

INTEGRATED COMMUNITY SUSTAINABILITY PLANS

Municipal Funding Agreement for Nova Scotia

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Executive Summary

The Federal Government has committed to the transfer of the equivalent portion of its gas tax revenues to municipalities. In September 2005, the Federal Government and Nova Scotia entered into a Municipal Funding Agreement (MFA), which set out the terms and conditions of the program. As a requirement for funding, municipalities are expected to prepare and submit an Integrated Community Sustainability Plan (ICSP) by 2010.

The Integrated Community Sustainability Plan recognizes the interconnected dimensions of environmental, social, cultural and economic development within a community and/or at the regional level, and focuses on integration of these considerations to achieve a community's 20 to 30 year (and beyond) vision. ICSPs aim to empower communities to address their current and future needs, embedding their infrastructure requirements within these broader strategies.

Service Nova Scotia and Municipal Relations (SNSMR) prepared this handbook to serve as a guide for Nova Scotia municipalities that will facilitate the preparation of Integrated Community Sustainability Plans. The handbook is divided into three parts:

- (1) General Background
- (2) ICSP Planning Framework
- (3) ICSP Templates

The purpose of the Guide and accompanying templates is to help municipalities prepare an ICSP that meets the municipal obligation under the Municipal Funding Agreement.

PART ONE - Municipal Funding Agreement: General Background

Introduction

The purpose of the Municipal Funding Agreement is to provide a joint framework for the delivery of funds allocated for investment in Environmentally Sustainable Municipal Infrastructure projects (ESMI). All infrastructure projects undertaken under the terms of the MFA should contribute to the federal and provincial desired outcomes of cleaner air, cleaner water and reduced greenhouse gas emissions. As part of the Agreement obligation, the federal government requires that municipalities prepare and submit an Integrated Community Sustainability Plan (ICSP) by 2009.

The agreements allow provinces and territories to use a portion of their Gas Tax Fund to develop increased local capacity, including community-based planning. The requirement to develop an ICSP is a key component of the Agreement. Given the ICSPs' broad nature, they will have applicability well beyond infrastructure, with the potential of assisting communities to determine if investments, programs and services will be strategic, sustainable, and in accordance with the stated vision and direction of the ICSP. Integrated planning requires the strategic consideration of connectivity (temporal and spatial) among landscape, planning and development actions and social well being. An integrated approach is holistic, planning focused and inherently strategic. Such an approach considers the implications of human induced change for landscape integrity and environmental and social sustainability.

The concept of the Integrated Community Sustainability Plan is to be a forward looking planning document for the community/municipality (or region/ aggregate of communities if it makes more sense). An important element of each ICSP will be a public participation component, which will serve to help guide municipalities in the development of their strategic goals for sustainability. Linked to the ICSP is a Capital Investment Plan (CIP) document. This can be part of the ICSP or a stand alone document, however, there should be a clear link between the two documents. That is, concepts outlined in the ICSP should be supported by the investments identified in the CIP and vis-versa. It is also important to understand that the ICSP is not intended to be an accountability document for current and future infrastructure investments, rather, the intention is to make the ICSP a long-term strategic planning document.

Integrated Community Sustainability Plans are meant to compliment and build upon existing community planning efforts. Municipalities with an MPS which is comprehensive or not single-issue in nature and which covers the entire municipality, can use these documents as the ICSP if it includes all of the component elements required under the terms of the MFA. Those without such an MPS are required to expand and amend their MPS to meet the requirements of the Agreement, or develop actions and strategies outside the MPS framework to deal with the issues of sustainable community planning. A municipality may also wish to allow individual unincorporated communities or districts to prepare their own documents under municipal overview

Acronyms & Definitions

CIP - Capital Investment Plan

CNSIS - Canada/Nova Scotia Infrastructure Secretariat

ICSP - Integrated Community Sustainability Plan

LUB - Land Use Bylaw

MPS - Municipal Planning Strategy

MFA - Municipal Funding Agreement

SPI - Statements of Provincial Interest

SNSMR - Service Nova Scotia and Municipal Relations

Agreement - the agreement between the Province and the Federal Government for the transfer of the federal gasoline tax.

Annual Expenditure Report - an annual report to be prepared and delivered by the Municipality to the Province.

Capacity Building - is the process of building the potential for a municipality to collaborate and form relationships with experts, professionals, and other organizations to develop skills that enable municipalities to develop and implement Integrated Community Sustainability Plans.

Capital Infrastructure Investments - the basic facilities, services, and installations needed for the functioning of the community, such as transportation systems, bridges, roads, water and wastewater systems, etc.

Eligible Projects - capital infrastructure projects and capacity building projects that meet the terms of the MFA.

Integrated Community Sustainability Plans - a long-term plan, developed in consultation with community members, that provides direction for the community to realize the sustainability goals it has for the environmental, cultural, social and economic dimensions of its identity.

Intelligent Transportation Systems (ITS) - wireless and wire-line communications-based information, control and electronics technologies that are integrated into transportation system infrastructure, and in public transit vehicles themselves. These technologies help monitor and

manage traffic flow, reduce congestion, provide alternate routes to travelers, enhance productivity, improve safety, and save time and money.

Outcome Measures - targets and indicators used to measure and evaluate the ability of a municipality to meet its ICSP goals, as well as the objectives of cleaner air, cleaner water, and reduced greenhouse gas emissions outlined in the MFA.

Sustainability - an effort to provide the best outcomes for the human and natural environments both now and into the indefinite future. Sustainability relates to the continuity of economic, social, cultural and environmental aspects of communities, as well as the non-human environment.

Sustainable Development - infrastructure development that ensures that the use of resources and the environment today does not damage prospects for use by future generations. Sustainable development is a way of planning new development such that it makes maximum use of brownfield sites, reduces urban sprawl, encourages the use of public transport, discourages the use of the private car, and minimizes the impact on air quality and the local environment.

Planning for a Sustainable Future

What is Sustainability?

In the simplest of terms, the idea of *sustainability* refers to the need to improve the human condition while caring for and protecting the natural environment. Sustainable development means different things to different people, but according to the gas tax template agreement the general definition of ICSPs is as follows:

“a long-term plan, developed in consultation with community members, that provides direction for the community to realize sustainability objectives it has for the environmental, cultural, social and economic dimensions of its identity.”

Sustainable planning examines how people, businesses and organizations can work together to improve health of both the individual and the community, and preserve the environment for future generations. By implication, the more comprehensive the sustainability plan, the more informed the management decisions and capital infrastructure investments made by communities will be.

Why Plan for Sustainability?

