should receive personal invitations to the Ceremony from the Mayor:

- (a) The Award Recipients
- (b) Mayor and members of Council
- (c) Department Heads
- (e) The Local Media
- (f) Any special Guests or Dignitary as dictated by council

Members of the general public will be encouraged to attend and congratulate those being recognized.

The awards ceremony will be held by no later than March 15th annually.

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

Page: 864

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To set out the Policy of the Town to establish a standard procedure for the recognition of Amherst residents and Amherst teams who have excelled in sanctioned Provincial, Maritime, Atlantic, Eastern Canada, National and International Athletic Championships / Games.

POLICY STATEMENT:

Amherst Town Council will recognize annually:

1. Amherst residents participating in individual or team sporting events,
2. Athletic Teams based in Amherst,
3. Amherst Residents who are members of -Athletic Teams in other municipalities,
4. Non residents who are members of Amherst Athletic Teams,

~~who have achieved a first place gold medal performance, as an amateur, in sanctioned Provincial, Maritime, Atlantic, Eastern Canadian, National or International Athletic Championships/Games, or have received special recognition for their achievements from their governing sports body during the previous calendar year.~~

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- (e) The Local Media
- (f) Any special Guests or Dignitary as dictated by council

DEPARTMENT: COUNCIL AND COMMUNITY & ECONOMIC DEVELOPMENT

TITLE: **RECOGNITION OF ATHLETIC ACHIEVERS**

Minutes reference date: 16 February 2004

Page: 864

Members of the general public will be encouraged to attend and congratulate those being recognized.

The awards ceremony will be held by no later than March 15th annually.



TOWN OF AMHERST
PROCUREMENT AWARDS LESS THAN \$250,000
Approved by CAO or Designate
QUARTERLY REPORT FOR October, November, and December - 2019



CONTRACT	# OF BIDS	AWARDED TO:	BUDGET AMOUNT	AMOUNT OF AWARD	APPROVAL DATE	BUDGET TYPE	APPROVING AUTHORITY	TYPE
RSO-19-01 Hauling Snow	1	Fundy Landscaping	\$5,000	\$5,000	28-NOV-19	Operational	CAO	Regular
RFP-19-31 Engineering Services – Albion, Spring, Central	6	EXP	\$58,000	\$39,123	03-DEC-19	Operational	CFO	Regular
RFP-19-34 Installation of Fibre Cable to APD	1	Cabco	\$34,500	49,871	28-NOV-19	Capital	CAO	Regular
RFQ-19-32 Floor Scrubber	11	Swish Maintenance	10,000	\$8,499	19-DEC-19	Capital	CFO	Regular
RFQ-19-36 Hauling Salt	2	Fundy Landscaping	\$16,021	\$14,079	28-NOV-19	Operational	CAO	Regular
RFQ-19-39 CCUBIC Boiler Repairs	2	Carmichael	\$5,000	\$3,390	30-OCT-19	Operational	CFO	Regular
RFQ-19-40 Parking Lot Snow Removal – Extension	3	Hawkes Blueberries	\$51,000	A: \$7,400	11-OCT-19	Operational	CAO	Regular
RFQ-19-40 Parking Lot Snow Removal – Extension	3	Baxter Trucking		B: \$2,920 D: \$7,772 F: \$7,502				
RFQ-19-40 Parking Lot Snow Removal – Extension	3	KL Carter		C: \$5,032 E: \$4,828				
RFQ-19-41 Edgewood Pipe	4	McLennan Sales	\$12,934	\$3,820	4-OCT-19	Capital	CFO	Regular
RFQ-19-42 Truck Cap – Water	4	D. R. Polley	\$17,000	\$2,086	11-OCT-19	Operational	CAO	Regular
RFQ-19-43 Holiday Decorating of Town Hall	2	Bordertown Flowers	\$500	\$313	30-OCT-19	Operational	CFO	Regular
RFQ-19-44 Four Father’s Library Heating	1	Carmichael	\$97,831	\$48,191	25-OCT-19	Capital	CAO	Regular
RFQ-19-45 Purchase of Bulk Road Salt	1	K + S Windsor Salt	\$80,000	\$60,507	25-OCT-19	Operational	CAO	ALTP
RFQ-19-46 General Contractor for Floor Coatings	3	Maritech	\$7,500	\$3,003	05-NOV-19	Capital	CFO	Regular
RFQ-19-47 Floor Coatings	1	Strong Bond	\$75,000	\$60,061	17-DEC-19	Capital	CAO	ALTP
RFQ-19-48 VEEAM Licensing	3	CDW	\$1,335	\$1,216	30-OCT-19	Operational	CFO	Regular
RFQ-19-51 Robert Angus Pipe	3	McLennan Sales	\$64,045	\$14,290	13-NOV-19	Capital	CFO	Regular
RFQ-19-52 Trackless Ice Crusher & Salt Spreader	1	Saunders Equipment	\$49,014	\$49,484	28-NOV-19	Capital	CAO	ALTP
RFQ-19-53 Street Light Purchase	1	LED Roadway	\$15,643	\$15,643	28-NOV-19	Operational	CAO	ALTP
RFQ-19-54 AMA Municipal Website Renewal & Support	1	AMANS	\$3,000	\$3,390	28-NOV-19	Operational	CAO	ALTP
RFQ-19-55 Cellular Circuit Firewall	1	OnX	\$2,700	\$2,723	28-NOV-19	Operational	CAO	ALTP
RFQ-19-59 Water Filling Stations	5	Sexaur	\$13,700	\$8,460	16-DEC-19	Operational	CFO	Regular
RFQ-19-60 Fibre to APD – Materials	1	OnX	\$24,630	\$3,288	19-DEC-19	Capital	CAO	ALTP
RFQ-19-61 Library Heat Pumps	1	Carmichael	\$53,790	\$20,430	19-DEC-19	Capital	CAO	Alternative

