

Detailed Notes from the Planning Tools Webinar, May 26, 2010

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Title Slide:

- Introductions

Outline Slide:

- Presentation outline

Slide: Adaptation Planning Process – What is our focus today? Elizabeth (4 min)

Step 1 - Get Started

Step 2 - Learn About Climate Change

Step 3 - Identify Priorities in Your Community

Step 4 - Assess Vulnerability and Risk

Step 5 - Develop Adaptation Strategies and Actions

Step 6 - Implement and Monitor Plans

- Step 1: Choose a coordinator/consultant. Strike a committee. Develop a work plan.
Step 2: Gather local knowledge, historical climate info, future climate projections,
Step 3: Identify impacts, talk to the community, identify priorities
Step 4: Assess sensitivity to climate change and adaptive capacity, Do a risk assessment:
consequence x probability of an event occurring
Step 5: Identify goals, actions, and people to act
Step 6: implement and monitor plans
- Our focus today is on developing adaptation actions and strategies and mainstreaming adaptation into planning processes in your community

Slide: Example of actions in an adaptation plan

- This excerpt is from Keene's climate adaptation plan
- We will go into greater detail with examples

Slide: Municipal Context

- Municipalities and regional districts have a number of opportunities to integrate climate change adaptation into their everyday business.
- This diagram is not meant to be an exhaustive list of these tools, but to give an idea of the range of tools that are available to communities. I am going to highlight a couple of the key

opportunities now and we will be providing you with more examples of how they have been used when we look at community stories.

- **Official Community Plans/Development Permit Areas:** This is one of the most obvious areas for integration of your adaptation actions. The official community is the road map to the future of your community, it lays out the vision and priorities of the community around land use and growth. Official community plans also include targets for managing GHG emissions and can provide incentives to support the kind of development that will make your community more resilient. Some ways this can be done are through - highlighting areas that are of hazard in future climate scenarios - subject to flood, or at high risk of fire, recommending further study or planning that is required, designating dp areas that have special building regulation to avoid climate impacts (fire hazard dp area)
- **Infrastructure planning:** Infrastructure is the long term backbone of our communities - in order to make changes to community infrastructure it is important to have a long term approach. If the action plan were able to identify future changes to infrastructure - as well as prioritize these changes, they can be included in infrastructure plans and planning cycles and considered when new infr is built or existing is upgraded. These can also be tied to a **subdivision servicing bylaw** so that for example if you know your storm sewer will not be able to manage any more capacity maybe there is a requirement for all **storm water to managed** on site and then incentives for community members to retrofit their homes for more on site water management, a requirement for permeable paving in parking lot development and perhaps the removal of paved lanes - these would all reduce the volume of storm water and minimize the need for new infrastructure while still preparing for more extreme events.
- **Emergency Management Plans:** CA can highlight the need to review these plans to make sure they are covering all the future scenarios. For example it may be discovered that the risk of fire is so great or in areas that alternative access points will be negated - these plans should be reviewed and new alternatives created.
- **Development Approval Bylaw:** Look at ways of formal including adaptation planning in to approval process - spot for information on application forms, requirement for consideration in Council report templates...

How are other communities tackling the implementation of their plans? (15 minutes)

Slide: Communities in Action

- We will discuss four communities that have completed climate adaptation plans: Keene, Dawson City, Kimberley, and Elkford

Slide: Keene, New Hampshire

23,000 people, recreational tourist town

- Planning Process: committee and staff led as a pilot of ICLEI US guidebook: Preparing for Climate Change A guidebook for local, regional and state gov's.

- Hired an intern.
- Completed similar six step process to that outlined by CBT.
- Developed plan with committee and experts.
- Great plan with sectors, goals and targets.

Slide: Keene's Adaptation Actions

- Strengths of the plan: sector by sector actions identified. Timelines identified.
- Weaknesses of plan: goals and actions not thoroughly ranked. They were rushed in their vulnerability and risk assessment and hence the ranking was harder to determine.