Planning is essential for sustained economic development, and for the protection of the environment. The typical benefits of a sustainability plan may include the following:

- (1). The development of processes for finding the appropriate balance between potentially conflicting community objectives. Planning can identify directives for the future of the community and priorities for investment.
- (2). It builds commitment among key players in the community.
- (3). It anticipates potential issues affecting communities and presents ways to deal with them.
- (4). It makes clearer connections between economic development and other activities in the community such as infrastructure projects, the environment, social programs, etc.
- (5). It addresses how the community should organize itself for economic development; what the role is of political leaders versus technical staff; and what kinds of policies are needed to realize the community's objectives.
- (6). It enables a community to move quickly when an opportunity that fits the plan presents itself.

Municipal Funding Agreement Highlights

The Municipal Funding Agreement between Nova Scotia and the Federal Government includes terms and conditions which municipalities have agreed to observe. The following section outlines some of the highlights of the Agreement, including a list of municipal obligations, key dates, and eligible projects. For further details, municipalities should consult Schedules A - H of the Canada/ Nova Scotia Agreement on the Federal Transfer of Federal Gas Tax Revenues (see link below).

http://www.infrastructure.gc.ca/communities-collectivites/agreements-ententes/gas-essence_tax/gt_can_ns_e.shtml

The Federal Government criteria set for developing integrated community sustainability plans is as follows:

- (1). Integrate economic, environmental, social and cultural sustainability objectives.
- (2). Be reasonably consistent with statements of provincial interest.
- (3). Be prepared with public participation.
- (4). Maximize the benefits of any infrastructure produced under the Agreement.

- (5). Demonstrate, where appropriate, collaboration with other municipalities to achieve sustainability objectives.

Municipal Requirements - As Per Municipal Funding Agreements

The criteria for financial expenditures associated with the Municipal Gas Tax Agreement are as follows:

- (1). Funds must result in net incremental capital spending on environmentally sustainable municipal infrastructure from April 01, 2005 to March 31, 2010.
- (2). Municipalities will submit a capital investment plan by year three.
- (3). Municipalities will develop, over the terms of the Agreement a community sustainability plan (ICSP), which is required by March 31, 2009.
- (4). Municipalities will provide access to records related to funded projects if requested.

Municipal Funding Agreement Schedule

The Municipal Funding Agreement establishes the following requirements of municipalities, with respect to the Federal Gas Tax Transfer funds:

Year One (2005-06) - Signing of the Municipal Funding Agreement, audited Financial Statements and submission of a Municipal Capital Budget.

Year Two (2006-07) Submission of a three-year capital budget and audited Annual Expenditure Report, audited Financial Statements, and full compliance with the Municipal Funding Agreement.

Year Three (2007-08) Submission of an updated three year capital budget, required Annual Expenditure Report, audited Financial Statements, and full compliance with the Municipal Funding Agreement.

Year Four (2008-09) Submission of a completed Capital Investment Plan, updated 3-year Capital Budget, audited Annual Expenditure Report, required Outcome Measures Report, and ICSP submission by May 31, 2009, in order to be eligible for 2010 funds.

Year Five (2009-10) Submission of an updated Capital Investment Plan, updated 3-year Capital Budget, required Annual Expenditure Report, audited Financial Statements.

Contribution Provisions

Canada's total contribution to Nova Scotia is as follows:

Fiscal Year	Canada's Contribution
2005 - 2006	\$ 17,419,000
2006 - 2007	\$ 17,419,000
2007 - 2008	\$ 23,225,000
2008 - 2009	\$ 29,032,000
2009 - 2010	\$ 58,064,000
	TOTAL \$145,159,000

Eligible MFA Project Categories

(A). Environmentally Sustainable Municipal Infrastructure (ESMI) projects include the following:

Rapid Transit: tangible capital assets and rolling stock (includes light rail, heavy rail additions, subways, ferries, transit stations, park and ride facilities, grade separated bus lanes and rail lines).

Transit Buses: bus rolling stock, transit bus stations.

Capital Investments: such as transit queue-jumpers and High Occupancy Vehicle (HOV) lanes.

ITS Technologies: to improve transit priority signalling, passenger and traffic information and transit operations.

Water: drinking water supply, drinking water purification and treatment systems, drinking water distribution systems, water metering systems.

Wastewater: wastewater systems including sanitary sewer systems, and separate storm water systems.

Solid Waste: Waste diversion, material recovery facilities, organic waste management, collection depots, waste disposal landfills, thermal treatment and landfill gas recuperation.

Community Energy Systems: such as co-generation or combined heat and power projects (where heat and power are produced through a single process).

District Heating and Cooling Projects: Where heat (or cooling) is distributed to more than one building.

Active Transportation Infrastructure: for example bike lanes, local roads, bridges and tunnels that enhance sustainability outcomes.

(B). Capacity Building

The capacity building category is somewhat different from the other categories of eligible projects because it does not deal with tangible assets, in the same way as infrastructure projects.

Municipalities engaged in capacity building must show in the ICSP how their capacity building activities contribute to sustainable outcomes. Capacity building is established on the following principles:

- (1). **Long-term thinking** – thinking ahead to achieve progress and become resilient to changing circumstances.
- (2). **Broadening the scope of plans** – addressing more issues in a comprehensive way by considering all four sustainability pillars (social, environmental, economic, cultural).
- (3). **Integration** – integrating plans at various levels.
- (4). **Collaboration** – working in partnership with the private sector, NGOs, First Nations and other levels of government.
- (5). **Public engagement and education** – designing processes that enhance public input into planning processes.
- (6). **Implementation** – keeping plans off the shelf and putting them into action.
- (7). **Monitoring and evaluation** – setting targets and tracking results to evaluate progress.

ICSP Capacity Building Projects Include the Following Activities:

- **Collaboration:** building partnerships and strategic alliances, participation, and consultation and outreach.
- **Knowledge:** use of new technology, research, and monitoring and evaluation.
- **Integration:** planning, policy development and implementation (e.g., environmental management systems, life cycle assessments).

- **Education and Training:** related to management, operation and maintenance of infrastructure.
- **Other education and Training:** to implement a plan if this is intended to work towards reduced greenhouse gas emissions, cleaner water or cleaner air objectives.