Awards Within Approved Budgets:
 \$2,000 - \$14,999 – Approved by Treasurer (CAO designate)
 \$15,000 - \$250,000 – Approved by CAO
 Alternative Procurement (any value) - Approved by CAO

All values include non-recoverable HST
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**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

DEC 19 2019

Juanita Spencer
Chief Executive Officer
Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS
B3J 3K8

Dear Ms. Spencer:

Re: Notice under Section 519 of the *Municipal Government Act* of Regulations under the *Police Act*

Please accept this letter as official notice to the Nova Scotia Federation of Municipalities under Section 519 of the *Municipal Government Act* of anticipated changes to the *Police Regulations* made under the *Police Act*. These changes were discussed with you at a meeting on October 24, 2019 with representatives from the Departments of Justice and Municipal Affairs and Housing. While the effective date of this regulatory change has yet to be determined, it will be at least one year from the date of this letter to ensure the required notice is provided.

The Minister of Justice has sought an amendment to Section 29 of the *Police Regulations* made under the *Police Act* to extend the timeframe for filing a public complaint against municipal police from 6 months to one year, with the ability for the Police Complaints Commissioner to further extend the timeline where the Commissioner considers there to be good reasons for doing so and it is not contrary to the public interest. This change will align with that for RCMP officers in the *Royal Canadian Mounted Police Act*. This change is prospective in effect and will not permit complaints where the conduct complained of was more than one year before the date the regulatory amendment takes effect.

The change was formally requested by the Halifax Board of Police Commissioners following Dr. Scot Wortley's report on street checks issued earlier this year which stated the 6-month timeframe was identified as a concern during community consultations. The independent Office of the Police Complaints Commissioner has also requested this timeframe be extended. At its core, the current timeframe of 6 months for a public complaint against municipal police is an issue of access to justice for those who wish to file a complaint because of alleged police misconduct, and an amendment is relevant province-wide.

The Office of the Police Complaints Commissioner currently tracks the number of complaints denied for being outside the existing 6-month filing timeframe. For 2016-2018 the following outlines the number of total complaints and the number denied as untimely:

.../2

- 2016 – 121 public complaints filed within the 6-month timeframe; four complaints not processed due to being filed outside of the 6-month timeframe;
- 2017 – 154 public complaints filed within the 6-month timeframe; 10 complaints filed outside of the 6 months were not processed;
- 2018 – 197 public complaints filed within the 6-month timeframe; nine complaints filed outside of the 6 months were not processed.

