

CLIMATE CHANGE ADAPTATION ADVISORY COMMITTEE
Committee Milestones, Timelines, and Task Descriptions
Last Updated: December 17, 2019

MILESTONE	TIMELINE							COMMITTEE TASK(S)	CORRESPONDING COMMITTEE MEETING(S)
	2019			2020					
	D	J	F	M	A	M	J		
Impact Statements								1. Committee input and review of impact statements	1. January 9, 2020
								2. Committee review public/stakeholder impact statement material	2. January 9, 2020
Risk Assessment								3. Committee advise on public/stakeholder input into risk assessment	3. January 9, 2020
								4. Committee input into risk assessment	4. January 9, 2020; February 6, 2020
Vulnerability Assessment								5. Committee review of vulnerability assessment completed by municipal staff	5. February 6, 2020
Vision and Goals								6. Committee development of adaptation strategy vision and goals	6. February 6, 2020
Action Planning								7. Committee advise on public/stakeholder input into action planning	7. February 6, 2020
								8. Committee input into action planning	8. March 5, 2020
								9. Committee review of actions identified by municipal staff	9. March 5, 2020
Draft Climate Change Adaptation Strategy								10. Committee review of draft climate change adaptation strategy	10. April 2, 2020
Qualitative Climate Lens Decision Tool (anticipated action)								11. Committee input into qualitative climate lens decision tool	11. May 7, 2020

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	MILESTONE DESCRIPTION	COMMITTEE TASKS	TASK DESCRIPTION
Impact Statements	Climate Threat ↓ Outcome (what happens) ↓ Consequence (what is the impact to the municipality)	1. Committee members input and review of impact statements (January 9 ,2020)	<ul style="list-style-type: none"> The purpose of this task is for the committee to provide input and review of the impact statements developed through surveys and staff departmental sessions. The committee shall: <ol style="list-style-type: none"> Identify most important impact statements (top 10) Identify any irrelevant impact statements Identify any missing impact statements
		2. Committee review public/stakeholder impact statement material (January 9 ,2020)	<ul style="list-style-type: none"> The purpose of this task is for the committee to provide guidance into public/stakeholder consultation for review of impact statements. As discussed December 5th, staff will sort by themes and simplify the impact statements for the public/stakeholders to review. The committee will review the sorted themes and simplified impact statements prior to seeking public/stakeholder input.
Risk Assessment	Risk= Likelihood (of the threat occurring) x Consequence (negligible to catastrophic ranking based on 12 criteria)	3. Committee advise on Public and Stakeholder Consultation (January 9, 2020)	<ul style="list-style-type: none"> The purpose of this task is for the committee to provide direction for public/stakeholder consultation for input into the risk assessment. Public/stakeholder input should provide the opportunity to score the 12 criteria for all impacts. Likelihood (of the threat occurring) will be predetermined by staff (with the opportunity for public/stakeholder input if identified). Potential for in-person workshop with a collaborative groups (moving around themed tables) consisting of committee, public, stakeholders, staff and Council and ranking is completed as one workshop rather than individual workshops for all groups.
		4. Committee input into risk assessment (January 9, 2020; February 6, 2020)	<ul style="list-style-type: none"> The purpose of this task is for the committee to provide input into the risk assessment by participating in scoring the 12 criteria for all impacts. This could be grouped with the above task (#3), if desired, and should be determined at the January 9, 2020 meeting.
Vulnerability Assessment	Vulnerability= Sensitivity (function of the department) % Adaptive capacity (how can the department cope)	5. Committee review of vulnerability assessment completed by municipal staff (February 6, 2020)	<ul style="list-style-type: none"> Municipal staff will complete the vulnerability assessment as it relates directly to the impact to the primary department. The purpose of this task is for the committee to review the vulnerability assessment as completed by municipal staff.

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<i>Vision and Goals</i>	Where South Huron wants to be in the future (vision) and how to get there (goals).	6. Committee development of adaptation strategy vision and goals (February 6, 2020)	<ul style="list-style-type: none">Based on project information and public survey responses provided to the committee, the purpose of this task is for the committee to develop a vision statement and goals for the adaptation strategy.
<i>Action Planning</i>	Action planning is the anticipatory and reactive actions and prioritization to address the goals and priority impacts.	7. Committee advise on public/stakeholder input into action planning (February 6, 2020)	<ul style="list-style-type: none">The purpose of this task is for the committee to provide direction for public/stakeholder consultation for review of the draft action plan.
		8. Committee input into action planning (March 5, 2020)	<ul style="list-style-type: none">The purpose of this task is for the committee to provide input into action planning.
		9. Committee review of actions identified by municipal staff (March 5, 2020)	<ul style="list-style-type: none">The purpose of this task is for the committee to review the actions identified by municipal staff.
<i>Draft Climate Change Adaptation Strategy</i>	Climate Change Adaptation Strategy and associated appendices.	10. Committee review of draft climate change adaptation strategy (April 2, 2020)	<ul style="list-style-type: none">The purpose of this task is for the committee to review draft Climate Change Adaptation Strategy document, including associated appendices and provide input into any errors, omissions or items that require further clarification to ensure the plan can be understood by the general public.
<i>Qualitative Climate Lens Decision Tool (anticipated action)</i>	A high level tool to ensure a climate lens is applied to all decision making within the Municipality.	11. Committee input into qualitative climate lens decision tool (May 7, 2020)	<ul style="list-style-type: none">The purpose of this task is to provide the committee with the opportunity to provide input into the format and contents of a qualitative climate lens decision tool.