Provincial Protocol for Project Evaluation/Approval

The following Protocol will be used by the Canada/Nova Scotia Infrastructure Secretariat (CNSIS) in evaluation/approval of planned projects involving any non-green project proposed by a municipality for funding under the Gas Tax Agreement:

- (1). Green projects mean: water, sewer, solid waste, public transit, and energy-reduction initiatives of a capital nature.
- (2). Non-green projects include local roads, sidewalks, and any other initiative which is not 'green' and of a capital nature.
- (3). The Province will only consider the approval of a non-green projects under the MFA funding program if all environmental (green) aspects of community sustainability have been addressed by the community.
- (4). The municipality must give a rationale how the project supports community sustainability.
- (5). The project must be of a capital nature. Projects which are normal maintenance work are not eligible. A threshold for municipal local road construction and sidewalks will be established by the CNSIS to determine if the project is of a capital nature.
- (6). If the project is approved, the municipality must report measurements of output achieved from the project (ex. for roads: the # of meters or kilometers build/rebuilt/ paved, etc.) Output measurements for each asset class will be provided by the CNSIS.
- (7). The above criteria will be incorporated into the project evaluation/approval report as a checklist of the above.

Eligible Costs

Eligible costs as specified in each Municipal Funding Agreement, will be all direct costs, which are in Canada's opinion properly and reasonably incurred and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible costs may include only the following:

- (1). The capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto.
- (2). The fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures.
- (3). The costs of environmental assessments, monitoring, and follow up programs as required by the *Canadian Environmental Assessment Act*; or a Nova Scotia equivalent.
- (4). The costs related to strengthening the ability of Municipalities to develop Integrated Community Sustainability Plans.

Ineligible Costs

Costs related to the following items are ineligible costs:

- (1). Eligible Project costs incurred before April 1, 2005.
- (2). Services or works that, in the opinion of Nova Scotia, are normally provided by the Eligible recipient or a related party.
- (3). Salaries and other employment benefits of any employees of the Eligible Recipient.
- (4). An Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff.
- (5). Costs of feasibility and planning studies for individual Eligible Projects.
- (6). Taxes for which the Eligible Recipient is eligible for a tax rebate and all other costs eligible for rebates.
- (7). Costs of land or any interest therein, and related costs.
- (8). Cost of leasing of equipment by the Municipality.
- (9). Routine repair and maintenance costs.
- (10). Legal fees.
- (11). Administrative costs incurred as a result of implementing this Agreement.

Reporting

Eligible MFA recipients are required to prepare the following reports:

- (1). An integrated multi year Capital Investment Plan (CIP) and ICSP.
- (2). A capital budget including a list of proposed capital projects funded through the Gas Tax, with eligible projects identified prior to fund transfer.
- (3). Annual Expenditure Report for Gas Tax transfer expenditures for each project.
- (4). Annual Expenditure Report of actual expenditures on other capital projects.
- (5). An Outcomes Report highlighting investments made and the degrees they contributed to program objectives - cleaner air, cleaner water, reduced greenhouse gas emissions.

PART TWO - ICSP Planning Framework

Background

There are a variety of frameworks that can be used by communities to plan over the long-term. The framework outlined in this part of the guide is only a suggested approach to developing an ICSP. Municipalities may choose to use another method for the development of the ICSP, if they feel that it serves their purpose more effectively.

Breaking the ICSP into Steps

This approach uses a series of sequential steps that build upon one another.

Step One - Decide who will prepare the ICSP.

Step Two - Conduct public consultation - identify issues and develop Vision Statement.

Step Three - Prioritize issues.

Step Four - Determine goals and develop action items.

Step Five - Determine which Statements of Provincial Interest are applicable

Step Six - Identify sustainable outcomes and community benefits.

Step Seven - Identify partners and collaborations.

Step One - Establish an Organizational Structure

The preparation of an ICSP is greatly facilitated if the entire process is championed by the municipality. One means of doing this is to establish a coordinating committee. The primary function of the committee is to steer the ICSP preparation process. The role of the committee would be:

- ▶ Coordinate the planning process.
- ▶ Champion the concept of sustainability.
- ▶ Develop lines of communication with stakeholders.
- ▶ Develop knowledge and understanding to facilitate the process.
- ▶ Make recommendations to municipal council regarding adoption of an ICSP.

Committee Membership

Municipalities may wish to use members of municipal council or utilize an existing committee, such as a Planning Advisory Committee, as the primary decision making body. However, council can also choose to strike an independent committee consisting of representative stakeholders from within the community, tasked with making recommendations to council on the preparation of the ICSP.

Step Two - Identify Sustainability Issues

Public Consultation

An important step in the development of any plan, involves identifying stakeholders from the community. A strong component of public involvement will add legitimacy to the process and also helps to shore-up public support for the final plan. Although public consultation is a mandatory component of the ICSP, the level of public involvement used to prepare each plan is being up to individual municipalities to determine.

One of the main benefits that results from community consultation is first-hand information on the kinds of issues and values that are important to the community. Most importantly, public consultation provides a solid starting point from which to decide where to focus the plan, with respect to identifying the long-term goals and objectives.

The main purpose of public engagement, as it relates to the ICSP is to: (a) gain broader understanding of values that have weight in the community; in other words what should be protected, and preserved into the future, and (b) the identification of issues affecting the community, both in the immediate and long term, as they relate to the social, cultural, environmental, and economic aspects of their community.

Community Vision Statement

Municipalities are involved in the daily operation and delivery of a wide range of programs, facilities and services. Determining where to begin planning for sustainability can be challenging. One of the most accepted ways to begin, is to clearly articulate the desired future state/condition for your community in a 'Vision Statement'. The primary purpose of a visioning process should be to develop a vision statement that best articulate the desires of the citizens about the future of the community. The vision statement will help direct other sections of the plan. Visioning involves determining which aspects of the community are highly valued and what types of issues community members would like to see addressed in the future.

Visioning is an important part of the ICSP and it should be initiated at the very beginning of the planning process. Approaches to visioning can be varied, and should be tailored to the individual community and its circumstances. The results of your community's visioning will have a strong presence in the resulting planning document.

Step Three - Issues Identification and Prioritization

Once communities begin to think critically about long-term planning, a lengthy list of values and issues is usually produced. The challenge for communities is to determine which of these can be effectively addressed in a long-term, integrated plan that sets a strategic course for the future of the community.

Sort Information into Categories

The recommended approach to addressing long-term community planning, is to group issues and values into categories that match the four pillars of sustainability, i.e., environmental economic, social and economic sustainability.

With respect to the environmental category, there are several emerging issues that communities across the province may want to address in the ICSP. These include: long-term energy planning; solid waste management; adaptation related to climate change; and biodiversity and wildlife habitat preservation as it relates to community development and the management of local natural resources. However, these are by no means the only environmental topic areas that municipalities may want to address in their ICSP.