We understand additional costs are not incurred for most complaints as these are investigated by the Chief or delegate. Costs are primarily incurred when:

- A complaint results in a meeting of the police agency and the member under Section 44(3) of the *Police Regulations* following the police chief's determination that there *may* be some merit to the allegation as a member is entitled to legal representation at this meeting (may be provided by union legal counsel);
- A complaint is advanced to the Review Board and a hearing takes place;
- A complaint is advanced to the Review Board but a settlement is negotiated prior to a hearing taking place;
- A complaint involves a police chief and is investigated by a barrister instead of another police chief.

Costs associated with Review Board hearings can vary considerably based on the complexity and length of the hearings and what, if any, settlement discussions take place. Other costs relate to the provision of legal representation to members at disciplinary meetings; this expense is often limited as members are frequently represented by legal counsel for their union. Of the total number of public complaints filed each year, few proceed to a Review Board hearing. Between 2016 and 2018, 472 public complaints were filed but only three Review Board hearings were held. There were two hearings in 2016, one hearing in 2017, none in 2018, and five heard or pending for 2019.

It is possible that increasing the time frame for filing a public complaint will result in increased expenditures to municipalities, but the extent of increase may be difficult to predict. Representatives of the Department of Justice discussed this regulatory change with members of the Association of Municipal Administrators during a call on July 18, 2019. Following the call, municipal CAO's provided the following breakdown of costs by municipality as provided by the CAO's for 2016-2018. Several municipalities did not provide any costing to support the number of complaints listed and the costs provided included both public and internal complaints, however, the proposed amendment will only apply to public complaints.

.../3

Municipality	# Public Complaints	# Internal Complaints	Total Complaints (2016-18)	Cost
Cape Breton	58	20	78	\$156,493
Halifax	340	78	418	
Amherst	13	9	22	
Annapolis Royal*	0	0	0	
Bridgewater**	1	2	3	\$65,000
Kentville	8	0	8	
New Glasgow	8	18	26	
Stellarton	17	1	18	
Truro	21	13	34	
Westville	4	0	4	
Total	470	141	611	

* No hearings in 2016-18 but paid \$150,000 over 5 years ago (\$30,000 paid by municipality, \$120,000 under insurance policy). ** Covers costs from 2014-2018.

In addition, HRM and CBRM have collective agreements (CA) addressing costs paid by the municipalities toward public complaints. Section 30.01 of the CBRM CA requires the employer to provide a solicitor at no cost to the employee where a public complaint has been filed under the *Police Act*. Article 23, section 10 of the HRM CA requires the municipality to pay a maximum of \$75,000 per fiscal year, cumulatively, for legal representation on all public complaints under the *Police Act* for which the complaint is not sustained.

I trust this information sufficiently identifies the anticipated changes to the *Police Regulations* and the potential associated costs. I ask that you please bring this letter to the attention of the Board of Directors of the Nova Scotia Federation of Municipalities at your earliest opportunity.

Should you require further information please do not hesitate to contact Wanda Fletcher, Department of Justice at 424-3178 regarding this important issue.

Yours truly,

Chuck Porter
 Minister

- c. Honourable Mark Furey, Attorney General and Minister of Justice
 Mark Peck, Executive Director, Municipal Affairs and Housing
 Wanda Fletcher, A/Executive Director, Department of Justice

MEMO

To: Mayor Kogon and Members of Council
From: Dwayne Pike, Chief of Police
Date: January 20, 2020
Subject: **Police Act - Changes**

Attached is correspondence from the Minister of Municipal Affairs that was sent to the CEO of the Nova Scotia Federation of Municipalities in relation to anticipated changes to the Nova Scotia Police Act. These anticipated changes are in relation to the timelines relating to the filing of Police Act complaints against a municipal police officer under the Nova Scotia Police Act. It is important for council and the Amherst Board of Police Commissioners to be aware of this possible change.

Under Section 29 of the Nova Scotia Police Act Regulations, a complaint made will normally not be accepted if it is received beyond a 6-month time from the date of the incident. Section 29 states:

29 *If a complaint is made more than 6 months after the date of the occurrence that gave rise to the complaint, the complaint must not be processed.*¹

The purpose of the notice is to seek an amendment to Section 29, extending the time from 6 months to a period of 1 year. Additionally, the amendment would also provide the Police Complaints Commissioner with the authority and discretion to extend this time frame in certain circumstances. The proposed amendment is only applicable to public complaints and not internal complaints.

