

Back to the Future

Town of Annapolis Royal

January 20, 2009

FINAL Study Completion Report

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GMF Study Completion Report: Sustainable Community Plans

Instructions to the Study Completion Report

The objective of asking applicants to submit a Study Completion Report is simple: to share the story of a community's experience in preparing a sustainable community plan with others seeking to prepare similar plans in their own communities. For this reason, please write the report in plain language that can be understood by people who are not specialists in the subject. A completed report is typically in the range of 6-12 pages, but may be longer or shorter, depending upon the complexity of the planning initiative. While there are no maximum word counts for each section, the most pertinent sections of the report should be given more weight (i.e., Sections 5, 6 and especially 7); some questions provide specific guidelines on desired length (see below). If you have questions about completing this report, please consult the *GMF Program Guidelines*, or GMF staff.

Study Completion Report Questions

1. Introduction to the Planning Initiative

- a. What was the municipality's objective in preparing a sustainable community plan (i.e., what was the municipality trying to achieve, and why)?

The Town wanted to do its part for the environment by reducing our environmental footprint and hopefully assisting in reducing energy costs for residents, businesses and organizations.

- b. How much did the sustainable community plan cost, and how was it paid for? (Example answer: The plan cost the municipality \$80,000. This was paid 50% through GMF funding and 50% through the municipal operating budget.)

| Partner | Cash | In Kind | Combined Cash/In Kind | Value |
|---|-------------|------------|-----------------------|-------------|
| Bay Wind COGS | | | \$20,000.00 | \$20,000.00 |
| Historic Gardens Carol Littleton & Ricks Decker | | \$2,500.00 | | \$2,500.00 |
| NSPI | | \$7,500.00 | | \$7,500.00 |
| Parks Canada | | \$1,500.00 | | \$1,500.00 |
| Shell Fund | \$5,000.00 | | | \$5,000.00 |
| EcoAction | \$18,900.00 | | | \$18,900.00 |
| Green Municipal Funds | \$9,020.00 | | | \$9,020.00 |
| ADBOT | | \$1,500.00 | | \$1,500.00 |
| Nova Scotia Department of Energy | | \$1,500.00 | | \$1,500.00 |
| Clean Nova Scotia Foundation | | \$2,000.00 | | \$2,000.00 |
| Federal Department of Energy | | \$500.00 | | \$500.00 |

| | | | | |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| Clean Annapolis River Project | | \$1,000.00 | | \$1,000.00 |
| Tamara Hill | | \$5,000.00 | | \$5,000.00 |
| Town of Annapolis Royal | \$5,000.00 | \$3,000.00 | | \$8,000.00 |
| Totals | \$37,920.00 | \$26,000.00 | \$20,000.00 | \$83,920.00 |

- c. Roughly how long (in months) did it take to prepare the sustainable community plan? (Example answer:

The plan took 24 months from initial planning to completion of the final documents.

- d. How is the sustainable community plan related to existing plans, practices, guidelines or policies within the municipality, and how does it contribute to achieving the municipality's sustainability goals?

The 2002 Town strategic plan called for an environmental plan, and the clock has been ticking ever since. This plans builds on the existing Municipal Planning Strategy and Land-Use By-law. It has already and will result in significant policy, by-law and operational changes.

2. Community Context

- a. Please provide a brief (five to six sentences) profile of the community in which the plan was developed, including population, geographic area, demographics, and general economic conditions. (Note: This information is readily available from the Community Profiles section of the Statistics Canada website at www.statcan.ca.)

Population:

We have 499 residents, including 55 seasonal residents.

Geographic area:

Total area: 332.87 hectares, including 218.48 hectares of land and 114.39 hectares of water. (Or a total of 822.52 acres, 539.86 acres of land and 282.66 acres of water).

Demographics:

The median age of our population is 58, almost equally split between men and women. 130 individuals have a university degree or certificate. There are 250 dwellings, most of which are designated heritage buildings. The average value of owned dwellings is \$245,158.00. There is a very high rate of volunteerism in and around the Town.

General economic Conditions:

The Town serves as a service centre for a catchment of approximately 9,000 people. The primary industry is tourism, on a seasonal basis. There is a strong arts and culture community, a struggling but resilient retail sector for such a small town with niche as opposed to big box stores, and many home-based businesses. There is a strong public presence with a community health centre, and a County municipal office, besides the Town office.

- b. Briefly (two to three sentences) indicate the size and structure of the municipal government, and the approximate number of full-time municipal employees.