Issues included in the social, cultural and economic groupings are fewer in number, nonetheless municipalities should attempt, wherever possible to include these in the ICSP. For example, accessibility is an area of initiative in many municipalities. In general, areas of municipal responsibility are inherently broad, and may include, but are not limited to, the following:

Potential Topic Areas for Environmental Sustainability

1. Municipal energy use
2. Sewage treatment
3. Storm water management and control
4. Solid waste management
5. Drinking water supplies
6. Municipal road/transit infrastructure
7. Protection of biodiversity
8. Storm surge & flood risk areas

Potential Topics areas for Economic, Cultural & Social Sustainability

1. Economic development
2. Tourism
3. Centers, downtown districts, commercial/industrial districts
4. Affordable housing
5. Public safety
6. Municipal road/transit infrastructure
7. Institutional buildings

8. Festivals and events
9. Heritage Buildings
10. Recreation - parks, arenas, playgrounds, sports facilities, etc.
11. Emergency measures - facilities and equipment
12. Protective services - police buildings, and equipment

Prioritize Issues

Prioritization involves identifying what will be addressed in the final plan. The criteria for determining which issues should take priority over others, is up to municipalities and will be based on several factors, such as which are of the most immediate importance to the long-term viability of the community, or which issues can be addressed through the most practical and achievable actions. Prioritizing the list of issues/values helps municipalities to determine what actions should be put into place and the order in which they will be implemented.

Step Four - Determine Goals and Develop Actions

Once issues have been identified and prioritized, the community can begin the process of determining how to prepare the plan.

Setting Goals

Goals outline the means by which a community will reach its vision. Goals can be seen as the pathway by which a community reaches its objectives for achieving a sustainable future. Goals are compiled from information gathered in the previous steps, and communities can use the vision statement and list of prioritized issues/values, to help them identify a list of potential goals. Goals should be clear and easily understood, however they should also be specific, and include statements of the action needed to implement the plan.

Actions/Strategies

Actions/strategies describe the range of specific activities that will be undertaken by the community in order to meet sustainable planning objectives. Actions/strategies are usually very precise, and outline in detail the kinds of tasks, policies, targets, etc., that are necessary to implement the plan. Actions can be organized and compiled into an 'Action Plan' which is used to outline the respective tasks, commitments and responsibilities assigned to the various people and partners involved in implementing the plan. The list of actions and/or /strategies will vary between communities and depends on the kinds of issues that will be addressed in the final plan.

The following examples demonstrate the relationship between issues, goals and actions/strategies, as they apply to preparing a community sustainability plan.

Example

- Issue:* Land use and other activities within the watershed that may cause water quality problems and affect the long-term integrity of public drinking water supply.
- Goal:* Protect the municipal drinking water supply and other local water sources from degradation caused by land uses activities in the watershed.
- Actions:* Map the watershed and identify all activities in the watershed; prepare a source water protection plan for the drinking water supply; develop comprehensive water monitoring program with citizens living in the watershed; encourage water conservation and water reuse through education.

Example

- Issue:* Urban expansion into rural parts of the municipality and related servicing problems.
- Goals:* Reduce unplanned sprawl, identify future serviced areas, more efficient public transit routes, clearly delineate future serviced and unserved areas.
- Actions:* Prepare a map showing serviced and unserved areas, location and size of water and sewer pipes, areas with servicing problems. Prepare a urban/rural growth strategy for the next ten years. Develop appropriate land use planning and subdivision regulations to encourage cluster-type development and discourage sprawl.

Example

- Issue:* Reducing municipal energy expenditures.
- Goals:* Encourage energy conservation and the use of alternative fuels.
- Actions:* Develop a Municipal Energy Reduction Strategy aimed at lowering energy demand and using alternative/ renewable energy sources wherever possible throughout the municipality.

Example

- Issue:* Decline in the local economy /retaining skilled work force/out-migration.
- Goals:* Make the community attractive to new business; retain a skilled work force; attract young professional couples to the community; develop a strategy to attract alternative energy industries.
- Actions:* Inventory and evaluate the condition of municipal services and infrastructure to determine upgrades and new infrastructure investments required in the business district; develop community marketing plans for retail and commercial businesses; develop a plan for visitor attraction; develop a web site dedicated to promoting local business and attracting new business.

The following table provides further examples of the kinds of issues, goals and actions that might be addressed within a plan for sustainability.

Issue	Goal	Action/Strategy
Environmental		
Energy planning (conservation and greenhouse gas reduction).	Encourage energy conservation; annual reduction in municipal energy expenditures.	Conduct municipal energy audit; retrofit older buildings for energy efficiency; develop staff awareness program and community awareness program; investigate feasibility of alternative energy sources in mun. buildings.
Climate change adaptation.	Identify potential impacts from sea-level rise.	Conduct storm surge/sea level rise risk assessment and coastal zone mapping/modeling.
Health promotion through community design.	Promote a healthy living environment; new development that is accessible to all people.	Carry out active transportation study for new walking and biking opportunities; develop a community open/green space strategy; prepare a pesticide reduction plan.
Water quality in municipal water system.	Full compliance with provincial standards.	Meet or exceed provincial standards for municipal water supply quality.
Solid waste management.	Reduction in volume of waste produced.	Prepare a solid waste disposal strategy; develop recycling and composting program; public awareness (reduction, recycle, reuse).
Agricultural land planning and management.	Protect agricultural land from development, erosion and flooding.	Carry out inventory of agricultural land. Conduct risk assessment of threats to land. Develop strategy for managing risk and protecting land, if appropriate.
Municipal water supply watersheds, including aquifers feeding individual wells.	Develop a source water protection plan; protect natural watercourses.	Do inventory and risk assessment for any within land area, whichever municipality they serve; collaborate with any other municipalities involved in water supply; develop strategy for protection, if appropriate; develop stream rehabilitation program
Preservation of biodiversity and wildlife habitat.	Protect critical wildlife ecosystems.	Do inventory and risk assessment for wetlands including salt marshes and for dunes; develop strategy for protection, if appropriate; map ecologically sensitive areas; develop an environmental awareness plan for the community.
Sustainable infrastructure.	Utilize existing serviced land before extending services. Encourage a mix of land uses and building types within the community.	Indicate by map: <ul style="list-style-type: none"> • Areas serviced; • Areas with servicing problems; • Areas slated for servicing; • Areas that will not be serviced. Review alternative servicing measures for applicability. Investigate feasibility of LEED approach to community planning; develop energy efficiency standards for municipal buildings.
Flood risk areas.	Identify and protect floodplain areas.	Map areas. Assess risk using precipitation records as well as climate change model predictions. Develop strategy for protection, if appropriate.

