

CLIMATE ADAPTATION CHALLENGE GUIDEBOOK

October 2021

This Guidebook provides an overview of the eligibility requirements, offered services, and process for Municipalities to participate in the Climate Adaptation Challenge.



**Municipal
Climate Change
Action Centre**

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1. PROGRAM OVERVIEW

<i>Program Name:</i>	Climate Adaptation Challenge
<i>Term of Program:</i>	Application Intake – October 2021 Successful Applicants Selected – November 2021 Project Completed – April 2022
<i>Program Description:</i>	The Climate Adaptation Challenge provides support for communities to better understand the impacts of climate change, how those impacts present in their locale, and plan to reduce the negative impacts and leverage opportunities.

1.1 Background

The Municipal Climate Change Action Centre (Action Centre) was established in 2009 as a partnership initiative between the Alberta Urban Municipalities Association (AUMA), Rural Municipalities of Alberta (RMA), and the Government of Alberta (GOA), including the Alberta Municipal Affairs and Alberta Environment and Parks ministries. The Action Centre provides municipalities, schools, and non-profit community related organizations with support, technical assistance, and funding programs to implement energy efficiency and renewable energy projects that reduce greenhouse gas emissions and energy costs, while increasing community resilience.

The Climate Adaptation Challenge (CAC) will offer free support to help municipalities understand how climate change is impacting their community and create plans to address the forecasted changes. Two municipalities will be selected to participate and will receive capacity building support to complete a climate risk assessment and adaptation plan. Direct support includes identifying climate risks and opportunities for the community, projecting the future impacts of climate change, and helping prioritize actions that can be taken to reduce the impacts of climate change on the community.

The Climate Adaptation Challenge will use the Climate Resilience Express planning guide and toolkit as a framework for the participating communities. The two participating municipalities will each receive up to 650 hours of capacity building support. This includes direct support for working through each step in the Climate Resilience Express framework and planning workshops for staff and local stakeholders. Climate Resilience Express resources are free to use and moves municipalities through the basic process of creating a climate adaptation plan. This level of support is best suited for small and/or rural municipalities looking for basic climate adaptation assistance.

The Climate Adaptation Challenge is delivered in partnership with the [Municipal Climate Change Action Centre](#) and [All One Sky Foundation](#).

1.2 Rationale

Climate adaptation refers to anticipating the adverse effects of climate change and taking appropriate action to prevent or minimise the damage that it may cause or utilizing opportunities that may arise as a result of climate change. Some examples of climate adaptation include policy changes, building new infrastructure away from flood plains and creating increasingly effective emergency response programs for extreme weather conditions.

Alberta municipalities are at the forefront of climate change impacts. As a response to current and future climate conditions, local climate adaptation planning increases the resiliency and prosperity of local communities. The Climate Adaptation Challenge supports small municipalities in starting their climate adaptation work.

2. ELIGIBILITY

2.1 Eligible Participants

The following communities are eligible to participate in the Climate Adaptation Challenge:

- a. designated Municipalities within the province of Alberta. As per Section 1(s) of the Municipal Government Act, a “Municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized Municipality;
 - ii. repealed 1995 c24 s2;
 - iii. a town under the Parks Towns Act; or
 - iv. a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).

2.2 Description of Need

Eligible communities can submit an Expression of Interest for the opportunity to participate in the Climate Adaptation Challenge.

Within their Expression of Interest, eligible communities must outline the climate challenges they are facing and how their participation in the Climate Adaptation Challenge will help overcome these challenges. The Action Centre will review the applications, score them with an Evaluation Matrix (Appendix 1 – Evaluation Matrix for CAC Expression of Interests) and select two communities to participate. The Action Centre reserves the right to prioritize projects based on their need for climate adaptation support.

Preference will be given to communities with no past experience in climate risk assessments or climate adaptation plans, or communities with climate risks assessments or climate adaptation plans for which there is evidence of the need for substantial revision. All communities are encouraged to discuss their Expression of Interest answers with the Action Centre prior to submitting.

2.3 Commitment

The Action Centre requires participating municipalities to be fully committed and dedicated to completing each step in the program. The Expression of Interest will be assessed by the Action Centre for the level of commitment described and scored with the Evaluation Matrix. Commitment from the community includes:

- assigning a dedicated staff member as the primary program contact,
- allocating 20 hours a month, for 6 months, to complete the work detailed in the Climate Adaptation Challenge,
- working through every step in the Climate Adaptation Challenge within the 6-month timeframe,
- hosting workshops (amount and dates to be coordinated with the participating community), and
- ensuring participation of at least 10 community stakeholders at each workshop.

Municipalities are responsible for all activities completed by their staff. The Action Centre, nor any of its affiliates, shall be liable to the municipality or to any other party for damages to property or injuries to persons caused by, or arising from, any activities associated with this program.