The discussion for change was initiated by the Halifax Board of Police Commissioners as a result of a concern that was identified during community consultations regarding the issue of police street checks. The 6-month time frame in some cases was considered an obstacle for those seeking justice in police misconduct complaints. A change in the time frame for lodging a complaint against a municipal police officer would be province-wide.

One of the concerns raised in relation to a time-frame extension is the possible increase in costs for municipalities. While cost estimates are often difficult to predict, in some cases, especially in the larger departments, costs can be extensive, especially if the matter proceeds to a Review Board Hearing. Over the past few years, the number of complaints not processed in the province as a result of being outside the 6-month time frame have been minimal (usually around 5%). I don't recall any complaints for our department being refused as a result of time limits within the last few years.

While we do not know when these changes will take place, we do know that they will not be in effect for at least one year from the date of the notice (December 19th, 2019).

¹ Police Regulations made under subsection 97(1) of the *Police Act* S.N.S. 2004, c. 31 O.I.C. 2005-567 (December 20, 2005, effective January 1, 2006), N.S. Reg. 230/2005 as amended by O.I.C. 2009-170 (April 7, 2009), N.S. Reg. 186/2009

Monthly Report

Corporate Services

January 2020

CORPORATE SERVICES – Complete capital budgets will be presented to Council in the near future. Operating budgets are currently being reviewed based on departmental submissions. Water bills are anticipated to be sent out by the end of January.

FINANCIAL – Work has begun on the 2020/21 capital and operating budgets. Council were presented with a capital budget short list in December and will be presented with the full capital budget in the near future. Finance staff are reviewing the operating budget submissions and working on the third quarter results. Monthly reporting for the Cumberland Business Connector has been provided.

2019 FALL TAX SALE – There was a tax sale on Tuesday, December 10, 2019 for seven properties. There were five properties that sold and four of those properties sold for more than the taxes outstanding. When a property is sold at tax sale and the sale price is more than the taxes outstanding, the surplus funds must be held for twenty years before they can be transferred to the Capital Reserve fund.

2020 ASSESSMENT ROLL – The 2020 assessment roll has been received and loaded into SAP. PVSC will be mailing out all 2020 Property Assessment Notices the 2nd week of January.

WATER / SEWER BILLING – Staff have been concentrating on resolving accounts with zero consumption. Public Works staff repaired/replaced 21 meters that were on the zero-consumption list for walk route one only (there are four walk routes in total). There were nine final water bills for real estate closures in November.

2019/20 TAX REDUCTION POLICY – The Tax Reduction Policy 03800-02 provides a \$450 reduction for a household income of less than \$25,000 upon an approved application. The deadline for applications was September 30, 2019. The Town granted 91 applicants for 2019/20 (there were 65 applicants granted in total for 2018/19).

2019/20 TAX EXEMPTION POLICY – Tax Exemptions were applied to property accounts on May 28, 2019 with a total exemption value of \$86,402.

CUSTOMER SERVICE TRACKING – E11 – There was a total of six opened cases in December and 56 cases closed. The category with the most opened/closed cases opened in December related to water quality issues.

HUMAN RESOURCES – In December the Town welcomed two new employees: Community Well-Being Manager Cheryl LaLiberte, on December 16, and Culture, Events & Marketing Coordinator Eileen Davage on December 9.

Business Development Officer Rebecca Taylor is off on medical leave with Tamara Porter standing in as Acting Business Development Officer until Rebecca's return.

Calendar year-end payroll processes have begun.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement projects for 2019-2020. The remaining 2019-2020 capital and operational projects are in progress. Preparation has begun for the 2020-2021 budget year.

	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Capital													
Anticipated Procurement from Capital Budget: 25													
Scopes for capital received in the month	3	0	1	4	5	7	4	1	2	3	1	2	2
All procurement:													
Total new scopes of work received in month	3	2	5	8	12	12	16	9	5	4	7	6	8
Released to the public in the month	9	3	7	4	10	15	17	9	7	3	9	6	7
Closed during the month	12	1	5	8	9	12	14	10	7	8	10	7	7
Awarded by par/council during the month	2	8	10	6	6	7	21	4	5	10	15	9	6
Open at the end of month (released month a, closed month b)	2	2	2	5	2	5	4	4	6	1	2	4	5

INFORMATION SERVICES (IS) – A new Windows Exchange 2016 was installed and 90% configured. This will replace the Windows Exchange 2010 server. The application that synchronizes clients and passwords between the Town’s servers and Office 365 was moved to a new Windows 2019 Sever. A second copy of the application was configured on another Windows 2019 server for redundancy.