Slide: Implementation of Plan

- Included small implementation section in the plan
- Original committee realigned to create a standing green committee of managers. The new committee is assisting in implementation.
- Keene started to focus on stormwater. Implementation has been organic and led by a staff person. The City is no longer allowing new hook ups into the existing stormwater systems. This is a first step in reducing the risk of overflow and flooding.
- Keene integrated adaptation into their new OCP and community vision.
- Keene's health clinic is implementing the plan's health goals.
- Keene's agricultural and food organizations are implementing the plan's food security goals.

Slide: Lessons learned

- Budgeting and cost analysis – include it in original plan if possible.
- Work with community partners to begin implementation.

Slide: Dawson City, Yukon

1,800 people, tourist and mining town

- Their adaptation program is a part of a larger program offered through Northern Climate Exchange (NCE), funded by Northern Strategy Trust. Also occurring in Whitehorse and Mayo. Each community had 2 years to complete and implement a plan. Each community hired a local part time adaptation coordinator.
- Dawson hired coordinator, chose a committee and a technical advisory committee. NCE compiled climate projections, initial vulnerability assessment. Community consultations were held to brainstorm further vulnerabilities and possible adaptations. NCE ranked risk analysis on all vulnerabilities and adaptations. Prioritized adaptations.
- Identified immediate implementation actions and those for 2020.

Slide: Dawson's Adaptation Actions

- Categorized adaptation actions in two timelines: immediate and by 2020

Slide: Dawson's Adaptation Actions

- Strengths of the plan: Actions indicated the lead organizations. Actions were also prioritized.
- Weaknesses of the plan: Actions could have been more specific.

Slide: Implementation

- The committee did a call out for proposals for implementation. They selected five projects. Wanted projects that linked to the high and immediate priorities in plan but were also concrete action.
- Chose:
 - Two food security projects
 - Two community climate change monitoring projects
 - One energy security project
- The City updated their Emergency Plan. The city plans to change location of the flood emergency equipment and command centre (away from the river to a local height of land).
- City has increased permafrost monitoring.

Slide: Lessons Learned

- Money for implementation attracted community interest
- Community groups are key partners

Slide: Kimberley

Brief description of community and adaptation plan

Slide: Kimberley - Action Plan.

Note that not all categories are included in this diagram. Important to not that priority is established and the responsibility is delegated.

Actions are clear and demonstrate what document is affected as well as give an indication of the type of change to be made. See in this example how they have designated tasks to partners, as well as indicated changes to plans and operating procedures. Need for a way to follow up with partners and maintain momentum on reaching targets.

Slide: Kimberley Lesson's Learned

- Need to find ways to easily access the information and keep accessing when budgeting and planning (lists)
- While City tasks were identified it would also be useful to more clearly define which department is to take responsibility and then be able to sort tasks by department and again have lists. This would also support the integration of the CA actions in to all staff daily work. It is also useful to link the actions to the specific policy or bylaw that must be changed to reflect the new knowledge base.
- Action planning could recommend the creation of a framework for integrating the CA information into all decision making process - ie create a templated Council report that has a section to consider adaption and mitigation impacts.

Other points to note: There may be staff turnover – which creates a difficulty with putting information on radar and keeping it there. Think about a mechanism to keep actions in front of staff and there need to be some quick actions identified that can help to keep the momentum of the plan.

Slide: Elkford - General information.

Main thing of note was that Elkford was reviewing its OCP at the same time and an important piece of their project was the integration of adaptation actions into the OCP.

Slide: Elkford's Integrated Approach

Elkford's action plan sets out goals and objectives (and defines the difference between the two) and then goes on to identify where the actions must be taken to reach those goals and objectives. This example is around their wildfire management planning and identifies actions in the OCP, Zoning Bylaw and Subdivision Servicing Bylaw. (taken from action plan)

Fire Hazard Development Permit Area

Local governments can designate a development permit area (DPA) for the purpose of reducing wildfire risks. The DPA can include requirements relating to: landscaping; the siting, form, exterior design and finish of buildings and other structures; and the placement of trees and other vegetation. To ensure new developments are firesafe, a fire hazard development permit area should be created in high and extreme fire risk areas

within Elkford's Official Community Plan. The permit should include developer requirements, including:

- A pre-development fire hazard and fire risk assessment;
- FireSmart building materials and construction standards;
- Vegetation management according to FireSmart Guidelines;
- Requirements for underground power lines and utilities;
- The supply of water for firefighting;
- The development of roads and trails to act fire breaks;
- A restrictive covenant attached to high fire risk properties to ensure FireSmart guidelines are maintained in perpetuity;
- Verification of low/reduced fire hazard by a qualified individual.

