



POLICY

PACE Program Policy	
Policy Number: 610-007	Supersedes Policy Number: Not Applicable
Effective Date: 2021-04-20 2022-02-15	Approved by Council Motion Number: 14-04-21 12-02-22

1.0 Purpose

The purpose of this policy is to define the operational parameters of the Town of Wolfville PACE (Property Assessed Clean Energy) Program, including identifying eligible clean-energy measures and types of properties, establishing details relating to financing, and setting the lending rate.

2.0 Scope

This policy is applicable to the Town of Wolfville’s PACE program and relates to all residential properties within the Town’s boundaries.

3.0 References

- Town of Wolfville Property Assessed Clean Energy (PACE) Bylaw Ch. 108
- Province of Nova Scotia Municipal Government Act (1998) Section 81A
- Town of Wolfville Municipal Planning Strategy: Policy 4.0.7

4.0 Definitions

4.1 “CAO” means the Chief Administrative Officer of the Municipality.

4.2 “Energy Efficiency Upgrade” means any installation that is permanently affixed to the property and which will result in any of the following:

- 4.2.1 improved energy efficiency and reduce energy use.
- 4.2.2 reduced greenhouse gas emissions.
- 4.2.3 achievement of an environmental sustainability goal of the Municipality.

4.3 “PACE Program Charge” means the property assessed clean energy improvement charge levied on a property pursuant to s.81A of the Municipal Government Act.



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- 4.4 “PACE Program Bylaw” means the bylaw that lays out core elements of the Town’s PACE Program.
- 4.5 “PACE Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades.
- 4.6 “Municipality” means the Municipality of Town of Wolfville.
- 4.7 “Participation Agreement” means the written PACE Program Participation Agreement between the owner of a Qualifying Property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

5.0 Policy

- 5.1 To qualify for participation in the PACE program, a property must meet the following criteria:
- 5.1.1 The property must be located within the boundaries of the Municipality.
 - 5.1.2 The owner of the property must not be a level of government, a business, or institution, as determined by the Municipality; and
 - 5.1.3 The owner of the property must not be in arrears on any property taxes, rates, or charges. In those instances where the owner has less than one year of ownership, the Town reserves the right to require a credit report before considering project approval.
- 5.2 To qualify for participation in the PACE program, the building on the property must:
- 5.2.1 Be an existing, low-rise residential building.
 - 5.2.2 Be either a detached, semi-detached, row house, or similar; and
 - 5.2.3 Be either occupied by its owner or, if a rental property, have no more than 4 rental units.
- 5.3 To qualify for participation in the PACE Program, a proposed Energy Efficiency Upgrade must meet the following criteria:
- 5.3.1 Strive to meet a 1:1 savings to loan ratio: the total cost of the Energy Efficiency Upgrade, program fees, and cost of borrowing should be less than or equal to the estimated energy savings over the financing period; and
 - 5.3.2 The cost of the Energy Efficiency Upgrade must have:
 - 5.3.2.1 A minimum total cost of at least \$3,000; and
 - 5.3.2.2 A maximum cost of 15% of the property’s Taxable Assessed Value or \$40,000, whichever is less.
- 5.4 Applications to the PACE program will be considered on a rolling, first-come-first-served basis.



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- 5.5 Notwithstanding sections 5.1, 5.2, 5.3 and 5.4, the CAO of the Municipality retains the right to prioritize applications to the Program for projects that involve the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- 5.6 Applications to the PACE Program are subject to approval by the CAO. The CAO may not approve an application unless the criteria set out in the PACE Program By-Law and this Policy for participation in the PACE Program are met. In addition, the CAO may take the following into account:
- 5.6.1 Whether the owner of the subject property has been in arrears on payment of any property taxes or municipal service fees within the past 2 years and the duration and extent of any such arrears.
 - 5.6.2 The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 5.6.3 Whether, in the opinion of the CAO, approving the application would, in itself or in combination with other pending or approved applications, jeopardize the goal, stability, or sustainability of the PACE Program.
- 5.7 The PACE Program Charge shall be:
- 5.7.1 Subject to an interest rate set annually by the PACE Atlantic Governance Committee.
 - 5.7.2 Payable through pre-authorized payments over a term of either 5, 10 or 15 years. The Town and customer must mutually agree to the loan term before a project is authorized by the Town to proceed; and
 - 5.7.3 Eligible to be paid in full at any time by the property owner.
- 5.8 The form of the Participation Agreement must:
- 5.8.1 Be approved by the CAO.
 - 5.8.2 Identify the type of equipment, administrative fees, financing costs, and general terms and conditions that the owner agrees to prior to the installation commencing; and
 - 5.8.3 Contain clauses that:
 - 5.8.3.1 Require the owner to obtain all necessary permits and approvals.
 - 5.8.3.2 Require the owner not to be participating in a mortgage deferral program.
 - 5.8.3.3 Require the owner to indemnify the Municipality.
 - 5.8.3.4 Enable the Town to claim any environmental credit associated with the installation.
 - 5.8.3.5 Acknowledge that the installation is the property and responsibility of the owner.
 - 5.8.3.6 Set out the amount of the PACE Program Charge, the interest rate for late payment, and the existence of the lien; and
 - 5.8.3.7 Set out any other terms that are consistent with the PACE Program



