

WORKING DOCUMENT: Climate Change Adaptation Advisory Committee Workplan 2020/2021

Action Start Date: 11-26-2020

Last updated: 11-18-2020

Action 2.1: Initiate community-wide conversation to provide information to the entire community (residents, business) about relevant climate change topics to provide the tools required to incorporate resilience on a community-wide scale.	Description: This action item will involve initiating community wide conversations focused around climate change. The purpose will be to bring together relevant information that the community should know in order to be resilient. Information related to climate change science, impacts, actions, industry, innovated technology will be included.	Timing: 2021	Tentative 2021 budget for action item: \$1500.00
Key Tasks	Task Breakdown	Task Assigned To	Notes
Theme and Vision for the community forum	Scan examples from other jurisdictions/organizations		
	Review public survey findings from the adaptation strategy		Staff to provide Committee with Survey responses
	Create vision and theme to provide a scope for the forum		
Topics of interest/presenters	Review public survey findings from the adaptation strategy to determine topics of interest to the community		Staff to provide Committee with Survey responses
	Contact potential presenters related to topics of interest		Staff can provide assistance to determining potential presenters
	Determine best way to incorporate all age groups		To consider: potential contacting local school boards for engagement with Youth
Potential forum partners	Identify potential partners for the forum (to help with promotion/buy in)		Staff to provide Committee with stakeholder list from adaptation strategy development
	Letter from CCAAC to potential partners		
Hosting options (i.e. in person, online day conference, community webinar series)	Compare hosting options (opportunities and challenges)		
	Identify potential Moderator(s) for each hosting option		
	Discussion of cost/no cost for attendance reiew based on hosting option		To consider: free for South Huron residents, cost for all others that attend?
Date (or general month at this time) of community forum (depending on hosting option)	Review community calendars, Council schedule, major conferences, etc. to avoid scheduling conflicts		
Visual Identity	Based on theme and vision, explore options for visual identity of the forum		
	Create forum logo		
	Create forum tagline/short descriptor of the forum related to theme and vision		
	Creation of promotional items to include in communications		
Communication Plan	Identify communication goals		
	Identify target audience		
	Identify key messages		
	Identify communication pathway (what tool(s) will be used) and frequency		Staff can assist with utilizing Municipal pathways (website, social media, Hub (print and online)
	Create communication messages linking to visual identity of forum		
Swag/Contest for Participation (related to adaptation and other action items)	Determine whether swag for all participants (or limited #) or contest for one/few prizes for attendance		Some ideas: emergency kits, reusable swag)
	Determine scope of eligibility (i.e. South Huron residents only, all participants)		To consider: might be pricey to have something for non- South Huron residents
	Determine logistics of delivery of item(s) based on type and scope		
Scheduling of Forum	Book or secure hosting options (i.e. hall, online, webinar)		Staff can assist in booking hosting option
	Confirmation of moderator and presenters		
	Identify registration needs - platform (email, eventbrite, etc.) with hosting option information		To consider: if provide swag/contest, might have to consider registration
	Create schedule of forum with information about moderator and presenters		
Assign tasks for "day of" forum delivery	Determine roles required for "day of" forum delivery (i.e. technical help, registration, coordinate presenters, etc.)		