Issue	Goal	Action
Social, Cultural and Economic		
Making services and facilities accessible.	Encourage a mix of land uses and building types; design new facilities and improve existing facilities to be accessible to all segments of the population.	Do inventory and assess municipal and other buildings open to the public. Develop strategy for making municipal buildings accessible, if appropriate. Awareness program for other public buildings.
Heritage conservation in the built environment.	promote the retention and enhancement of heritage buildings and streetscapes.	Verify that have Heritage Advisory Committee and have reviewed buildings list for possible heritage property designations.
Economic development.	Encourage a broad range of economic activity within the community; support a strong central commercial district.	Verify that has economic development strategy through Regional Development Authority.
Affordable housing provision.	Support a variety of housing types including affordable housing.	Review housing needs. Develop strategy for provision in MPS, if appropriate.
Open, green and public spaces.	Maintain and protect a variety of public open spaces for current and future generations	Inventory and map existing open spaces, identify potential new open spaces, and prepare a s long term strategy to enhance, link and expand public green and open spaces.

Step Five - Consistency with Statements of Provincial Interest

The MFA specifies that all community sustainability plans must be reasonably consistent with the five Statements of Provincial Interest (Section 5.1 of the Government Act). The statements outline policies that protect the provincial interest in the following areas:

Statements of Provincial Interest

1. Drinking Water Supplies
2. Flood Risk Areas
3. Agricultural Land
4. Infrastructure
5. Housing

Each municipality is responsible for determining if any of the statements are applicable to their plan, and that no conflicts exist with any of the statements.

Step Six - Identify Sustainable Outcomes

Integrated community sustainability plans must contribute to long-term sustainable outcomes. Consequently, the ICSP should link its goals and actions as well as any capital infrastructure investments, to the sustainable outcomes of: (1) cleaner air, (2) cleaner water, and (3) reduced greenhouse gas emissions. In addition the plan should endeavor to produce tangible long-term environmental, economic, social and cultural benefits to the community.

Example

<i>Issue:</i>	Safe drinking water - potential contamination of source water supply.
<i>Goal:</i>	Protect the long-term integrity of the public drinking water supply.
<i>Outcomes:</i>	Clean and safe drinking water; mitigation and elimination of major sources of risk; elimination of boil water advisories; improved long-term community health.
<i>Action Plan:</i>	Prepare a comprehensive Source Water Protection Plan. Undertake necessary water treatment facility upgrades. Evaluate and identify potential distribution system upgrades; Ensure adequate operator training; develop public awareness and education program.
<i>Eligible Projects:</i>	<ol style="list-style-type: none">1. New water filtration plant2. Distribution system upgrades3. Capacity Building - assistance with watershed management plan.

Step Seven - Partners and Collaborations

Partnerships can improve the effectiveness of the plan by bringing together people with different perspectives and expertise. This often leads to greater efficiency through the integration of services. In addition, many issues are regional in nature, and may extend beyond the borders of communities. In those cases where municipalities are working together in a regional approach to sustainability, the communities involved must describe the nature and details of their collaborations and partnerships. Many such partnerships involve a substantial degree of formality, commitment and coordinated use of resources, and in many cases also include shared authority and responsibility. In addition, the joint investment of resources (e.g., time, work, funding, material, expertise, information), and mutual benefits should also be detailed in the plan.

PART THREE - Using The ICSP Templates

Preparing an ICSP - What Is Involved?

There is not a standard ‘one-size-fits-all’ process that applies to the preparation of an ICSP. This is because the Municipal Funding Agreement provides a general working framework for ICSP’s, but does not detail their content, nor prescribe the form of such documents. An ICSP can take various forms, and is not intended to replace existing municipal planning documents. Rather, the ICSP should consolidate and extend existing planning frameworks and integrate them with sustainability objectives, in order to strengthen the community’s overall approach to managing local affairs.

A Flexible Approach

The province of Nova Scotia does not intend this guide or the accompanying ICSP templates to constrain municipalities that would like to use the ICSP process to prepare a formal Municipal Planning Strategy and Land Use Bylaw (developed using sustainable planning principles). In addition, municipalities with a single issue MPS can use the ICSP process to expand their existing plans to address a broader range of issues, including sustainable development as it applies to the community. Municipalities that are interested in using the ICSP process to develop a MPS and LUB can contact SNSMR for assistance and support. The templates included in this guide are designed to provide flexibility to municipalities, by taking into consideration the previous planning efforts made by municipalities. Municipalities can also use other sustainable planning frameworks to prepare their plan as long as the information that is relevant to the MFA for Nova Scotia can be extracted and included in the appropriate template.

What is Required in your Template?

- (1). A summary of public participation process.
- (2). A community ‘Vision Statement’.
- (3). Description of sustainability issues and topics for the community .
- (4). A summary of then community’s goals for a sustainability.
- (5). Description of actions and/or strategies.
- (6). Summary of infrastructure investments.
- (7). Description of sustainable outcomes and other community benefits.
- (8). Summary of partnerships and collaborations.
- (9). Demonstrated consistency with ‘Statements of Provincial Interest’.

The Purpose of the Template

- (1). A guide that leads you through the process of preparing the plan.
- (2). It enables you to identify gaps and missing information .
- (3). It ensures that your document conforms to all GTA requirements.

Template #1 - Municipalities with Comprehensive Planning Documents

Existing MPS - captures and meets ICSP requirements - MPS is the ICSP

If a Municipal Planning Strategy is already comprehensive in content, for example, it contains policies for sustainable growth, protects resource lands, encourages economic opportunities and meets the Municipal Funding Agreement sustainability outcome requirements, a stand-alone ICSP is not compulsory. However, at a bare minimum, there must be demonstrated evidence that an ICSP that uses the MPS as its foundation is one that has an integrated approach toward achieving sustainability, as well as meeting the outcomes required under the terms and conditions of the Agreement. Consequently, a municipality with a comprehensive MPS that meets the ICSP criteria, must show: (a) how it meets the sustainable outcomes (i.e., cleaner air, water, etc.) required in the Agreement, and (b) how it maximizes the benefits of the infrastructure constructed under the Agreement. In some cases a comprehensive MPS, may require amendments, in order to fully comply with the terms of the MFA.

As a general rule, an existing MPS that meets the requirement for the ICSP should have been written within the past five years, although some exceptions may exist. Older planning documents are acceptable, if their content and the issues they address are still relevant to the community. Municipalities with a comprehensive Municipal Planning Strategy are encouraged to use the tables and checklists in the attached ICSP guide to determine if the plan meets the ICSP requirement.

How the template works:

- Allows for information to be extracted from the MPS, where appropriate.
- Requires a description of *future policy additions or amendments* that may be required to the MPS, in order to meet all sustainability goals.

