

Local Leadership for Climate Adaptation Climate-Ready Plans and Processes Application form

October 2024

Before you begin

The Green Municipal Fund (GMF) uses this form to collect essential information on your proposed project. Your responses will help us determine whether your project is a good fit to receive funding from Climate-Ready Plans and Processes (CRPP) within the Local Leadership for Climate Adaptation (LLCA) initiative.

This form has six parts:

- Part A: Applicant information
- Part B: Climate-Ready Communities Assessment Tool
- Part C: Collaboration
- Part D: Project information
- Part E: Engagement strategy
- Part F: Declaration and signature

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before proceeding, please make sure that you are following the instructions in the Climate-Ready Plans and Processes Application Guide to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

When submitting your application form and supporting documents through the [FCM Funding Portal](#), please make sure you are uploading supported files as specified in the application guide. Please refer to the [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Consultants may assist in preparing submissions, but consultants cannot submit applications. Only the lead applicant can submit the application.

Part A: Applicant information

How did you hear about municipal funding from FCM?

Professional network

FCM event or conference, or FCM-produced resource :

Participating organizations

Please include details on participating organizations in the table below. Note: You must use the full legal name of the organization(s).

Organization name	Organization role
The Corporation of the City of Kawartha Lakes	Lead Applicant
Add Row	Remove Row

The following two questions apply to the lead applicant

Which of the following community types describes the lead applicant?

- Indigenous community Northern community
 Remote community Rural community
 None of the above

How many people are employed at the lead applicant?

- Less than 5 6-10 11-20 21-50 51-100 101-500 More than 500

The following question applies to the lead municipality

What is the population of the lead municipality?

- ≤10,000 10,001–50,000 50,001–100,000 100,001–500,000 >500,000

Project contacts

Please include project contacts in the table below. Note: Indicate the legal name of your organization (lead applicant). If your organization is not a municipal government, your proposed project must be undertaken in partnership with a municipal government (lead municipality). Please provide the contact information for the municipalities or organizations you are partnering with.

Organization name	Contact name	Job title	Contact role
City of Kawartha Lakes	Leah Barrie	Director, Development Services	Application contact (required)

Address

180 Kent Street West

City	Province/Territory	Postal Code	Phone Number
Lindsay	Ontario	K9V 2Y6	(705) 324-9411

Email

lbarrie@kawarthalakes.ca

Organization name	Contact name	Job title
City of Kawartha Lakes	Jenna Stephens	Planning Officer,

Environmental Policy	Contact role		
	Secondary contact (recommended)		
Address			
180 Kent Street West			
City	Province/Territory	Postal Code	Phone Number
Lindsay	Ontario	K9V 2Y6	(705) 324-9411
Email			
jstephens@kawarthalakes.ca			
Add Row		Remove Row	

Part B: Climate-Ready Communities Assessment Tool

IMPORTANT: Completing the [Climate-Ready Communities Assessment Tool](#) is mandatory.

The Climate-Ready Communities Assessment Tool (also known as, "the CRC Assessment Tool" or "the Assessment Tool") has two functions: Firstly, a self-assessment to help your organization build awareness of the key elements of climate adaptation and to develop a snapshot of your current adaptation efforts; and secondly, a roadmap to help identify actionable steps for building climate adaptation.

The Assessment Tool consists of three pillars: (1) People, Partnerships and Governance, (2) Risk and Adaptation Planning, and (3) Integration and Implementation.

Submit your completed Climate-Ready Communities Assessment Tool in the "Supporting documents" section in the [FCM Funding Portal](#).

Community-wide climate risk assessment

We recommend that municipalities working toward climate adaptation, have or plan on having a community-wide climate risk assessment.

Has the lead municipality completed a community-wide climate risk assessment with the following characteristics?

- **Assesses all core service areas:** It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks.
- **Assesses multiple climate hazards:** The risk assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns.

Yes No

If no, we encourage the applicant to complete a community-wide climate risk assessment within the activities of your proposed project.

Part C: Collaboration

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Collaboration details

Do you plan on collaborating with other communities/municipalities or organizations on this project?

Yes No

Part D: Project information

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Project title

Please indicate your project's working title. This title will be used publicly to identify the project.

Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes

Project description

Provide a high-level description of your project. Summarize activities, planned actions and project objectives.

If funding is approved, this section will be used as the public description of your project.

