

**Municipality of Port Hope  
Community Climate Action Plan**

**Recommended Terms of Reference  
and  
Proposals for Plan Content**

**(Submitted by PHorests 4 R PHuture)**

**Introduction**

Based upon an extensive review of municipal Climate Action Plans across Canada, we are providing the following format and content that should be considered when developing the Terms of Reference and potential content for the Port Hope Community Climate Action Plan.

There is intentional reference to the term “*Community*” in naming the Climate Action Plan. This is a plan that must engage the community in its development so that there is “ownership” by the community in its recommendations, and thus commitment from the community in implementing the results of the Plan.

This document is broken down into six specific parts, each of which reflect the research conducted by our organization related to municipal climate action plans. Our purpose in submitting this information is to provide a roadmap to assist staff and Council as they commence the development of a Community Climate Action Plan for Port Hope.

Part 1 – Phases of Climate Mitigation and Adaptation Planning

Part 2 – Community Engagement

Part 3 – Guiding Principles for Community Climate Action Plan

Part 4 – Six Themes for the Community Climate Action Plan

Part 5 – Goals of the Community Climate Action Plan

Part 6 – Summary of Actions

The following organizations and individuals have reviewed and/or provided feedback into this document:

- Board of Directors - PHorests 4 R PHuture Community Association Inc.
- Blue Dot Northumberland
- Sustainable Cobourg
- Community Power Northumberland
- Dr. Gail Krantzberg - McMaster University
- Bob Biffin – Chair, former Climate Change Working Group
- Robert Sculthorpe – Member, former Climate Change Working Group
- Mike Goldstein – Environmental Advisory Committee
- Jane Zednik – Member, former Tree Advisory Committee
- Dan Fraleigh – CEO and President, Carbonzero
- Mark Cullen – Mark’s Choice

## Part 1

Our research has determined that there is a generally accepted phased approach that Canadian municipalities have used to develop their Climate Action Plans. We submit the following as an example of a process the Municipality of Port Hope could follow in creating the Community Climate Action Plan.

| <b>PHASES OF CLIMATE MITIGATION AND ADAPTATION PLANNING</b>   |                              |
|---|------------------------------|
| <b>Phase 1: Initiating the Process</b>  | <b>Proposed Timeline</b>     |
| <ul style="list-style-type: none"> <li>• Build public, political and staff awareness</li> <li>• Approve funds for Community Climate Action Plan</li> <li>• Obtain Council approval for <b>Environmental Advisory Committee</b> membership and <b>revised</b> by-law Terms of Reference</li> <li>• Obtain Council approval of Terms of Reference for study</li> <li>• Publish Request for Proposal to seek interest from consultant</li> <li>• Interview and hire consultant</li> <li>• Determine stakeholders and engagement process</li> <li>• Develop <b>Guiding Principles</b> for Community Climate Action Plan</li> <li>• Obtain agreement on the <b>Themes</b> for the Community Climate Action Plan</li> <li>• Obtain Council approval of the above</li> </ul> | December, 2021 – March, 2022 |
| <b>Phase 2: Analyzing the Potential Local Climate Changes</b>   | <b>Proposed Timeline</b>     |
| <ul style="list-style-type: none"> <li>• Gather scientific knowledge</li> <li>• Obtain community knowledge (surveys, public meetings, etc.)</li> <li>• Reference McMaster Climate Change Action Plan</li> <li>• Build climate change scenarios</li> </ul>   | March, 2022 - May, 2022      |
| <b>Phase 3: Researching Potential Impacts</b>   | <b>Proposed Timeline</b>     |
| <ul style="list-style-type: none"> <li>• Develop inventory of climate change impacts</li> <li>• Document consequences and prospects</li> <li>• Review inventory with Roundtable and community</li> <li>• Revise inventory</li> </ul>  | May, 2022 – July, 2022       |
| <b>Phase 4: Assessing Risks and Opportunities</b>   | <b>Proposed Timeline</b>     |
| <ul style="list-style-type: none"> <li>• Assess risks</li> <li>• Assess opportunities</li> <li>• Evaluate municipality’s adaptive capacity</li> <li>• Prioritize risks and opportunities</li> </ul>   | July, 2022 – September, 2022 |