Template #2 - Municipalities with Single Issue Planning Documents

Update/amend MPS - requires work - expanded MPS becomes the ICSP

Municipalities with a planning strategy that deals specifically with a single issues, for example the protection of agricultural land, can also use their Municipal Planning Strategy as the basis for the ICSP. Municipalities that choose this route will have to expanded and amended the MPS in order to meet the full requirements of the Agreement.

The other option for municipalities in this position, is to prepare a stand-alone ICSP by using Template #3.

Municipalities that want to expand and amend their MPS to develop the ICSP, can use sources of information obtained from previous community consultations, if it is up-to-date and applicable to sustainable development. Reports and other sources of publically derived information related to future visioning, infrastructure spending priorities, sustainable development, economic prosperity, community growth, transportation, etc., can be integrated into the ICSP if they are available. Information that can be integrated into the ICSP includes, but is not limited to:

- sustainable development reports/plans
- environmental studies, reports and scans
- analysis of council meeting minutes relating to specific planning/sustainability issues
- public consultations - individual, group and community
- strategic planning documents
- public focus group outcome reports
- community-wide questionnaires/surveys
- public workshop events related to community planning objectives

How the template works:

- Description of **community consultation** process and summary of sustainability **issues/topics** discussed.
- Information on *how* the existing MPS *has been and will be expanded and amended* to address sustainability in an integrated way.

Templates #3 - Municipalities Without Formal Planning Documents

Stand-Alone ICSP document - i.e., develop ICSP outside of MPS or have no MPS.

Municipalities that do not plan to expand or amend their Municipal Planning Strategy to meet the ICSP requirement, and those without a formal MPS, will have to prepare a stand-alone ICSP. A Stand-Alone ICSP can be developed using the planning process described in Part Two of the Guide, or by using another methodology, as long as the planning process includes all of the components required in the template. Communities that prepare a Stand-Alone ICSP can use information from their MPS as part of the ICSP, as well as other sources of community information, if it is up-to-date in content and context.

How the template works:

- Requires information on community consultation process and topics discussed.
- Community Vision Statement.
- Prioritized list of issues associated with sustainability.
- Description of community goals.
- Description of benefits to the community from infrastructure investments.
- Partnerships & Collaborations.
- Consistency with Statements of Provincial Interest

In conclusion

Acceptable ICSP documents include:

- (1). An existing comprehensive MPS that clearly demonstrates that it meets the full Gas Tax Agreement ICSP criteria (Template #1).
- (2). An existing Single -Issue MPS, expanded and amended, to meet the Agreement criteria (Template #2).
- (3). A stand-alone ICSP (Template #3).

ICSP Report Template #1

For Municipalities with a Comprehensive Municipal Planning Strategy and Land Use Bylaw

- ★ This template is for use by municipalities with existing planning documents that are comprehensive in content and qualify as the ICSP, without major revisions or additions.
- ★ The template is mandatory and must be completed in order to show how existing planning documents provide the level of information required in the Municipal Funding Agreement (MFA).
- ★ The purpose of the template is to provide a format for recording and summarizing material within existing plans, that is relevant to the ICSP.
- ★ The template is organized into sections, each of which requires information that can be extracted directly from existing planning reports, as it relates to sustainability.

1. Introduction

Use the introduction to provide a brief background on your municipal planning strategy and the purpose it serves. The introductory section can be fairly brief, but should include the following:

- A description of how sustainability principles are integrated into the overall MPS.
- When the original planning documents were prepared.
- A short description on how and why it was initially developed.
- Any recent updates or significant policy changes/additions related to sustainability.

2. Community Consultations

Consultation with the community is a mandatory part of the ICSP. Make use of the following section to provide information on how your municipality consulted with the public on issues related to sustainability.

- Summarize the nature of the community consultation involved in preparing the original MPS.
- If there have been recent consultations with the community, conducted after the initial consultations associated with preparing the MPS, provide a short summary of the topics discussed.

Vision Statement

- Provide a copy of the Vision Statement for your community

3. Sustainability Principles

The Municipal Funding Agreement indicates that the ICSP must take into consideration, the four pillars of sustainability (environmental, economic, social, and cultural). Use this section to show how the original MPS and any subsequent amendments to planning documents take sustainability principles into account.

- Outline where applicable, how the MPS integrates: (1). environmental sustainability, (2). economic sustainability, (3). Social sustainability, and (4). cultural sustainability into broader community planning objectives.
- Wherever possible, list and describe the long-term sustainable planning goals, found within the MPS.
- Outline in detail which policies and provisions within the planning documents address long-term sustainable outcomes.

- List and describe any future actions in the MPS that are associated with sustainable outcomes.

4. Eligible Projects

Use the following section to list and describe the capital infrastructure projects that have been selected by your municipality as part of the ICSP.

- Itemize and provide a short description for all of your MFA projects.

5. Contributions to Sustainable Outcomes

The primary purpose of the Agreement is to encourage municipalities to make planning decisions related to infrastructure investments that will contribute to sustainable outcomes. Use this section to describe in as much detail as possible (either directly or indirectly) how:

- (a). existing policies and provisions in the MPS, and (b). infrastructure developed under the MFA, contribute to the outcomes of:
 1. Cleaner Air
 2. Cleaner Water
 3. Reduced Greenhouse Gas Emissions

This information can be summarized in writing or recorded in table format.

Table 1 - Summary of Project Benefits to the Community

Infrastructure Project	Benefits to the Community
<i>Sewer main upgrades</i>	<ol style="list-style-type: none"> 1. <i>Cleaner water - new pipes will prevent contamination of local groundwater</i> 2. <i>Additional residential hook-ups; reduction in homes using on-site services (septic systems)</i> 3. <i>Reduced long-term maintenance - cost savings passed on to community.</i>

6. Collaborations & Partnerships

Collaborations and/or partnerships involving joint policies, shared infrastructure or capacity building projects, developed through the MFA, must be described in the ICSP. Where applicable, use the following section to:

- Provide information on the nature of your collaborations, partnerships, or any other kinds of arrangements (e.g., time, work, funding, material, expertise, information) that were developed through the MFA.

- This information can also be recorded in a table (see below).

Table 2 - Summary of Partnerships & Collaborations

Gas Tax Agreement Project	Collaboration & Partners		Cost Sharing		Description of Partnership
	Y	N	Y	N	

7. MPS Amendments & Additions

- If applicable, fully describe and provide details on any proposed amendments or additions to the existing MPS and LUB, required to implement the ICSP.