A 6-member council including a mayor serving a community of 499 people with approximately 12.5 full time equivalents. Volunteer council members serve part time—i.e., most are retired—receive a small honorarium for their services, and have no budget for staff assistance.

3. The Planning Team: Who Was Involved?

- a. Briefly (four to five sentences) indicate who was involved in preparing the sustainable community plan, and their affiliations. Include both municipal staff and officials who managed the plan, and any consultants who worked on the plan (e.g., municipal staff in the Departments of Planning, Public Works, and Health and Safety, an engineering consultant, a representative from a local nongovernmental organization, etc).

The plan was developed by the CAO, with assistance from Clean Annapolis River Project, the engineering firm Hatch Mott, MacDonald, the Town's Executive Assistant, the Applied Geomatics Research Group, Birch Hill GeoSolutions, other organizations, and private individuals as referred to above.

- b. If there was a project champion, please describe how the champion's input assisted the development of the sustainable community plan. Note: A project champion is someone (such as a staff member or elected official) whose support was critical to the success of a project.

The project leader was the CAO. The CAO worked with the assistance of many agencies and individuals.

4. The Planning Approach

- a. In plain language, briefly (five to six sentences) explain how the sustainable community plan was prepared—that is, what was the approach (or methodology) that was taken to meet the community's objectives.

The plan was developed by:

- 1) pulling together what was already in place, such as membership in the Partners for Climate Protection Plan and the Town's Zero Waste program;
- 2) reviewing work that had already been done by Clean Annapolis River Project and the Centre for Geomatic Sciences on climate change, and work done by Parks Canada on standards for the restoration and rehabilitation of older buildings;
- 3) enlisting the assistance of various experts and knowledgeable people on renewable energy and holding a think tank¹;
- 4) holding an environmental conference on the subject of renewable energy and climate change²;
- 5) and holding public meetings to focus on the issues and what can be done about them³.

- b. Please describe the public consultation process that was used in developing the sustainable community plan (e.g., describe items such as how stakeholders were identified and engaged in the preparation of the plan; the visioning process that was used; any community surveying techniques that were used, and so forth).

¹ Scotia Windfields Inc., Nova Scotia Power, Clean Annapolis River Project, Centre for Geomatic Sciences, Hatch Mott MacDonald

² Living for Today and Tomorrow Conference, November 19 to 21, 2008

³ November 19 and 20, 2008

We held a renewable energy and climate change conference in November 2008 that was open to the public. Presenters included Celes Davar, a disciple of Al Gore, and representatives from NSPI, Scotia Windfields, the Applied Geomatics Research Group, and the Annapolis Digby Economic Development Agency (on the subject of biomass). Inside that conference, we scheduled two public meetings on November 19 and 20. Both public meetings were facilitated by Dalhousie graduate students from the Management Without Borders Program. They researched the questions that would frame the discussion on November 19 about the challenges we face and the second set of questions for November 20 which focused on the solutions.

5. Summary of Planning Outcomes

- a. In plain language, briefly (five to six sentences) describe the plan that was prepared from the planning exercise (i.e., was this a plan for the entire community, or a particular neighbourhood? was this the first plan of its type? does it replace and/or complement existing plans? and so forth).

This is a plan for the entire community and is the first of its type. The Town is now working on an Integrated Community Sustainability Plan which will incorporate the Municipal Planning Strategy and Land Use By-law, the Town's strategic plan, the Capital Improvement Plan, this plan, and annual budgets.

- b. What sections of your completed sustainable community plan (including any appendices or supplementary reporting documents) could be of assistance to other municipalities seeking to prepare a similar plan? Please provide page numbers of the sections (and titles of the documents, if there is more than one) you identify, and explain why/how you think these sections could be useful to other communities.

| Tab No. | Document |
|----------------|--|
| 1 | Energy audit completed by CARP |
| 2. | First Solid Waste Material Management By-law adopted June 5, 2008 |
| 3. | Proposed Renewable Energy Zoning By-law, based on City of Toronto |
| 4. | Idling Control By-law based on Jasper's |
| 5. | Procurement Policy amended to include Energy Star and buying local |
| 6. | Rain gardens research completed by University of Guelph student |
| 7. | List of properties which have or will undergo EnerGuide audit |
| 8. | Water Conservation By-law based on City of Victoria |
| 9. | By-law for the establishment of multi use plastic shopping bags |
| 10. | Policy on energy management for Town owned buildings adopted August 18, 2008 |
| 11. | Invasive Species - Recommendations drafted by CARP |
| 12. | Climate change adaptation and mitigation – research by Birch Hill |