The project we are looking to fund through the Climate-Ready Plans and Processes funding stream is the creation of a Climate Change Strategy. The Climate Change Strategy (the "Strategy") will supplement the City's 2019 Healthy Environment Plan as a refreshed strategy to reduce our carbon footprint and mitigate environmental risks. It will recommend and prioritize short-, medium-, and long-term policy and infrastructure objectives to reduce emissions and mitigate climate risks through a collaborative corporate and community approach. The Climate Change Strategy will adhere to the principles, goals, objectives and policies of the City's other supporting plans that include, but are not limited to the Official Plan, Secondary Plans, Trails Master Plan, Transportation Master Plan and including the Active Transportation Master Plan, Transit Master Plan, Integrated Community Sustainability Plan, Water and Wastewater Servicing Master Plan, Healthy Environment Plan, and other Master Plans as deemed applicable. The Strategy will also be based on the Federation of Canadian Municipalities (FCM) partners for climate protection (PCP) model. The Healthy Environment Plan completed in 2019 achieved Milestone 3: Develop a Local Action Plan in the Milestone Framework. The main objective of this Strategy is to successfully reduce greenhouse gas emissions as set out in the Federation of Canadian Municipalities' Partner for Climate Protection (FCM - PCP) framework. The strategy will also work to ensure resiliency of City of Kawartha Lakes infrastructure to threats caused by climate change. Recommendations will be cost effective, pragmatic, and achievable.

Activities and deliverables

Please describe the 1 to 5 activities that compose your proposed project. Complete one row for each activity.

Each activity must also feature at least one deliverable.

Please see the application guide for additional guidance on the level of detail expected.

Activity	Deliverable
<p>Please identify 1 to 5 adaptation related activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conduct a community-wide climate risk assessment • Establish a climate adaptation policy that promotes equitable adaptation • Develop an actionable adaptation plan that includes funding strategy and addresses climate risks and vulnerability • Set up a cross-functional climate team • Training for municipal staff and/or cross-functional climate team members 	<p>Please identify specific items you will send to GMF to demonstrate completion of each activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Community-wide climate risk assessment report • Climate adaptation policy and resolution confirming endorsement by board or council • Adaptation plan • Climate team terms of reference and minutes from first 4 meetings • Training attendance record and copy of training materials
<p>Conduct a reassessment of the GHG emissions inventory in the Healthy Environment Plan</p>	<p>Complete an up-to-date inventory of GHG emissions in the community and corporation</p>
<p>Establish a forecast of GHG emissions</p>	<p>Creation of modelling and mapping</p>
<p>Set emission reduction targets and supporting strategies</p>	<p>Complete list of cost effective recommendations and policies which can be implemented in the short-, medium-, or long-term.</p>
<p>Create an actionable climate change strategy which will be provided to staff and the community</p>	<p>Climate Change Strategy</p>
<p>Add Row</p>	<p>Remove Row</p>

Outcomes

Describe what you'd likely achieve through your proposed activity(ies) and how this will increase your community's climate resilience.

In addition to the deliverables, you can also describe the long-term impact the activity(ies) will ultimately have on your community.

The Climate Change Strategy will be based on an updated corporate and community GHG inventory from that which is within the existing Healthy Environment Plan. The GHG forecasting will outline energy trends and GHG emissions trends with current business-as-usual rates, projected population growth, and land use pattern developments for target dates of 5, 10, and 25 years forward. Six (6) GHG emission and energy consumption scenarios will be modeled based on the status quo including: do as little as possible, do what we think we can do, do everything we can do, and future state: 5 years, 10 years, and 25 years from now. Corporate assets and infrastructure which are vulnerable to the effects of climate change will be identified and mapped for future management and adaptations measures. Strategies and policies to reduce emissions from the sources identified in the emissions inventory will be developed. Guidelines for implementing the strategies and policies will be identified and prioritized with a review and evaluation framework in place to monitor success of the policies.

The Climate Change Strategy will not only result in the identification of GHG emission sources, but identify initiatives and policies which the City can then implement to reduce emissions into the future, taking cost effective and meaningful action to mitigate and adapt to a changing climate. The City will be able to update their design and development requirements to reduce risks to new infrastructure or proposed developments. The City will also have the increased capacity to become a leader in GHG reduction within the community, leading by example and encouraging community members and businesses to integrate GHG reduction strategies into their day-to-day and business operations. The Climate Change Strategy will result in increased awareness of the impacts of GHG and climate change across all departments of the City and also within the community.

Capacity to deliver

Internal project team

Lead applicant: please describe the structure and composition of your internal project team using the table below.

Full name [if known]	Title	Role and responsibilities
Leah Barrie	Director, Development Services	Signing authority, point of contact with CAO
Mark Jull	Supervisor, Policy Planning	Project manager, responsible for overseeing the consultants
Jenna Stephens	Planning Officer, Environmental Policy	Project support and guidance
Maximilian Faulhammer	Planner II	Project support and guidance
Add Row		Remove Row

If you are unsure of your internal project team's structure at this time, please identify how you plan to build your project team and what the anticipated roles are.