8. ICSP Report Submission Checklist

- ✓ Have you provided information on the consultation process used to prepare the ICSP; did you provide information on any additional community discussions involving sustainability principles?
- ✓ Did you include a copy of the Vision Statement for your community?
- ✓ Have you provided detailed information about how the MPS addresses sustainability principles?
- ✓ Have you listed and described all of your infrastructure and/or capacity building projects?
- ✓ Have you described how your eligible projects will provide additional benefits to the community?
- ✓ Have you fully described any collaborations or partnerships associated with the delivery of sustainability objectives?
- ✓ Are all of the actions and measures described in the plan consistent with the statements of provincial interest?

ICSP Report Template #2

For Municipalities With a Single Issue MPS

- ★ This template is can be used by municipalities that wish to use an existing single-issue Municipal Planning Strategy (MPS) as the basis for their final ICSP submission.
- ★ The template is mandatory and must be completed in order to show how the original single-issue MPS will be modified, expanded and amended, in order to meet the ICSP criteria required under the Municipal Funding Agreement (MFA).
- ★ The template is organized into sections and provides a framework for recording information derived from existing community sources, in addition to outlining what additional information is necessary for the ICSP submission.

1. Introduction

Use the introduction to provide background on your municipal planning strategy and the purpose it serves. The introductory section can be fairly brief, but should include the following:

- A description of any sustainability principles that are part of the original MPS.
- When the original planning documents were prepared.
- A short description on what issue(s) it addresses and why it was initially developed.

2. Community Consultations

Consultation with the community is a mandatory part of the ICSP. In the following section provide information on how your municipality consulted with the public on issues related to sustainability.

- Summarize the nature of the community consultation involved in preparing the original MPS.
- If applicable, describe recent community consultations related to sustainable development that have taken place in the past five years.
- List and describe any reports, surveys or other documents prepared by the municipality that are related to sustainable development issues and were used to prepare the ICSP.

Vision Statement

- Provide a copy of the Vision Statement for your community

3. Sustainability Issues

The Municipal Funding Agreement indicates that the ICSP must take the four pillars of sustainability (environmental, economic, social, and cultural) into consideration when making planning and infrastructure investment decisions. Use this section to briefly describe how the existing single-issue MPS will be modified to address sustainability.

- List and describe the kinds of sustainable development issues/topics that will be addressed through amendments to your Municipal Planning Strategy.

- Describe, where applicable which areas of sustainability will be addressed in the amended MPS, and provide a summary of how they will be integrated into your broader long-term planning objectives.
 1. Environmental sustainability
 2. Economic sustainability
 3. Social sustainability
 4. Cultural sustainability

4. Sustainable Development Goals & Actions

Use the following section to describe how your existing single-issue MPS will be expanded in order to address the sustainable development goals that have been identified for your municipality.

- List and describe the range of sustainable development goals that will be addressed in your municipality’s amended MPS.
- Summarize the kinds of actions that will be undertaken by the municipality to forward your sustainability goals.

5. MPS Amendments

Modifying your existing single-issue MPS to form an ICSP that takes sustainable development into consideration, will involve amendments to the original MPS. Use this section of the report to summarize these amendments.

- Provide a short description on how the existing single-issue MPS will be amended (policies, provisions, bylaws, etc) to create an ICSP that addresses sustainability.
- Create a table that summarizes your amendments to the original MPS (optional).

Table 1 - Proposed MPS Amendments

Description of Proposed Planning Document Amendments	Municipal Sustainability Objective
<p><i>example:</i></p> <p><i>Policy changes to the MPS to address transportation issues affecting the municipality.</i></p>	<p><i>More efficient public transit network; increased access for seniors reduction in greenhouse gas emissions.</i></p>

All of the actions and/or provisions contained within the final ICSP report must also be consistent with the Statements of provincial Interest. This criteria also applies to all amendments to planning documents associated with the development of the ICSP.

- Demonstrate (where applicable to your ICSP) that amendments to the original MPS are consistent with the statements of provincial interest.
- Create a table to summarize this information (optional).

Table 2 - Consistency with Statements of Provincial Interest.

Statement of Provincial Interest	Applicability to proposed ICSP Actions/MPS Amendments
Agricultural Lands	
Drinking Water Supply	
Flood Risk	
Infrastructure	
Housing	

6. Eligible Projects

Use the following section to list and describe the capital infrastructure projects that have been selected by your municipality as part of the ICSP.

- Itemize and provide a short description for all of your MFA projects.

7. Community Benefits

The MFA criteria stipulates that infrastructure projects must provide a range of benefits to your municipality, which are also linked to broader sustainable outcomes (cleaner air, cleaner water, reduced greenhouse gas emissions).

- For each project, briefly explain how it will contribute to the sustainable outcomes outlined in the MFA. that will benefit your municipality.
- For each project, briefly explain how it provides additional benefits to your municipality (i.e., enhanced economic opportunities, reduced reliance on automobiles, etc).
- Create a table to summarize this information (optional).

Table 3 - Summary of Project Benefits to the Community

Infrastructure Project	Benefits to the Community
<i>Sewer main upgrades</i>	<i>1. Cleaner water - new pipes will prevent contamination of local groundwater</i> <i>2. Additional residential hook-ups; reduction in homes using on-site services (septic systems)</i> <i>3. Reduced long-term maintenance - cost savings passed on to community.</i>

8. Partnerships and Collaborations

Municipalities are encouraged to use the ICSP process to develop partnerships and collaborations with other agencies and municipalities in order to enhance mutual sustainable development goals. Use the following section of the report to summarize any partnerships and/or collaborations that have resulted from the development of your ICSP.

- Where applicable, list and describe your partnerships and collaborations with outside agencies or adjacent municipalities, with respect to infrastructure projects or the ICSP in general.
- Create a table to summarize this information (optional).

Table 4 - Summary of Partnerships and Collaborations

Proposed Project	Collaboration & Partners		Cost Sharing		Description of Partnership
	Y	N	Y	N	
1.					
2.					
3.					

ICSP Report Submission Checklist

- ✓ Have you provided all the required information on the consultation process used to prepare the ICSP; did you provide information on any additional community discussions involving sustainability principles?
- ✓ Did you include a copy of the Vision Statement for your community?
- ✓ Have you provided detailed information about how the amended MPS will address sustainability principles?
- ✓ Have you provided information on the types of sustainability issues or topics that the amended MPS will address; did you set goals for achieving sustainability?
- ✓ Have you listed and described all of your infrastructure and/or capacity building projects and their expected outcomes?
- ✓ Have you described how your eligible projects will provide additional benefits to the community?
- ✓ Have you fully described any collaborations or partnerships associated with the delivery of sustainability objectives?
- ✓ Are all of the actions and measures described in the plan consistent with the statements of provincial interest?

