

Climate Adaptation Plan

WORK PLAN - UPDATE

July 16, 2020

Project Phase	Tasks	Suggested Lead(s)	Done?	Timeline																							
				Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	
Phase I - Project Definition and Initiation																											
	Assemble project team	Council	✓																								
	Identify desired project outcomes (mission)	Committee	✓																								
	Define priority hazards, assets, and resilience goals	Council	✓																								
	Define data source(s) and reliability, and data gaps for priority hazards & assets	Staff	✓																								
	<i>Identify & make contact with community organizations to engage with for information sharing and coordination</i>	Committee																									
	<i>Identify & make contact with regional partners to engage with for information and coordination</i>	Committee																									
	Identify sources of support & timing of support where applicable (e.g. grants)	Staff*	✓																								
	<i>Council Update on priority hazards, assets, and partners</i>	Staff																									
Phase II - Assess Vulnerability																											
	<i>Describe historical hazard events, impacts, and identified vulnerabilities</i>	Committee/Staff*																									
	Finalize list of climate effects of most concern, and assets and populations that will be susceptible to them	Council/Committee*																									
	<i>Finalize list of most sensitive populations and assets</i>	Committee*																									
	<i>Evaluate climate change projections for priority effects and impacts of greatest concern</i>	Staff*																									
	<i>Adaptive capacity and existing resources: develop matrix of existing community resources and policies that provide adaptation capacity</i>	Council/staff																									
	Develop Vulnerability Scores for potential impacts and adaptive capacity	Committee*																									
	Council Update on Vulnerability Scoring	Council																									
	Engagement and Outreach: workshops to gather feedback on local vulnerabilities and strengths, community priorities and ideas for adaptation	Committee/Staff*																									
Phase III - Define Adaptation Strategies																											
	Confirm project outcomes and resilience goals	Council																									
	Review community ideas for adaptation and examples from other jurisdictions	Committee																									
	Assemble draft adaptation strategies	Staff*																									
	Review and prioritize strategies	Committee																									
	Council Review of Prioritized Strategies	Council																									
	Engagement and Outreach: workshops to develop and gather feedback on proposed strategies	Committee/Staff*																									
Phase IV - Adaptation Plan																											
	Assemble a Climate Adaptation Plan Report-Workplan	Staff*																									
	Review and Finalize Report-Workplan	Committee*																									
	Council Review and Adoption of the Plan-Workplan	Council																									

* denotes item that could be conducted by consultant

Tasks in italics are likely to be impacted by social distancing requirements due to Covid-19

Work plan edits: Bold text denotes an added or modified task; crossed-out tasks are removed

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	Assemble project team	Council	✓														
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	Identify sources of support & timing of support where applicable (e.g. grants)	Staff*	✓														
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Phase I - Project Definition and Initiation				Phase I																							
	Create a Climate Action Plan Advisory Committee	Council	✓																								
	Identify desired project outcomes (mission)	Committee	✓																								
	Education: Background on GHG Inventory	Staff	✓																								
	Education: Climate Action Planning Guidance	Staff	✓																								
	Work Plan & Discuss the Scope of the Plan	Staff																									
**	Identify & make contact with community organizations to engage with for information sharing and coordination	Committee																									
**	Identify & make contact with regional partners to engage with for information and coordination	Council																									
**	Identify sources of support & timing of support where applicable (e.g. grants)	Staff	✓																								
**	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
**	Council Update on Phase I progress	Staff																									
Phase II (Option A) - Baseline Assessments & Target Adoption (Community Only)				Phase II (Option A)																							
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i>	Committee	✓																								
	Identify Goals and GHG Emissions Reduction Targets	Committee																									
++	Estimate trends through an emissions forecast	Staff*																									
**	Council Update on Inventories and Forecasting	Staff																									
	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
Phase II (Option B) - Baseline Assessments & Target Adoption (Community & Municipal)				Phase II (Option B)																							
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i>	Committee	✓																								
	Establish/Adopt Municipal Inventory Baseline	Staff*																									
	Identify Goals and GHG Emissions Reduction Targets	Committee																									
++	Estimate trends through an emissions forecast	Staff*																									
**	Council Update on Inventories and Forecasting	Staff																									
	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
Phase III - Develop Climate Action Plan																											
	Identify Greenhouse Gas Emissions Reduction Strategies	Committee*																									
	Review and prioritize strategies	Committee*																									
	Conduct Analysis and Assemble Plan Strategies	Staff*																									
	Create Implementation Framework and Timeline	Council*																									
	Workshops to develop and gather feedback on proposed strategies & implementation timeline	Council/Committee*																									
	Council Review of Prioritized Strategies	Council*																									
Phase IV - Action Plan Implementation & Adoption																											
**	Assemble Climate Action Plan Report	Staff*																									
**	Review and Finalize Report	Staff*																									
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* denotes item that could be conducted by consultant

** shared task with Adaptation Plan

++ Decision Point: Will require consultant to complete. If consultant assistant is unavailable, cannot have certified CAP. If unable to proceed, options include: waiting until funding is available (date unknown), prepare an uncertified climate analysis without forecasts

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**	Council Update on Phase I progress	Staff														
Phase II (Option A) - Baseline Assessments & Target Adoption (Community Only)																
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <u>AMBAG to deliver community Inventory (Date TBD)</u>	Committee	✓													
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