A new device to monitor the temperature in the Amherst Police Department Communications room was setup. The old monitor was not working reliably.

All council recordings that were recorded using eScribe were migrated to TOA Records. This will continue regularly going forward.

In December, 46 new Information Services cases/incidents were opened and 51 cases/incidents were closed.

Monthly Report

Operations

January-2020

Public Works

The asphalt recycler/hot patcher was used for 4 days in December patching potholes, approximately 8 tonnes of asphalt placed.

The utility crew performed daily checks of walkways and entrances to Town owned buildings, removing snow and ice as needed. There was only 1 significant snow event in December which required plowing of streets, sidewalks, and parking lots.

- December 27, 2019 – 10 cm

The salt truck was called out on several occasions in December to salt Town streets and parking lots with sidewalks salted 5 times during the month. In total, approximately 100 tonnes of road salt was used.

There were 3 broken water mains in December;

- 14 McCully Street – 10” cast iron main
- 8 Summit Avenue – 6” cast iron main
- Agnew Street @ Taplin Drive – 6” cast iron main

The boards and lighting for the outdoor rink were installed and the skating surface was ready for use on December 20. Depending on weather conditions and work priorities Operations and Recreation staff have been trying to perform flooding and maintenance on a daily basis.

The sewer crew have been doing their typical bi-weekly sampling at the Treatment Plant and the regular cleaning of the lift stations. The sewer video inspection program was completed. The videos and report will be reviewed over the winter months to identify areas that require repairs. The new Channel Monster was delivered and plans are being made to complete the installation of the equipment at the LaPlanche River lift station.

The mechanic has been busy with maintenance work on snow plows, and preparing surplus vehicles to be sold by tender by removing any equipment from the vehicles that could be reused. The contracted welder worked at the garage fabricating spare steel wear parts typically worn down by snow plowing.

Our new sidewalk salt spreader has been delivered and our new sidewalk ice crusher is expected in mid January.

Upcoming / ongoing projects for January:

- Patching of potholes with recycled hot mix asphalt
- Meter reading
- Solid waste collection from on street receptacles
- Week day maintenance at the outdoor rink
- Snow and de-icing operations as needed

Horticulturist

Work continued on the Christie Park project, seeing new boards replacing old rotten boards, and one section of the brick wall being repaired as well as replacement steps being installed. Given the weather, this project will re-commence in the spring.

Tree assessments took place with any hazards removed. Plans for future tree work is being documented and scheduled.

Hanging Flower Basket as well as Bedding Plant RFPs were prepared to be sent out in early 2020 for the upcoming growing season to ensure good selection of high-quality plant material.

She also met with Rotary Park members to discuss the future of the park.

Parks

Park washrooms will remain open from 9:00am to 5:00pm daily. Swings will remain up in all parks year round for youth to be active even during the snowy winter months. The Dog Park remains open and now has a sign warning dog owners that dogs do carry viruses, disease and for owners to take caution when using the Dog Park. All parks and trails remain open for winter walking.

Amherst Stadium

It was a holly jolly time at the Amherst Stadium in December, particularly around the holiday season. Our holiday skating ice time was a huge success seeing an average of 125 participants per skate. We hosted 6 holiday skates equalling 12 hours of ice time. New Year's Eve at the Stadium was again well attended. A huge crowd came out to celebrate the new year with the highlight once again being the fireworks show from the roof top.

Human Resources

The Deputy CAO, Operations Manager, Horticulturalist and Recreation Facilities Manager have all be participating in the ongoing negotiations with our CUPE Local 1233.

Monthly Report

Police Department

January-2020

PROFESSIONAL DEVELOPMENT / TRAINING

Leadership Team Meeting: On December 10th, the APD Leadership Team, which consists of APD management and supervisors met and had a day long discussion on a range of topics which included APD Policy and Procedures, platoon assignments for 2020, a presentation on Restorative Justice, a presentation on Police Act Investigations, performance evaluations, training initiatives and goals and other topics.