|  |                                     |
|--|-------------------------------------|
| <b>Phase 5: Preparing the Mitigation and Adaptation Plan</b>   | <b>Proposed Timeline</b>            |
| <ul style="list-style-type: none"> <li>• Establish adaptation planning principles</li> <li>• Specify adaptation <b>Goals</b>, policies and actions</li> </ul>  | September, 2022 –<br>November, 2022 |
| <b>Phase 6: Adopting, Implementing and Reviewing Plan</b>  | <b>Proposed Timeline</b>            |
| <ul style="list-style-type: none"> <li>• Obtain Council Approval of Community Climate Action Plan</li> <li>• Develop implementation strategy</li> <li>• Incorporate adaptation in plans, policies and budgets</li> <li>• Establish key indicators and milestones</li> <li>• Review Community Climate Action Plan annually prior to budget deliberations</li> </ul> | November, 2022 –<br>January, 2023   |

## Part 2

### COMMUNITY ENGAGEMENT

As outlined in Phase 1 of Part 1, it is imperative to clearly describe the methods to be used for engaging the community throughout the entire process. Collaboration and consultation with community groups and organizations must continue throughout the development and implementation of the Community Climate Action Plan. A strategic framework should be developed in partnership with the numerous organizations and groups that are integral to the development of the Plan to ensure community-wide support on the implementation of the Plan.

It is recommended that the membership of the new Environmental Advisory Committee (EAC) be approved by Council immediately so that it can provide insight into community sentiment and outreach strategies, and complete research as needed. The current Terms of Reference for the EAC need to be revised, as they currently state that this committee will “*undertake monitoring and make ongoing recommendations regarding climate action upon completion of the Climate Action Plan.*” These actions should be happening **during** the development of the Plan, not after it has been completed. Community engagement is imperative to the success and implementation of the Community Climate Action Plan, and the EAC can ensure that this takes place.

The Environmental Advisory Committee can work in collaboration with the consultant hired to develop the Community Climate Action Plan, taking on the identical role that the Waterfront and Riverwalk Working Group is currently doing with the Waterfront and Riverwalk Master Plan. As this Plan will have impacts that reach outside of the borders of Port Hope, it is suggested that the Environmental Advisory Committee take advantage of the expertise and experience of groups/individuals that can enhance the quality of the final product (see list below of potential groups and individuals). Members of the Environmental Advisory Committee should be prepared to commit to participation and duties assigned throughout the duration of the project.

#### **Purpose of the Environmental Advisory Committee**

Reporting to Council and working directly with the consultant, the Environmental Advisory Committee will work with stakeholders through various community engagement methodologies to develop a fact-based Community Climate Action Plan that will provide climate change goals, strategic direction and priority actions.

#### **Mandate of the Environmental Advisory Committee**

1. Support the tasks/work assigned to the consultant
  - Eg. Review best practices related to municipal Climate Action Plans
2. Provide advice, feedback and guidance to the consultant, staff and Council
3. Provide a forum for residents to learn more about what the Municipality is doing to address climate change

4. Ensure that implementation plans are built on the views of local stakeholders and citizens and reflect the latest science
5. Communicate and develop relationships with organizations beyond Port Hope for the purpose of exchanging ideas, experiences, plans and successes
6. Review the recommendations within the final report prepared for Council
7. Present the final Community Climate Action Plan to Council for consideration which includes recommendations for:
  - Community engagement mechanisms and public education outreach
  - Strategic priorities and policy direction by staff

### **Local Expertise Available to the Environmental Advisory Committee**

#### **Local Organizations**

PHorests 4 R PHuture Community Association Inc.  
Port Hope for Future  
Port Hope Chamber of Commerce  
Willow Beach Naturalists

#### **Regional Organizations**

Ganaraska Region Conservation Authority  
Northumberland Federation of Agriculture

#### **Local Advocacy Groups**

Community Power Northumberland  
Blue Dot Northumberland  
Former Climate Change Working Group

#### **Academic**

Dr. Gail Krantzberg - McMaster University  
Alison Elliott – Trinity College School  
Krista Coughler – Port Hope High School

#### **Community**

First Nation representative  
Youth representative

## **Part 3**

### **GUIDING PRINCIPLES FOR COMMUNITY CLIMATE ACTION PLAN**

Phase 1 of the planning process (page 1) makes reference to the need to develop Guiding Principles that will establish parameters for the study. Recommended principles are delineated in the section below.

