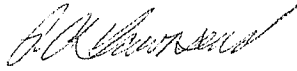




P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Environment and Sustainability Committee
February 3, 2011

TO: Chair and Members of Environment and Sustainability Committee

SUBMITTED BY: 
Phillip Townsend, Director, Infrastructure and Asset Management

DATE: January 11, 2011

SUBJECT: UNSM Sustainable Practices Committee

INFORMATION REPORT

ORIGIN

This report originates from Staff.

BACKGROUND

As per the Terms of Reference (Attachment 1) of the Union of Nova Scotia Municipalities Sustainable Practices Committee, the Manager of the HRM Sustainable Environment Management Office is part of the composition of this committee.

The Purpose of the committee is:

To work with Nova Scotia Municipalities to raise awareness of and promote sustainability, with an emphasis on energy conservation and greenhouse gas reduction.

DISCUSSION

It is the intent of staff to give members of the Environment and Sustainability Committee a briefing on the work the UNSM Sustainable Practices Committee does.

The Committee was struck in the fall of 2009, and has taken time to develop some synergy between members and the UNSM Sustainability Coordinator.

Currently, there are two efforts unfolding that appear to be leading the committee's work:

1. A collaboration with the Province of Nova Scotia Department of Environment to look at a Province-wide template of policy and programmes for Anti Idling efforts (likely a draft Anti Idling By-Law will be created); and
2. Performing a province-wide municipal sustainability survey (as per Attachment 2).

After securing interest from the committee and the Department of Environment, HRM staff is aligning work on the Anti Idling By-Law opportunities to the UNSM work. It is anticipated that at the spring 2011 workshop, there will be a session on Anti Idling. The hope of staff is that the outcome of this work will be a consistent and similarly timed recommendation on municipal Anti Idling By-Laws. HRM staff would most likely take that opportunity to bring a recommendation to this committee, looking for endorsement and recommendation to Regional Council.

The Sustainability Survey will be helpful in identifying best practices in the Province. Normally, HRM is at the leading position, but staff looks forward to seeing opportunities to adopt from other Nova Scotia Municipalities. This work will help build municipal capacity in the province. Ultimately, having other municipalities in Nova Scotia progressing in sustainability initiatives, benefits HRM.

BUDGET IMPLICATIONS

There are no budget implications related to this report. The travel to UNSM Sustainable Practices Committee meetings is handled within the SEMO Operating Budget D935.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

COMMUNITY ENGAGEMENT

None

ATTACHMENTS

Attachment 1: UNSM Sustainable Practices Committee Terms of Reference

Attachment 2: Draft Municipal Sustainability Survey

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Richard MacLellan, Manager, SEMO, 490-6056

SUSTAINABLE PRACTICES COMMITTEE
UNSM's MUNICIPAL SUSTAINABILITY OFFICE
TERMS OF REFERENCE
FEBRUARY 2009

COMMITTEE NAME

The name of the committee is the Sustainable Practices Committee (herein known as the Committee).

AUTHORITY

Established by the Union of Nova Scotia Municipalities (UNSM)

PURPOSE

- To work with Nova Scotia municipalities to raise awareness of and promote sustainability with an emphasis on energy conservation and greenhouse gas reduction.

COMPOSITION

The Committee shall have 8 representatives based on the following criteria:

- Three elected officials from UNSM;
- Two representatives from the Association of Municipal Administrators;
- One representative from the Municipal Public Works Association of Nova Scotia;
- Two representative from the Province of Nova Scotia, one of whom represents NS Environment's Climate Change Directorate;
- The Manager of the Sustainable Environment Management Office at HRM; and
- The UNSM Municipal Sustainability Coordinator (non-voting member).

COMMITTEE STRUCTURE

- The Committee shall appoint a Chair, who shall be an elected official from UNSM. The Chair shall be appointed for a two-year term.
- The Municipal Sustainability Coordinator shall serve as Secretary for the Committee.

LENGTH OF TERM

- With the exception of the Municipal Sustainability Coordinator, all representatives shall be appointed for a two-year term with the option to apply for a second consecutive term.

SUB-COMMITTEES

- The Committee may establish sub-committees as required to achieve its purpose.