2 IC Meeting/Training: On December 13th, APD management met with the members of the Department who often act as supervisors when the regular supervisor is off. These '2 IC's (In Charge) members were provided with information on role expectations, discussions on APD Policy and Procedures, and discussions on other topics relating to the responsibilities of being a shift supervisor.

CEW Instructors Course: On December 17th and 18th, Cst Jeff Walsh attended the Atlantic Police Academy and completed the TASER Instructor's course. As one of our new Use of Force Training officers, this enables Cst Walsh to design and present the annual TASER training syllabus to our members. Training on TASER includes legal articulation and understanding how the TASER works and affects the body.

BILL C-75 Training: Throughout the first 2 weeks of December, Cst Tom Wood met with the members of the Police Department to provide training on Bill C-75 which came into effect on December 18th. This new bill changes the way in which police compel people to attend court or release them from custody. The training includes instruction on the release of offenders and the options available as well as using the new release forms.

PERSONNEL:

Retirement of Sergeant David Lepper: On December 5th, Sgt Dave Lepper retired from the Amherst Police Department. Sergeant Lepper played an important role in the direction and function of the Police Department with over 42 years of service, with much of his last few years working in the Major Crime Unit. Sgt Lepper was responsible for numerous major investigations over the course of his career and we will miss his leadership and expertise.

OPERATIONAL

Major Crime – Staffing: As a result of case-load and priority investigations, Cst Randy Babineau was temporarily re-assigned from uniform patrol to the Major Crime Unit to work with Sergeant Aaron Graham for a period of 3 weeks. The Major Crime Unit deals with complex and on-going investigations that often rely on judicial authorizations, inter-agency cooperation, task assignment, planning and management. In many cases, Crime Prevention is utilized to assist MCU, but the caseload has become increasingly heavy and required a consistent assignment to provide required support for the unit. Major Crime also required/requires the assistance of Patrol Members and SCEU in regards to several files that have been assigned to the unit over the last 2 months that require numerous warrants, interviews and other follow-up.

Suspicious Fire/Sudden Death: In the early morning hours of December 21st, Amherst Police and Amherst Fire responded to a house on fire on East Pleasant Street. A 26-year old Moncton man was later found inside the home deceased. As a result of the incident, 2 adult women were arrested at the scene by Police and have been charged with a number of offenses which include break and enter, possession of break and enter tools, possession of stolen property and possession of narcotics for the purpose of trafficking. The investigation is still ongoing with the APD Major Crime Unit taking the lead on the matter with assistance from members from the patrol unit. APD investigators were also assisted by members of the Amherst Fire Department as well as the Fire Marshall and the RCMP Forensic Identification Unit.

CRIME PREVENTION/SCHOOL RESOURCE

YMCA Youth Drop-in: Members attended the YMCA Youth Drop in on Thursday evenings. The program continues to see strong numbers and have started doing 'Theme' nights for a change.

Winter Safety Presentations: Cst Harrison did several 'Winter Safety' presentations with the younger children at the elementary schools. In January she will revisit them and discuss 'snow plow' safety.

Operation Christmas: On December 4th, Cst Harrison attended the "Operation Christmas" kick-off in Stellarton, NS. This event was attended by representatives of police departments across Nova Scotia and is the official start of Operation Christmas, which focuses on impaired driving and road safety issues. In Amherst, this means an increase in the number of checkpoints done by our members to ensure that our streets are safe. During these checkpoints, we also hand out MADD Red Ribbons and pamphlets.

Mental Health Forum: December 9th Cst Wood and Cst Harrison attended a mental health forum at the Lion's Club hosted by Elizabeth Smith-McCrossin. The public forum included numerous speakers and multiple community agencies that all support those struggling with mental wellness. It was well attended by members of the public and provided a chance to have an open and frank discussion regarding mental health issues and the resources available in the community.

ARHS Grade 12 Law Class Discussion: On December 11th, Cst Harrison attended Mr. Gould's grade 12 Law class at the high school and had a discussion that hit several topics including Police Officer training and the laws around 'consent'. The discussion generated excellent feedback amongst the class.