#### **Community Ownership and Participation**

While the Municipality accepts the leading role, it must work in collaboration with both public and private interests within the community in order to achieve broad participation by the community, and thus, the maximum benefit to the environment

#### **Collaboration**

The Municipality will work with all levels of government, and within the framework of provincial and federal legislation and County government. Experts from local municipalities, Northumberland County, Ganaraska Region Conservation Authority and the local community will be engaged in the design of the Plan

#### **Net Gain**

A primary objective is to achieve a net gain in the quality of the environment. The guiding principle is to function in such a way as to ensure no net decrease in the quality of the environment. Recommended goal of 40% reduction in CO2 emissions by 2030; net zero by 2050

#### **Lead by Example**

Since the environment encompasses or touches upon all facets of both urban and rural life, all municipal departments must be involved in using products and implementing practices to achieve an excellent standard of environmental management throughout the organization

#### **Inclusiveness and Accountability**

The Municipality will work with all stakeholders to meet our environmental goals within a responsible fiscal and social framework

#### **Peer Based**

The development process will use best practice analysis from other municipalities

#### **Scientifically-based**

Experts are to be engaged to provide projections of the climate conditions describing the mid-term future for which Port Hope must plan

## **Part 4**

### **CENTRAL THEMES FOR COMMUNITY CLIMATE ACTION PLAN**

In developing a Community Climate Action Plan, a key component is to obtain agreement on what the various Themes should be, which in turn assist in the development of the various goals and strategic directions. Listed below are some recommended Themes to be considered in Phase 1 of the planning process.

#### **Air**

- The air in Port Hope will be clean and measure above regulatory standards, to protect and enhance the health of the municipality's natural resources, residents and visitors

#### **Ecosystems**

- The diversity and health of Port Hope's natural systems are collectively respected and maintained

#### **Biodiversity**

- The diversity of species living in Port Hope and area and the relationships they have with one another must be protected

#### **Energy**

- Energy will be used more responsibly and efficiently in Port Hope, and derived primarily from renewable sources

#### **Sustainable Transportation**

- Residents and visitors will choose to move through Port Hope using active and sustainable forms of transportation year round

#### **Waste**

- Waste is prevented whenever possible, and waste produced is primarily diverted through recycling and composting

#### **Water**

- Port Hope's water will be of high quality, responsibly managed, and efficiently used

## **Part 5**

### **GOALS OF THE COMMUNITY CLIMATE ACTION PLAN**

In Phase 5 of Climate Mitigation and Adaptation Planning (page 1), it states “Specify adaptation Goals, policies and actions. Based on the research conducted Canada-wide, the following goals were significantly highlighted in the plans reviewed. It is recommended that the Goals listed below be given priority consideration when the study reaches this phase of the planning process.

#### **Goal # 1: Buildings**

- Expand the number of new and existing high performance state-of-the-art buildings that improve energy efficiency and adapt to a changing climate
- Support residents to invest in low carbon retrofits for their homes
- Partner with Port Hope businesses to retrofit and fuel-switch existing commercial buildings
- Expedite the adoption of net zero ready construction ahead of release of requirements expected in national building and energy codes in 2030

#### **Goal # 2: Land Use Planning**

- Integrate climate change targets and actions into land-use planning policies and processes, including current Zoning By-law and Official Plan Review expected in 2022
- Ensure that a climate change lens is applied to all planning initiatives to encourage the use of best climate mitigation and adaptation practices
- Develop and maintain a land-use planning process which allows the Municipality to coordinate and implement growth-related projects and policies in a sustainable and cost-effective manner
- Create a sustainable development standard to ensure that all new residential and commercial buildings are net zero and climate resilient by 2030, and promote efficient, green and livable community design
- Increase the amount of green space incorporated into all new subdivisions to provide green infrastructure, stormwater management, and recreation amenities