A Focus Team will also be formed, comprised of City staff including the CAO, Director of Development Services, Director of Engineering & Corporate Assets, Director of Public Works, Director of Corporate Services, Director of Human Services, and/or their designate Managers and Supervisors, or their delegates. On the advice of City Staff, external agencies outlined may also form part of the Focus Team. The City of Kawartha Lakes Environmental Advisory Committee (CKLEAC) shall be consulted throughout the duration of the project.

Note: Keep in mind that staff remuneration is an eligible cost for this funding offer and can be leveraged to support this project. Refer to the application guide for more information (refer to Appendix A: Eligible costs of the guide).

External project team (includes consultants)

Do you plan on working with consultants or other external resources on this project?

Yes No

If you answered yes, please identify those external resources or service providers and describe their role, (if known) in the table below. This includes contracted project managers, subject matter experts and other service providers.

Full name [if known]	Title [if known]
Organization/Company name [if known]	Organization type

Role and responsibilities

The Consultant, when selected through the currently ongoing RFP process, will undertake the majority of the work involved to complete the Climate Change Strategy. City Planning staff will be available to provide assistance and support, and guide the Strategy to completion. The Consultant will be responsible for the following tasks:

- Organize, prepare materials and issues lists, and conduct meetings, as well as document, edit, analyze, and distribute information resulting from meetings (including all stakeholder meetings, public open houses and public meetings; CKLEAC presentations and meetings; Focus Team meetings; and, Council meetings, as required).
- Obtaining inter-Departmental and stakeholder input as needed, as well as public comments on community direction through a series of meetings and surveys. The Project Manager will work with the Consultant to determine the level of consultation. However, the Consultant will be responsible for providing a recommended stakeholder engagement plan for the Strategy’s development in their proposal submission based on the minimum suggested requirements as outlined above.
- Potentially attend additional individual one-on-one meetings with key stakeholders if further consultation is needed and there is interest by other groups. Cost of these additional meetings requested shall be priced in accordance with the Consultant’s hourly rates.
- All administrative duties including responding in writing to all correspondence.
- Tracking, recording, and summarizing all public comments including identifying how each comment was considered and how it affected the Strategy.
- Preparation of draft notices, invitations, and press releases.
- Conducting background research and preparing reports/studies as outlined above.
- Draft summaries, reports, documents, technical analysis, and mapping for review and comment in advance of final submissions.
- All versions of the Draft and Final Climate Change Strategy.
- Presentation of the Final Climate Change Strategy to Council.

Add Row

Remove Row

Project challenges and mitigations strategies

Identify potential risks and challenges in executing this project. Provide your proposed mitigation strategy for each risk or challenge.

Project risk/Challenges	Mitigation strategies
Scope creep	The RFP contains very clear guidelines and expectations which have measurable and time-bound deliverables, as outlined in the Terms of Reference and will be subject to a signed contract. The project manager will have regular meetings with the consultant to ensure that the project remains focused on the deliverables identified in the RFP and progress remains being made toward the creation of the Climate Change Strategy. If the project manager determines through the regular meetings that the scope of the project has begun to creep beyond what is reasonable, a meeting will be held with the consultants and the internal project team to bring the project back within the negotiated Terms of Reference.
Budgetary constraints	If necessary, additional budget request can be made through the municipal budget process to ensure the completion of the project by the end of 2026. All reasonable efforts will be made to ensure that the project not exceed the current approved budget, which will include selection of a consultant who indicates that the project can be completed on time and on budget in their

bid.	
Staff turnover	Should staff turnover occur within the internal project team, Focus Team, consultants, or stakeholders, the vacancies will be filled in a timely manner with competent and qualified individuals.
Inability to meet agreed upon deadlines	The consultants will be required to submit a detailed workplan at the outset of the project which will provide a framework to be followed to ensure all milestones and deliverables are met by the agreed upon dates. The workplan will be reviewed and updated at regularly recurring touchpoints with the project manager and internal project team. If at any time it appears that a deadline will not be met, the internal project team will work closely with the consultants to address all possible issues and assist in the meeting of the deadlines in any way possible.
Lack of clarity around roles and responsibilities of consultants, internal project team, stakeholders, or advisory committee	All roles and responsibilities for the consultants, internal project team, stakeholders, and advisory committee will be clearly stated at the outset of the project. The consultants will sign a contract based on the RFP which clearly states what will be expected of them. The internal project team will establish their expectations at the beginning of the project, and these expectations will be enforced by the project manager. The roles and expectations of the stakeholders will be made clear by the consultants and project manager at the first meeting of the group. The role of the advisory committee has been stated in the existing terms of reference by which the committee is governed. Any questions regarding roles and responsibilities are to be directed to the project manager.
Add Row	Remove Row

Part E: Engagement strategy

Before completing this part, please make sure that you are consulting the section on inclusive engagement in the [Climate-Ready Plans and Processes Application Guide](#) for guidance.