| | |
|-----|--|
| | GeoSolutions |
| 13. | City of Kingston Ontario plan for brownfield remediation |
| 14. | Scotia Windfields proposal |
| 15. | Preliminary Geothermal Review of Town Buildings, Hatch Mott MacDonald |
| 16. | Suggestions for Promoting and Executing Short Term Energy Savings for the Annapolis Royal Legion, Management Without Borders Group, Dalhousie University |
| 17. | Wood Chip and Wood Pellet Plant Feasibility Study, CBCL Limited, September 2008 |
| 18. | Public Meeting, November 19, 2008 |
| 19. | Public Meeting, November 20, 2008 |
| 20. | Environmental Assessment of Public Works Property on Victoria Road, Paul Buxton, P.Eng. |
| 21. | Excerpt from FCM Partners for Climate Protection website |

6. Environmental, Economic and Social Benefits of the Plan

For the questions in this Section: If the answer to the question is clearly outlined in the plan itself, it is sufficient to indicate the section and page number(s) of the plan on which the information can be found.

- a. What environmental goals/objectives and targets were established in the plan?

See Report to Council (26 recommendations).

- b. What social goals/objectives and targets were established in the plan?

See Report to Council Recommendation 13, p.8.

- c. What economic goals/objectives and targets were established in the plan?

See Report to Council Recommendation 3, p. 3, Recommendations 8 & 9, p. 5, Recommendation 14, p. 8, Recommendations 17 & 18, p. 10.

- d. How does the municipality intend to reach its environmental, social, and economic goals?

By implementing each of the 26 recommendations in the Report to Council and by pursuing Milestone 2 of the Partners for Climate Protection program.

- e. What sort of financial savings (if any) will be realized for the community, as the sustainable community plan is implemented?

What the Town hopes to achieve in the near future is:

- Savings of \$438,020.00 over the next 20 years after converting street lights to LED
- Containment of energy costs through energy conservation measures (the Town Hall's energy consumption appears to be down over last year, for example)
- Lower power and electricity bills at the Fire Department

What the Town hopes to achieve in future is:

- Power rate stability through use of renewable energy

- Lower power and fuel costs for residents and businesses as we collectively switch from fossil fuels to renewable energy (the public has already begun this process)

7. Lessons Learned and Knowledge Sharing

In answering the questions in this section, please consider all aspects of the preparation of the sustainable community plan—from the initial planning through each of the essential tasks until the plan was completed.

- a. If someone in another municipality were interested in preparing a similar plan, what advice would you have for them, based on your experience with this plan?

If you haven't already done so, start by joining Partners for Climate Change so that you will get some guidance on what to do.

- b. If your municipality were planning to undertake this kind of plan again, what (if anything) would you do *differently* (based on your experience with this plan), and why?

I would enlist the assistance of our politicians to eliminate the unnecessary red tape from the Green Funds program.

- c. If your municipality were planning to undertake this kind of plan again, what (if anything) would you want to do *in the same way* (based on your experience with this plan), and why?

We would absolutely collaborate with many partners again.

- d. What barriers/challenges (if any) did your municipality encounter in undertaking this plan, and how were they overcome?

Lack of money. The biggest challenge was the Green Funds application process and reporting requirements. We could not overcome either of these challenges initially; however, when I contacted the GMF office earlier this month, I was pleasantly surprised by a welcome change in approach and reporting procedures, so thank you for that! The second biggest challenge was sifting through the mountain of organizations, websites and information out there. I went on two different energy missions, one in the UK, and the other in BC, just to try to make sense out of things. That was an expensive thing to do.

- e. Do you anticipate any changes to municipal operations, policies or programmes as a result of having prepared this plan? If so, please describe these changes.

We have developed a solid waste management by-law, an energy management policy for Town-owned buildings, changed our procurement policy to go green and to buy local, and we are recommending a multi-use plastic shopping bag by-law, a water conservation by-law, and an invasive species policy. We are also recommending that Town Council pursue regulatory reform to allow us to access wind energy from beyond Town limits.

- f. Is there anything else you have learned, or any other advice you could provide, that would help another municipality interested in preparing a similar plan, and/or addressing a similar problem?

Just do it.

- g. Aside from the final plan, has your work resulted in anything else that could be of use to another municipality (for example, a new policy for sustainable community development, a series of model by-laws, the design of a new operating practice, a public consultation manual that emerged while undertaking the plan, a measurement tool to assess progress in moving towards greater sustainability, and so forth)? If so, please describe briefly here, and include a copy of the item(s) when submitting this report, so that it can be shared with other communities.

See 5b. above.