ICSP Report Template #3

For Municipalities preparing A Stand-Alone ICSP

- ★ This template is can be used by municipalities that wish to prepare a stand-alone ICSP.
- ★ The template is mandatory and must be completed in order to show the ICSP fulfils the Municipal Funding Agreement (MFA) criteria.
- ★ The template is organized into sections and provides a framework for recording information that is necessary for the ICSP submission.
- ★ Municipalities that prepare a stand-alone ICSP are required to submit a report based the instructions outlined in this template, as the ICSP submission.

Introduction

Use the introduction to provide a brief background on the purpose of your ICSP. The introductory section can be fairly short, but should include the following:

- General background information about your municipality - size, population, major land uses and industries, demographics, etc.
- Reference to any sources of municipal/community background materials used to provide information used in the ICSP.
- Key areas of sustainability to be addressed in the ICSP.

1. (A) Existing Information

If your municipality is preparing the ICSP with information sources that were derived from previous municipal processes, use this section to describe the kinds of information that will be used and summarize the information that is relevant to the ICSP.

- Explain where the information was obtained and describe what component of the ICSP requirement it fulfills. For example if you plan to extract information from your MPS, describe the specific policies or sections, and summarize how they relate to your long-term goals for sustainability. If you are using information from other kinds of reports or from stakeholder consultation, describe what how it fits into your ICSP.

(B). ICSP - Public Input Process

If you are preparing the ICSP without pre-existing sources of community information, you must consult with the public to determine what kinds of issues will be addressed in the ICSP. Use this section to describe the process that your municipality developed to consult with your community and the kinds of topics that were covered during the consultation process.

- Provide a short description of the community consultations that your municipality held in order to derive community information for the ICSP.

- Create a table to summarize the information (optional).

Table 2 - Community Consultation

Method of Consultation	Issues/Topics Raised	Date
<i>example: survey</i>	<i>public transit needs; unserviced lots; illegal dumping</i>	<i>December 2005</i>

(C). Vision Statement

- Provide a copy of the Vision Statement for your community

2. Sustainable Planning Issues and Topics

The Federal Transfer Agreement indicates that the ICSP must take the four pillars of sustainability (environmental, economic, social, and cultural) into consideration when making planning and infrastructure investment decisions. Use this section to explain how your ICSP will address key sustainability issues.

- List and describe the issues/topics that your municipality will address through sustainable planning initiatives.
- Indicate and describe how the issues/topics are related to:
 1. Environmental sustainability
 2. Economic sustainability
 3. Social sustainability
 4. Cultural sustainability

3. Sustainable Development Goals and Actions

Use the following section to describe your municipality's sustainable development goals.

- List and describe the goals your municipality have set for achieving sustainability for the issues and topics outlined in section two.

- Create a table to summarize the information (optional).

Table 3 - Municipal Sustainable Development Goals

Municipal Sustainability Issue/Topic	Goal(s)
<i>example:</i> <i>boil water advisories during the summer months</i>	<ol style="list-style-type: none"> 1. <i>Minimize sources of bacterial contamination</i> 2. <i>Upgrade water treatment facility</i> 3. <i>Improve water monitoring program</i>

- List and describe the range of actions that will be undertaken by the municipality in order to address these goals.
- Create a table to summarize the information (optional).

Table 4 - Summary of Goals and Actions

Goal for Achieving Sustainability	Proposed Action(s)
<i>example: minimize sources of bacterial contamination in the water supply</i>	<ol style="list-style-type: none"> 1. <i>Work with lakefront cottage owners to maintain septic systems</i> 2. <i>Identify critical treatment facility upgrades</i> 3. <i>Train staff in water monitoring</i>

4. Eligible Projects

Use the following section to list and describe the capital infrastructure projects that have been selected by your municipality as part of the ICSP.

- Itemize and provide a short description for all of your MFA projects.

5. Community Benefits

The MFA criteria stipulates that infrastructure projects must provide a range of benefits to your municipality. In addition, your infrastructure projects should also be linked to broader sustainable outcomes (cleaner air, cleaner water, reduced greenhouse gas emissions).

- For each project, briefly explain how it will contribute to the sustainable outcomes outlined in the MFA that will benefit your municipality.
- For each project, briefly explain how it provides additional benefits to your municipality (i.e., enhanced economic opportunities, reduced reliance on automobiles, etc).
- Create a table to summarize this information (optional).

Table 5 - Summary of Project Benefits to the Community

Infrastructure Project	Benefits to the Community
<i>Sewer main upgrades</i>	<ol style="list-style-type: none"> <i>1. Cleaner water - new pipes will prevent contamination of local groundwater</i> <i>2. Additional residential hook-ups; reduction in homes using on-site services (septic systems)</i> <i>3. Reduced long-term maintenance - cost savings passed on to community.</i>

6. Partnerships and Collaborations

Municipalities are encouraged to use the ICSP process to develop partnerships and collaborations with other agencies and municipalities in order to enhance mutual sustainable development goals. Use the following section of the report to summarize any partnerships and/or collaborations that have resulted from the development of your ICSP.

- Where applicable, list and describe your partnerships and collaborations with outside agencies or adjacent municipalities, with respect to infrastructure projects or the ICSP in general.
- Create a table to summarize this information (optional).

Table 6 - Summary of Partnerships and Collaborations

Proposed Project	Collaboration & Partners		Cost Sharing		Description of Partnership
	Y	N	Y	N	
1.					
2.					
3.					

7. Statements of Provincial Interest

All of the actions and/or provisions contained within the final ICSP report must also be consistent with the Statements of provincial Interest.

- Have you checked to ensure if any of the actions or strategies employed within the ICSP to further your municipality’s sustainable development agenda, are in potential conflict with the statements of provincial interest?

8. Stand Alone ICSP Report Submission Checklist

- ✓ Have you provided all the required information on the consultation process used to prepare the ICSP; did you provide information on any additional community discussions involving sustainability principles?
- ✓ Did you include a copy of the Vision Statement for your community?
- ✓ Have you provided detailed information on the types of sustainable development issues and/or topics that will be addressed in the final plan?
- ✓ Have you listed and described your goals for achieving sustainability in the future; have you summarized the actions to be undertaken to address the issues?
- ✓ Have you listed and described all of your infrastructure and/or capacity building projects and their expected outcomes?

- ✓ Have you described how your eligible projects will provide additional benefits to the community?
- ✓ Have you fully described any collaborations or partnerships associated with the delivery of sustainability objectives?
- ✓ Are all of the actions and measures described in the plan consistent with the statements of provincial interest?