Bill C-75 Training: Cst Wood was responsible for Bill C-75 training for all members, to ensure that each member received instruction in the new policies and procedures that affect release of offenders and compelling people to attend court. This required Cst Wood to review the Bill and related materials in depth to prepare for his presentations to the members.

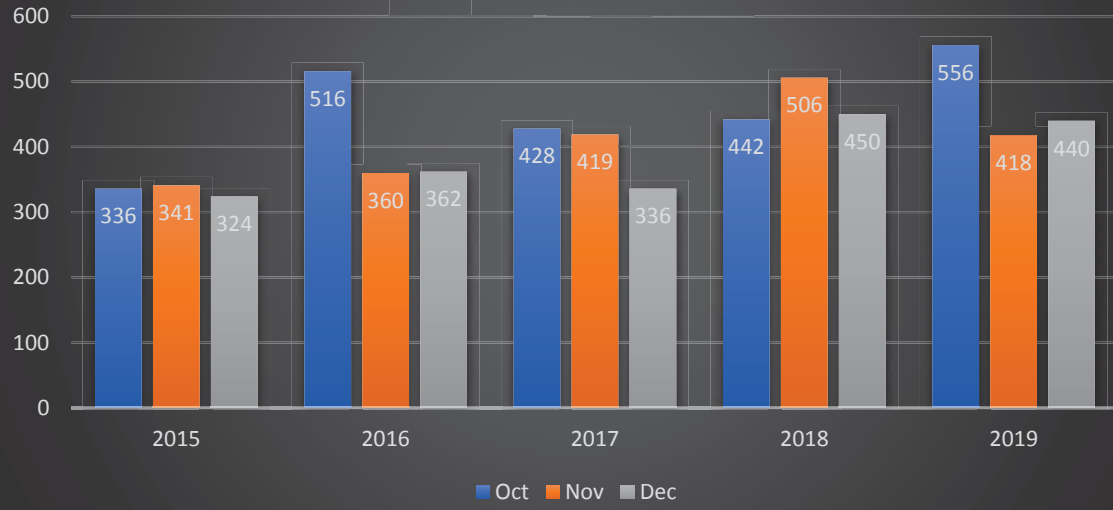
2 IC Training: Both Cst Wood and Cst Harrison attended the day long 2 IC training session on December 13th. As they often find themselves responsible for shift operations if there is a shortage or if called in for overtime.

OPERATIONAL STATS – December 2019

Occurrences: 440	Criminal Code Charges: 71
Impaired by Alcohol: 1	CDSA: 3
Impaired by Drug: 0	CBCA: 0
Traffic Tickets: 13	Traffic Written Warnings: 24
Vehicle Checks: 91	LCA: 3
Foot Patrol Hours: 34h 28m	Bike Patrol Hours: 0

Occurrences - 2015-2019

Oct - Nov - Dec



Monthly Report

Community Well Being

January-2020

Community Well Being

Two new staff arrived during the month of December: the Community Well-Being Manager, Cheryl LaLiberte on December 16, and Culture, Events & Marketing Coordinator, Eileen Davage on December 9. Budgeting and planning are underway for the 2020-21 fiscal year.

The annual Family First New Year's Eve celebration at the Amherst Stadium was a huge success once again with many getting out and being active enjoying skating, wagon rides, the walking track trivia, and of course the roof top fireworks show! Thanks to the team of Jennifer Bickerton, Eileen Davage, Cheryl LaLiberte, Tamara Porter and Corey Crocker as well as the stadium staff for being the face of the Town and ensuring a successful event. Thanks to the volunteers for the event as well.

Culture, Events and Marketing

December was a busy month with the following events:

1. The Family First New Year's Eve Event – finishing touches were completed on planning items and working with the staff and volunteers for the event.
2. Worked with Business Development to coordinate the 2019 Amherst Cookie Crawl held December 6 and 7. There were seventy-five participants who visited 25 locations with cookies purchased from five different organizations.
3. Worked with Business Development to coordinate and promote Victorian Christmas Event held on December 14.
4. In keeping with past practice, event debriefs were held for past events to see if there were beneficial improvements or adjustments required for next year's events.
5. Community Grant Application information was promoted through media release and social media posts with a January 8, 2020 deadline.
6. Coordinated a meeting with the Lions Club and AYTC to extend an invite for the ATYC group to participate in the Lions Speakout Program. Speakout is a public speaking contest that allows High School students to compete for cash prizes while honing their skills at delivering and defending a message. Winners of club level contests are eligible to participate at the county, provincial and regional (Atlantic Canada and Maine) levels.
7. Planning is underway for the Amherst Volunteer Appreciation Awards. 2019 Application has been completed and promoted via mail, website, and social media.
8. Other activities included maintaining the Community Calendar, Weekly Skinny, and social media posts on the recreation Facebook page throughout the month on upcoming events and community activities.