Subdivision and/or servicing bylaws can contain specific requirements to address wildfire risk. Sidewalks, boulevards and highways can be located to act as firebreaks and evacuation routes. Requirements can also include underground wiring and the provision of fire hydrants. Elkford's subdivision and servicing bylaw should be updated to reflect the FireSmart development guidelines. Specifically, the provision of fire breaks, evacuation routes, underground wiring and adequate fire suppression in all new developments.

Update Zoning Bylaw

Local government's can use zoning bylaws to regulate: the use of lands, buildings and structures, density, and locations of uses within its boundaries. Based on the fire hazard assessments from Elkford's Wildfire Management Strategy, Elkford's zoning bylaw should be updated to reflect fire hazard objectives, including:

- Strategic siting of parks and open spaces to act as fire breaks;
- Limited or no development in high and extreme fire risk zones; and
- Clustering of residential, commercial, and industrial development in low risk fire zones

Note - communities could borrow some of these recommendations if they wanted to include fire hazard planning as some of them are fairly generic.

Slide: Elkford Lesson's Learned

- look for economies of scale - there are so many different projects that it is necessary to look at where the projects relate to each other - can you use the same information or can the consultants you hire work on both. If your plan can identify places where synergies are apparent it would be useful. It is important to balance the priorities with practicality - maybe an action isn't urgent but it can easily be paired with an urgent one and both can be accomplished.

- Bring CA into coffee room conversations - by making CA a part of the thinking of staff, integrating it into decision making and planning it will build momentum and be more easily integrated. Once understanding and commitment have been developed it becomes part of the culture. This is really beneficial in small communities because they don't have the resources to necessarily bring in help.
- Take time to plan your implementation - it is an important step and will set out the framework for the future. If actions are clearly identified, have a timeframe and lead to concrete projects it will be much easier to implement!

Additional note - it is worth having as an action item - reviewing bylaws to make sure they all say the same thing! If you have inconsistent bylaws it will be a barrier to moving forward.

Slide: Planning with Implementation in Sight!

- Link to existing municipal programs and plans - tie your actions to the plans that your community already has and identify where new work needs to happen. It will be easier to start taking action if the needed updates and changes are clearly identified.
- Decide on timing and prioritize your actions - it is useful to have an action plan that lays out desired time frames for action and tells your community which are the most important. This will make it very clear to the council and give staff the support they need to move these items through their strategic planning and budgeting processes.
- Identify quick wins to build momentum - it is easy for your plans to lose momentum when they are complete. By identifying some places to start taking action you can build momentum for the implementation and support continued action around these plans.
- Create a framework for implementation resources - don't forget that it will take time, effort and dollars to bring these plans to fruition. There are ways to keep some energy on these processes - look at continuing a steering committee - with modifications to focus it on implementation, make some suggestions for funding sources, recommend a budget of staff time, look for affordable supports like coop students.
- Develop a plan for continued communication with community and stakeholders - most importantly don't stop talking about your actions. Build a plan to keep reporting on your progress to the community - this will build accountability and help to keep the plan on the radar of the decision makers.

Slide: Adaptation Planning Process

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- Keep in mind that the endpoint is to take action to make your community more resilient to climate change.
- Climate science and vulnerability and risk assessments are key for prioritizing your actions in the plan. Remember the end goal is to identify adaptation actions to take.
- Don't forget that you need to focus on making it work on the ground: set deadline, assign tasks, estimate budgets, etc.
- Refer back to the six steps CBT has outlined to help keep you organized.

Slide: Contact Us

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Discussion Questions – We didn't use these, but had them ready in case of need.

1. What plans do you have that may need to be revised to include climate adaptation?
2. Are there any adaptation actions that are difficult to fit within the municipality?
3. What would you like to include in your plans to make your adaptation actions more easily implemented?