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Bylaw and this Policy and that the CAO determines are necessary.

5.9 An owner of a property participating in the PACE Program shall be eligible for a one-time grant of up to \$4000 if:

- 5.9.1 The property is located in Zone A-2 Year as defined in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw; and
- 5.9.2 The associated project includes the installation of an eligible Energy Efficiency Upgrade (see: Section 6) and the removal of an oil heating system and/or associated heating oil storage.

5.10 Eligibility for PACE Program financing is limited to:

- 5.10.1 Costs associated with Energy Efficiency Upgrades contained in section 6; and
- 5.10.2 Costs related to the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.

5.11 Council will review and update this policy:

- 5.11.1 Annually, between January 1st and March 31st of each year.
- 5.11.2 With particular attention, but not limited, to the following matters:
 - 5.11.2.1 The program budget.
 - 5.11.2.2 The minimum and maximum value of eligible project financing (Sections 5.3.2.1 and 5.3.2.2).
 - 5.11.2.3 The period during which a property owner having been in arrears on payment of their property taxes or municipal service fees should be considered by the CAO when approving applications (Section 5.6.1); and
 - 5.11.2.4 The system for determining the PACE Program Charge (Section 5.7.1).

6.0 Eligible upgrades and retrofits

6.1 Energy Efficiency Upgrades eligible for PACE Program financing are those included in the Federation of Canadian Municipality's Community Efficiency Financing Application Guide. As of March 3, 2021, those include:

Building envelope	<ul style="list-style-type: none">• air sealing• attic insulation• basement insulation• caulking• exterior wall insulation• weather stripping
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<p>Heating, ventilation, and air conditioning (HVAC)</p>	<ul style="list-style-type: none"> • air-source heat pump • attic fan • ceiling fan • duct replacement • duct sealing • evaporative cooler • furnace • geothermal heat pump • heat/energy recovery ventilator • hydronic radiant heating system • mini-split air conditioner • mini-split heat pump • programmable thermostat • ventilation fan • whole-house fan • wi-Fi thermostat
<p>Lighting</p>	<ul style="list-style-type: none"> • motion control • dimmer switch • LED lighting fixture
<p>Water heating</p>	<ul style="list-style-type: none"> • drain water heat recovery • electric heat pump storage water heater • gas storage water heater • gas tankless water heater • hot water delivery system
<p>Windows, doors and skylights</p>	<ul style="list-style-type: none"> • exterior door • exterior window shading device • skylights and tubular daylight device • exterior window • window film
<p>Solar electric</p>	<ul style="list-style-type: none"> • solar inverter • solar panel
<p>Solar thermal</p>	<ul style="list-style-type: none"> • solar pool heater • solar water heater



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- 6.2 In addition to the upgrades listed in section 6.1, PACE program financing can enable certain additional home improvements undertaken as part of an overall home energy project, subject to a cap of 30% of the total financing provided, including:
- 6.2.1 health and safety measures such as environmental remediation, electrical wiring improvements, and service upgrades that are required undertakings to permit energy improvements.
 - 6.2.2 water efficiency improvements such as low-flow fixtures.
 - 6.2.3 climate adaptation improvements such as back-flow prevention valves, sump pumps and basement waterproofing; and
 - 6.2.4 alternative energy improvement such as electric vehicle charging stations, electric thermal storage systems, and battery storage systems.

Ann Braden

February 15, 2022

CAO or Town Clerk

Date