Active Living

1. The Holiday activity and skating schedule was delivered to schools and local businesses. Included in the schedule were 7 holiday public skates, and 3 free Town sponsored swims at the YMCA. Holiday skating was well attended.

2. From the Equipment lending program helmets were signed out 249 times and skates were signed out 50 times for the month of December.
3. The Town has been accepted into the Jay's Care Foundation to host the Girls at Bat program in Amherst. The program will run in the spring of 2020 targeting girls ages 7-13 to encourage leadership, confidence, and love of sport in a safe space. There is no cost to the program.
4. The Active Living Coordinator has started planning a new Living Well program for older adults in February and March. The YMCA and Senior Safety Coordinator have agreed to partner with the program as well. The program is offered at no cost once a week and will consist of 30 minutes of low impact activity, 20 minutes of social time, and 30-40 minutes of a Guest Wellness speaker.
5. The Youth on the Move after school program has finished the first session. The YMCA hosted a second training session for the Youth leaders and a third training session is being planned for the new year. Spring Street Academy and West Highlands school had an average of 10 participants in Session 1. Cumberland North Academy had an average of 18 participants.
6. There were 3 Friday Night Fun sessions held in December at the YMCA. 77 total youth ages 5-8 years old participated with an average of 26 each night. 66 participated in the ages 9-14 category with an average of 22 each night.

Monthly Report

Fire Department

January 2020

RESPONSE #'s (December)

Town of Amherst – 18 events

- 7 Structure fires
- 2 Smell of smoke / Air quality check
- 3 Monitored alarm activations
- 1 Power lines on fire / arcing
- 1 Electrical fire
- 1 Open burning
- 2 Flue fire
- 1 Motor Vehicle Accident

Contract area (District 2) – 6 events

- 2 Smoke alarm activations
- 1 Fuel Leak – Gasoline/Fuel Oil
- 2 Structure fire
- 1 Wildland Fire / Open Land

OPERATIONS

During the month of December, the fire department responded to 9 structure fires. Unfortunately, on December 21, 2019 the department was faced with an on-scene fatality. Following this incident, the members of the department attended an incident debriefing, which was followed by a critical incident stress debriefing that was conducted by the Nova Scotia Critical Incident Stress debriefing team just after Boxing Day.

Fire inspection / prevention - 2 fire inspections were completed during this period and numerous inspections remain ongoing. Informal fire safety checks were also conducted in the community.

Weekly training - During the month of December the department continued to focus its training on winter operations, operational skills development and operational readiness.

Recruit fire fighter training - Our recruit firefighters continue to be tested on various practical evaluations and a final exam.

UPCOMING EVENTS

Members of the Amherst Fire Fighters Association are currently planning their Annual Burn Treatment Curling Bonspiel which will take place on February 21st and 22nd at the Amherst Curling Club.

Monthly Report

Planning & Strategic Initiatives

January 2020

Planning is facilitating two planning document amendments and one development agreement application. Council have given First Reading to all three items, and will hold Public Hearings in January.

The NSPI Smart Grid Implementation Project was submitted to the NSUARB on December 5th. NSPI have advised that the regulator has since responded with a request for clarification on a few items, but felt the initial reaction to the proposal is positive. The geotechnical testing fieldwork for the Industrial Park lands was completed in December, and the acquisition of the property from NSBI to the Town is in the process of being completed.

With regard to developing a plan to reduce GHG emissions as a result of Council's declaration of a climate emergency, staff are requesting that Council consider entering into an agreement with EfficiencyOne to supply an onsite energy manager (OEM) for a 2-year term. Assuming Council agrees to enter into the agreement, and with the OEM onboarding and scope of work better understood, staff can further develop a project plan for a community-wide energy strategy for Council's future consideration.

Planning continues to provide planning and development services for the Town of Oxford.