Inclusive engagement

Proposed projects that meaningfully address **reconciliation and/or anti-racism, equity, and inclusion** could be eligible for a 15% cost-share top-up on the grant amount.

Will your project include inclusive engagement with equity-deserving groups?

- Yes No

Equity-deserving groups, including rights holders	Level of engagement
First Nations signatories to Treaty 20 and the "Williams Treaties"	Consult
Description	
First Nations signatories to Treaty 20 and the "Williams Treaties" will be engaged throughout the entirety of the process of developing the Climate Change Strategy both through direct contact and public consultation sessions.	
Add Row	Remove Row

Please describe any inclusive engagement practices you have in place already. If you do not have any in place yet, please describe how you plan to develop inclusive engagement practices in your proposed project.

Currently, the City circulates First Nations on planning and development applications for consultation as prescribed. As of 2022, the City has a First Nations Consultation Policy which it follows, linked here: <https://www.kawarthalakes.ca/en/living-here/first-nations.aspx>.

Stakeholder engagement

Engagement with stakeholders not described above (i.e. stakeholders not representing equity-deserving groups) will not impact the possible 15% cost-share top-up on the grant amount for inclusive engagement.

Will your project include engagement with other stakeholder groups (ie. Local industry associations, local businesses, property owners, tenants and residents, community organizations)?

Yes No

Stakeholders	Level of engagement	Description
City of Kawartha Lakes Environmental Advisory Committee	Involve	Advisory Committee for City of Kawartha Lakes Council
Ganaraska Region Conservation Authority	Consult	Local conservation authority
Haliburton-Kawartha-Pine Ridge District Health Unit	Consult	Local health unit
Kawartha Region Conservation Authority	Consult	Local conservation authority
Lake Simcoe Region Conservation Authority	Consult	Local conservation authority
Otobabee Region Conservation Authority	Consult	Local conservation authority
Ministry of the Environment	Consult	Provincial ministry
Kawartha Land Trust	Consult	Local land conservation charity
Nature Canada	Consult	Federal environmental organization
Town of Bracebridge	Consult	Neighbour municipality
Township of Brock	Consult	Neighbour municipality

Municipality of Clarington	Consult	Neighbour municipality
Durham Region	Consult	Neighbour municipality
Town of Gravenhurst	Consult	Neighbour municipality
County of Haliburton	Consult	Neighbour municipality
Township of Minden Hills	Consult	Neighbour municipality
District of Muskoka	Consult	Neighbour municipality
County of Peterborough	Consult	Neighbour municipality
City of Peterborough	Consult	Neighbour municipality
Township of Ramara	Consult	Neighbour municipality
Township of Scugog	Consult	Neighbour municipality
Simcoe County	Consult	Neighbour municipality
Municipality of Trent Lakes	Consult	Neighbour municipality
Fleming College	Consult	Local college
Add Row		Remove Row

Part F: Declaration and signature

Information provided in applications to FCM, including all attachments, will be kept confidential. Access to this information will be limited to FCM employees, professional representatives who are involved with your initiative, persons to whom the applicant has granted access, and persons authorized by law.

The information provided in applications, including attachments, is subject to [FCM's Privacy Policy](#).

I do hereby declare that:

The information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission. The proposed project meets all applicable provincial/territorial regulations and requirements. The organization for which I am submitting this application is **not** one of the following entities excluded from receiving LLCA funding:

- Provincial or territorial governments
- Corporations owned or controlled by a province or territory
- Federal departments (as listed in Schedule 1 of the Financial Administration Act)
- Departmental corporations (as defined in Section 2 of the Financial Administration Act)
- Parent Crown Corporations or wholly owned subsidiaries of parent Crown Corporations (as defined in Subsection 83(1) of the Financial Administration Act)
- Not-for-profit corporations or trusts established by a federal department, departmental corporation, parent Crown Corporation or wholly owned subsidiary of a parent Crown Corporation
- Not-for-profit organizations with 50% or more of their annual funding coming from Quebec public funds (except those organizations with authorization from the Government of Quebec to enter into relevant/appropriate agreements)

The organization for which I am submitting this application has authorized me to do so. **By typing my name and submitting this application, I am providing my signature for the declaration above.**

Consultants are NOT authorized to sign this declaration and submit this application. Only a lead applicant with the "application contact" role can submit the application.

Name:

Leah Barrie

Dated at: Municipality


City of Kawartha Lakes

Dated at: Province or territory

Ontario

Signature:

Leah Barrie

 Digitally signed by Leah Barrie
Date: 2024.12.10 11:56:34 -05'00'

Date YYYY-MM-DD

2024-12-10

Submit this application using the [FCM Funding Portal](#). If you do not have access to the FCM Funding Portal, [contact a GMF representative](#).