8. Publicity and Outreach

- a. Has the sustainable community plan received any recognition, media coverage, or notable public support? If so, please describe briefly (three to four sentences).

Annapolis Royal tackles Climate Change, The Annapolis Spectator, November 27, 2008, front page

Threat to environment real. Solutions at hand, The Annapolis County Spectator, November 27, 2008, p. 3 (full page)

Small municipality with big green ideas, The Chronicle Herald, November 28, 2008, Section B5

Home looks red, but it's really green, couple turn their eco-friendly dream into reality, The Chronicle Herald, December 30, 2008

Annapolis Royal flood threat very real, The Annapolis County Spectator, January 1, 2009-01-12
The 1-2 punch: Cash-strapped Annapolis Royal now facing flooding fears, The Chronicle Herald, January 8, 2009

- b. Is there a website where more information about the plan can be found? If so, please provide the web address with links to the relevant section.

Go to www.annapolisroyal.com. There is a button on the left side of the home page called Energy Conservation Plan.

9. Next Steps

- a. How will your community be using the sustainable community plan (i.e., what happens now that the plan is finished)?

The plan will now go to Council for approval. Once the recommendations are approved, they will be integrated into the strategic plan. It is anticipated that the Town's strategic plan will continue to evolve as the environment around us evolves.

10. Planning Contacts

- a. Please provide the name and coordinates (title, full address, phone, fax and email) of someone who can be contacted for more information about the plan.

Amery Boyer, CAO
Town of Annapolis Royal
285 St George Street

Annapolis Royal NS
B0S 1A0
Tel (902) 532-3146
Fax (902) 532-7443
cao@annapolisroyal.com
www.annapolisroyal.com

- b. In the event the study contact is no longer available, please provide general contact information for the lead applicant, such as the administrative office of the municipal department that coordinated the plan or some other general contact for the municipality/lead applicant.

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11. Pictures

Please submit at least two (or more, if desired) pictures or diagrams that represent or describe the plan that was prepared. The pictures must be in jpeg or tiff format, at least 300 dpi (dots per inch), and a minimum of two inches square (larger photographs are acceptable). Each picture must be submitted as an individual electronic file (i.e., a separate file from the study completion report even if the pictures are also included within the body of the report) when the study completion report is submitted.

12. Other

A copy of the sustainable community plan must be submitted at the completion of the study, together with the Study Completion Report.

Final Plan Checklist

This checklist was designed to help recipients of the Green Municipal Fund ensure that all necessary documentation is forwarded along with the Request for Contribution.

Please submit this COMPLETED CHECKLIST along with the Final Reports.

| | | | |
|-----------------------------------|----------------|--------------------|-------------------------|
| GMF number: | 9525 | Name of Recipient: | Town of Annapolis Royal |
| Project Title: Back to the Future | | | |
| Contact Person: | Amery Boyer | | |
| Phone Number: | (902) 532-3146 | Email: | cao@annapolisroyal.com |

| Included | Required Supporting Documentation | | Reference |
|----------|-----------------------------------|---|---|
| X | 1 | A copy of the Request for Contribution on letterhead with an authorized signature. | See Schedule B of the Agreement |
| X | 2 | Evidence to support that the Conditions of Disbursement have been met as outlined by the GMF Council. | See Schedule A, Part 1 of the Agreement |
| X | 3 | A summary of expenses with copies of supporting invoices and receipts with accompanying back up documentation. Eligible invoices and receipts must be provided in the amount specified in the agreement. | See Article III (Conditions of Contribution) of the Agreement |
| X | 4 | The submission of the Final Reporting Requirements including: | |
| X | A | Submit copies of the Final Plan. | See Schedule E of the Agreement |

| Included | Required Supporting Documentation | | Reference |
|----------|-----------------------------------|--|---|
| X | B | Submit copies of the Plan Completion Report . | See Schedule E of the Agreement |
| | i) | Proof of council approval of the Final Plan | See Article III (Conditions of Contribution) of the Agreement |
| | ii) | Reports* must be dated (see note below). | See Schedule E of the Agreement |
| | iii) | Reports* must be labelled as “FINAL” (see note below). | |
| | iv) | <p>Reports* must contain the following language: (see note below).</p> <p>“© 200X, [Municipality: Insert your name here]. All Rights Reserved. The preparation of this sustainable community plan was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”</p> | See Article VII (Miscellaneous Provisions) of the Agreement |
| | v) | Forward electronic copy of the reports* (see note below). Electronic files must be in Word or in PDF format. PDF documents must be searchable PDFs. | See Schedule E of the Agreement |

Note:

* Final Plan **AND** Plan Completion Report.