- Each sub-committee shall have at least one UNSM member from the Sustainable Practices Committee
- Sub-committee members shall be selected by the Sustainable Practices Committee.
- Sub-committee members may be selected from organizations outside of those represented on the Sustainable Practices Committee.

TIMEFRAMES AND REPORTING

- The Committee shall be formed indefinitely in conjunction with the Municipal Sustainability Office.
- The Committee shall report to the UNSM Board of Directors at a minimum once per year (excluding the annual conference).
- The Committee shall report to the UNSM membership annually.

MEETINGS

- Meetings shall be held at a minimum quarterly.
- Meetings can be held face-to-face or through electronic means.

DECISION MAKING

- The Committee shall aim to reach decisions by consensus. When the Committee cannot arrive at a consensus, decisions shall be reached by a simple majority vote of 50 per cent plus one.
- Decision can be reached through electronic means, such as email.

DELIVERABLES

- Develop and implement a work plan and a budget for the Municipal Sustainability Office on an annual basis.
- The workplan must be approved by the Committee and UNSM's Executive Director.
- The budget must be approved by the Committee and UNSM's Board of Directors

BUDGET

- Meeting cost will be funded from the Municipal Sustainability Office budget.
- Each department/organization shall be responsible to cover travel and accommodation costs of their own representatives.
- The Committee shall approach the provincial and federal governments, and the private sector for additional funding based on particular projects.

CHANGES TO TERMS OF REFERENCE

- Any changes to the Terms of Reference must be approved by the UNSM Board of Directors.

**SUSTAINABLE PRACTICES COMMITTEE
UNSM'S MUNICIPAL SUSTAINABILITY OFFICE
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UNSM Sustainability Survey

Thank you for visiting the UNSM Municipal Sustainability Practices Survey.

The survey will take 20 minutes. The deadline for replies is November 10, 2010. For more information, please contact Debbie Nielsen (dnielsen@unsm.ca, 902 423-8312).

Background Information

The Union of Nova Scotia Municipalities is creating a clearinghouse of sustainability initiatives in Nova Scotia that can be shared among all jurisdictions. This clearinghouse will bring together the sustainability experiences of all NS municipalities so that they may be shared, implemented and improved upon.

The current study will produce a baseline which will be used to track sustainability trends into the future. The results will be available in an on-line, user-friendly database accessible to municipalities in order to enable idea and experience sharing.

This information will be used to justify and inform provincial and federal support for municipal sustainability initiatives.

1. Background information

1.1 What is the current population of your municipality?

- under 500 people
- 500-1,000
- 1,000-5,000
- 5,000-10,000
- 10,000-20,000
- 20,000-50,000
- 50,000-100,000
- greater than 100,000

1.2 How many full time equivalent staff (FTE) are employed?

- 1 or less
- 1-5
- 5-10
- 10-20
- 20-100
- 100 or more

1.3 What is the annual budget of the municipality?

- less than \$100,000
- \$100,000- \$250,000
- \$250,000- \$500,000
- \$500,000 - \$1,000,000
- \$1,000,000- \$5,000,000
- \$5,000,000 or more

1.4 What is the geographic area of the municipality?

- less than 100 hectares (ha)
- 100- 250 ha
- 250- 500 ha
- 500- 1,000 ha
- 1,000- 2,500 ha
- greater than 2,500 ha

2. Sustainability in your municipality

2.1 Rate the relative importance of the following issues:

Issue	Low -Medium - High
Economic development	0 1 2 3 4 5 6 7 8 9 10
Heritage preservation	0 1 2 3 4 5 6 7 8 9 10
Housing	0 1 2 3 4 5 6 7 8 9 10
Providing municipal services	0 1 2 3 4 5 6 7 8 9 10
Recreation	0 1 2 3 4 5 6 7 8 9 10
Sustainability programs and policies	0 1 2 3 4 5 6 7 8 9 10
Other ()	0 1 2 3 4 5 6 7 8 9 10
Other ()	0 1 2 3 4 5 6 7 8 9 10

Additional details:

2.2 Rate the importance of the following drivers for sustainability initiatives in your municipality:

Issue	Low -Medium - High
Need to design for a better future	0 1 2 3 4 5 6 7 8 9 10
Progressive political leadership	0 1 2 3 4 5 6 7 8 9 10
Demand from community members	0 1 2 3 4 5 6 7 8 9 10
Provincial policy	0 1 2 3 4 5 6 7 8 9 10
Inspiration from other communities	0 1 2 3 4 5 6 7 8 9 10
other ()	0 1 2 3 4 5 6 7 8 9 10
other ()	0 1 2 3 4 5 6 7 8 9 10

Additional details:

2.3 Indicate which aspects of sustainability are most important to your municipality:

Issue	Low -Medium - High
Balancing economic and environmental issues	0 1 2 3 4 5 6 7 8 9 10
Climate change adaptation	0 1 2 3 4 5 6 7 8 9 10
Development of a green economy	0 1 2 3 4 5 6 7 8 9 10
Energy efficiency	0 1 2 3 4 5 6 7 8 9 10
Green building	0 1 2 3 4 5 6 7 8 9 10
New green spaces	0 1 2 3 4 5 6 7 8 9 10
Reducing greenhouse gas emissions	0 1 2 3 4 5 6 7 8 9 10
Renewable energy development	0 1 2 3 4 5 6 7 8 9 10
Recycling	0 1 2 3 4 5 6 7 8 9 10
Transportation	0 1 2 3 4 5 6 7 8 9 10

Water quality	0 1 2 3 4 5 6 7 8 9 10
Other ()	0 1 2 3 4 5 6 7 8 9 10
Other ()	0 1 2 3 4 5 6 7 8 9 10

Additional details:

2.4 What staff resources in full time equivalent (FTE) are dedicated to sustainability initiatives?

- 0
- less than 0.5 FTE
- 0.5 -1 FTE
- 1-2 FTE
- 2-5 FTE
- 5-10 FTE
- greater than 10 FTE

Additional details:

2.4 Rate the success of policies and programs that have been implemented in your municipality:

Strategies	Least successful- Most successful	Not applicable
Anti-idling campaign	0 1 2 3 4 5 6 7 8 9 10	
Climate change action plan	0 1 2 3 4 5 6 7 8 9 10	
Compost programs	0 1 2 3 4 5 6 7 8 9 10	
Energy efficiency program/retrofits	0 1 2 3 4 5 6 7 8 9 10	
Environment committee	0 1 2 3 4 5 6 7 8 9 10	
ICSP	0 1 2 3 4 5 6 7 8 9 10	
Master energy plan	0 1 2 3 4 5 6 7 8 9 10	
Municipal environmental policy	0 1 2 3 4 5 6 7 8 9 10	
Pesticide ban	0 1 2 3 4 5 6 7 8 9 10	
Partnering with other governments	0 1 2 3 4 5 6 7 8 9 10	
Recycling programs	0 1 2 3 4 5 6 7 8 9 10	
Sustainable procurement policy	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.5 Land use planning in your municipality includes:

	Yes	No
Strategies to adapt to extreme weather events		
Strategies to reduce greenhouse gas emissions		
Sustainability principles		
Other ()		

Additional details:

2.6 Rate the success of engagement strategies on sustainability that have been implemented in your municipality:

Strategies	Least successful- Most successful	Not applicable
Advisory committee	0 1 2 3 4 5 6 7 8 9 10	
Educational campaign	0 1 2 3 4 5 6 7 8 9 10	
Council sustainability committee	0 1 2 3 4 5 6 7 8 9 10	
Public consultations	0 1 2 3 4 5 6 7 8 9 10	
Printed materials	0 1 2 3 4 5 6 7 8 9 10	
Presentations to the community	0 1 2 3 4 5 6 7 8 9 10	
Partnering with other municipalities	0 1 2 3 4 5 6 7 8 9 10	
Staff sustainability committee	0 1 2 3 4 5 6 7 8 9 10	
Website with sustainability content	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.7 Please rate the success of initiatives related to buildings and energy:

Strategies	Least successful- Most successful	Not applicable
Energy baseline for the municipality	0 1 2 3 4 5 6 7 8 9 10	
Energy audit of municipal buildings	0 1 2 3 4 5 6 7 8 9 10	
Energy efficiency retrofit of municipal buildings	0 1 2 3 4 5 6 7 8 9 10	
Energy standards for new buildings	0 1 2 3 4 5 6 7 8 9 10	
Renewable energy strategy	0 1 2 3 4 5 6 7 8 9 10	
Demonstration project of renewable energy	0 1 2 3 4 5 6 7 8 9 10	
District energy project	0 1 2 3 4 5 6 7 8 9 10	
Wind energy bylaw	0 1 2 3 4 5 6 7 8 9 10	
Green fund to bank savings from energy efficiency projects	0 1 2 3 4 5 6 7 8 9 10	
Policy of LEED standard for municipal buildings	0 1 2 3 4 5 6 7 8 9 10	
Green cleaning policy	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.8 Please rate the success of initiatives related to water conservation:

Strategies	Least successful- Most successful	Not applicable
Banning use of bottled water	0 1 2 3 4 5 6 7 8 9 10	
Watershed protection plan	0 1 2 3 4 5 6 7 8 9 10	
Installation of water conservation devices	0 1 2 3 4 5 6 7 8 9 10	
Improvements of the water treatment and distribution plant	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.8 Please rate the success of initiatives related to food:

Strategies	Least successful- Most successful	Not applicable
Support for a local farmers market	0 1 2 3 4 5 6 7 8 9 10	
Buy local food campaign	0 1 2 3 4 5 6 7 8 9 10	
Community gardens	0 1 2 3 4 5 6 7 8 9 10	
Guide to local food sources	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.9 Please rate the success of initiatives related to transportation:

Strategies	Least successful- Most successful	Not applicable
Car pool program	0 1 2 3 4 5 6 7 8 9 10	
Active transportation strategy	0 1 2 3 4 5 6 7 8 9 10	
Development of bicycle paths	0 1 2 3 4 5 6 7 8 9 10	
Purchase of fuel efficient vehicles for a municipality	0 1 2 3 4 5 6 7 8 9 10	
Public transportation improvements	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.10 Please rate the success of initiatives related to waste management:

Strategies	Least successful- Most successful	Not applicable
Recycling program	0 1 2 3 4 5 6 7 8 9 10	
Composting program	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.11 Please rate the most important funding sources for your sustainability programs:

Issue	Low -Medium - High	Not applicable
Municipal revenues	0 1 2 3 4 5 6 7 8 9 10	
Gas tax monies	0 1 2 3 4 5 6 7 8 9 10	
Federation of Canadian Municipalities Green Municipal Fund	0 1 2 3 4 5 6 7 8 9 10	
ecoNovaScotia	0 1 2 3 4 5 6 7 8 9 10	
Conserve Nova Scotia	0 1 2 3 4 5 6 7 8 9 10	
Government of Nova Scotia	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

2.12 Please rate the success of initiatives related to social sustainability:

Issue	Low -Medium - High	Not applicable
Support affordable housing	0 1 2 3 4 5 6 7 8 9 10	
Support housing for people with disabilities	0 1 2 3 4 5 6 7 8 9 10	
Provide housing support for the elderly	0 1 2 3 4 5 6 7 8 9 10	
Report on community quality of life indicators such as education, culture, diversity and well-being.	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

3. Key Barriers

3.1 Rate the following barriers to sustainability policies and program in your municipality

Issue	Low -Medium - High	Not applicable
Funding	0 1 2 3 4 5 6 7 8 9 10	
Capacity	0 1 2 3 4 5 6 7 8 9 10	
Community engagement	0 1 2 3 4 5 6 7 8 9 10	
Expertise	0 1 2 3 4 5 6 7 8 9 10	
Political will	0 1 2 3 4 5 6 7 8 9 10	
Conflict with other programs	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	
Other ()	0 1 2 3 4 5 6 7 8 9 10	

Additional details:

Personal Details

- Name:
- Position:
- Phone:
- Email:

Thank you for taking the time to complete the survey! Your input will assist UNSM's Municipal Sustainability Office in identifying sustainability programs, policies and plans across the province so this information can be shared with other municipalities on its website (www.sustainability-unsm.ca).