#### **Goal # 3: Protect and Restore the Natural Environment**

- Increase our carbon sinks through the preservation and enhancement of the natural environment
- Develop and maintain an ecologically diverse open space network which incorporates typical naturally occurring landscapes, significant natural features and the forest canopy, all of which embody our natural heritage
- Protect the integrity and long-term sustainability of Port Hope’s surface watercourses and municipal water supply, through the protection and enhancement of essential hydrological, hydrogeological and ecological functions using best management practices, conservation strategies and public education
- Work with Ganaraska Region Conservation Authority to manage priority invasive species

**Goal # 4: Climate Adaptation**

- Advance Port Hope's climate resiliency by decreasing our vulnerability to extreme weather, minimizing future damages, take advantage of opportunities, and better recover from future damages
- Manage proactively climate-related impacts to municipal infrastructure and services, and support community organizations and businesses in assessing and reducing their climate risks

**Goal # 5: Active and Sustainable Transportation**

- Investigate strategies so that more trips are taken by active and sustainable transportation than single use occupancy vehicles. Transition to electric and renewably-powered personal, municipal and commercial motorized vehicles
- Accelerate modes of transportation that are low and/or zero emissions

**Goal # 6: Procurement**

- Procure goods, services and construction from vendors who conduct their business in a sustainable and ethical manner that considers equity, diversity and inclusion that contributes to the greater good of the community

**Goal # 7: Agriculture and Local Food**

- Develop an agriculture strategy to help farmers adapt to changing climate conditions and access new opportunities
- Support community agriculture initiatives to enhance local food security (e.g. community gardens, farmer's markets)
- Support agricultural best management practices that improve soil health, minimize impacts on local ecological systems, reduce runoff and erosion, and improve adaptive capacity
- Help reduce dependence on high carbon imported food

**Goal # 8: Education and Advocacy**

- Broaden the knowledge of municipal staff and the Port Hope community including business, community-based organizations and individual citizens, while advocating to higher levels of government to take action on climate change
- Promote an environmentally healthy lifestyle through the development of strategies to increase environmental literacy, the implementation of effective monitoring programs and the introduction of cooperative outreach initiatives

**Goal # 9: Environmental Sustainability Officer**

- Hire a permanent Environmental Sustainability Officer to provide the leadership to implement, evaluate and monitor the results of the Community Climate Action Plan

## Part 6

### SUMMARY OF ACTIONS

The Community Climate Action Plan, in its final form, should include a summary of actions that will provide priority direction to the Municipality in order to achieve its various goals. A chart (below) provides a sample model that could be used by staff, Council and the community.

|                            |  |                   |                 |
|----------------------------|--|-------------------|-----------------|
| <b>Theme:</b>              |  |                   |                 |
| <b>Goal # 1:</b>           |  |                   |                 |
| <b>Strategic Direction</b> | <b>Short and Long-term Initiatives</b> | <b>Indicators</b> | <b>Timeline</b> |
|                            |  |                   |                 |

**Theme:** theme area of focus for each of the actions (see page 2)

**Goal:** where Port Hope wants to be by (*choose year*) (see page 2)

**Strategic Direction:** broad strategies outlining the bigger paths to be used to reach the goal

**Initiatives:** specific actions/steps to fulfill what is outlined under each Strategic Direction

**Indicators:** possible indicators that could be used to assess how well Port Hope is doing at achieving the Goals in each Theme

**Timeline:** specific timing as to when the Strategic Direction/Initiatives should begin

### CLOSING COMMENTS

Thank you for the opportunity to provide some input into the planning process for the Community Climate Action Plan. We are confident that consideration of the above information will be helpful to staff as they develop the Terms of Reference for a study that will have critical impacts on the future of the environment in Port Hope.

We will make ourselves available at any point to discuss the contents of this document, and look forward to working with staff and the community to ensure the creation of a dynamic and action-oriented Community Climate Action Plan.