3. SUPPORTS AND SERVICES

Participants work in collaboration with the Action Centre to access and use climate science and knowledge, local Indigenous knowledge, identify vulnerabilities, assess, and prioritize climate risks, develop adaptation actions and implementation strategies. The participating community will work with the Action Centre to outline the aspects of the project scope, but the following is recommended for each community:

- Community-wide planning processes that consider community-wide impacts (not only municipal assets and services) such as the local economy, environmental impacts, and the health and well-being of citizens;
- Physical impacts of climate change within the municipal boundaries;
- Some form of public engagement, such as a public survey, that would be designed and analyzed by the Project Assistant but administered and delivered by the municipality;
- One climate change risk assessment workshop session to be held with City staff and stakeholders;
- A series of climate adaptation action planning sessions with City staff and stakeholders focused on key climate adaptation themes emanating from the risk assessment results; and,
- Potential consideration of local Indigenous perspectives.

4. OUTCOMES

Each community's climate adaptation plan is expected to include:

- Summary of relevant community plans, policies, and bylaws,
- Summary of historic experience with climate impacts and extreme weather,
- Summary of local climate change projections,
- Climate impact statements with definitions and thresholds,
- Climate change risk assessment results,
- Summary of action planning research,
- Summary of public engagement outcomes, and
- Summary of the climate adaptation plan.

5. PARTICIPATION TIMELINE

Step 1: Review the Program Materials

Prior to starting, the Action Centre recommends interested communities review all Climate Adaptation Challenge materials in detail including this Guidebook, and other information made available on the program website at mccac.ca.

Step 2: Submit an Expression of Interest

Eligible communities must submit an online Expression of Interest (EOI) to indicate their interest in participating in the Climate Adaptation Challenge. Communities are encouraged to discuss their answers with the Action Centre in advance of finalizing their submission.

The EOI will ask communities to share high-level information about the community, its need for climate adaptation support, and commitment to this work.

The Action Centre reserves the right to assess the community's need for climate adaptation support, level of commitment indicated, and completion of the Expression of Interest via the Evaluation Matrix. The top two communities will be selected to participate.

Note: Completion of the EOI does not secure a place as a program participant.

Step 3: Letter of Agreement

Successful municipalities will sign a Letter of Commitment (Appendix 2 – Letter of Commitment Template) which outlines the responsibilities of the selected Climate Adaptation Challenge participants to engage in activities outlined below. Upon signing a Letter of Commitment, municipalities are formally admitted to the program. At this step municipalities confirm the primary municipal contact that are taking on the Climate Adaptation Challenge program.

Step 4: Introduce and Finalize Program Plan

Primary contacts at the municipality will attend a kickoff meeting to review and confirm the scope of work to be completed in the Climate Adaptation Challenge. The municipalities will be introduced to the Climate Resilience Express framework and how each step in the framework will be delivered in the program. The number of workshops that take place and dates are to be coordinated with the participating community.

Note: Online webinars may be organized when required in response to COVID-19 public health measures.

Step 5: Background Research

The primary contact will work with the Climate Adaptation Challenge team to review and summarize relevant community plans, policies, and bylaws, and historic experience with climate impacts and extreme weather.

Step 6: Climate data

The Climate Adaptation Challenge team will collect and analyze local climate data and quantify the likelihood of climate impacts. The primary contact will work with the Team to establishing climate impact statements, determining appropriate definitions and thresholds. Stakeholders will also be engaged to review and verify climate impact statements.

Step 7: Climate Risk Assessment

The Climate Adaptation Challenge team will identify trends, assess hazards and risks to community assets. Working with the primary contact, the team will evaluate the likelihood and consequence of climate risks within the community. The primary contact and the team will design and deliver public engagement tactics, including a community survey and analysis of results.

Step 8: Action Planning

The team will review and summarize what the community is currently doing to manage priority risks and identify appropriate actions to address priority climate change risks and opportunities.

Step 9: Project Completion

The team will develop a planning document based on the actions identified. Once the final plan is ready, the team will communicate the climate risk assessment and adaptation plan to community staff and local leaders. Finally, to achieve project completion status, communities must provide:

- Evidence of a media release or public announcement regarding the completion of the capacity building project that indicates the project was funded in whole (or in part) by the Municipal Climate Change Action Centre; and,
- 3-5 high quality images of workshops, engagement events, or other activities showing the project in action that can be used by the Action Centre in print and online publications

6. CONTACT US

Questions about this program may be directed to:

Municipal Climate Change Action Centre
Alberta Municipal Place
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780.433.4431
contact@mccac.ca

Twitter: @MCCAC_Alberta
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APPENDIX 1 – CLIMATE ADAPTATION CHALLENGE EXPRESSION OF INTEREST EVALUATION MATRIX

Criteria	0	1	2	3	4	5	Weight	Total Score
Q1 Direct Impacts of Climate Change	Does not address	Does not directly address the local impacts of climate change on municipality	Loosely addresses the local impacts of climate change on municipality	Directly addresses the local impacts of climate change on municipality	Directly addresses the moderate local impacts of climate change on municipality	Directly addresses the severe local impacts of climate change on municipality	X 6	/ Out of 30
Q2 Indirect Impacts of Climate Change	Does not address	Poor explanation of economic, social, or cultural impacts to municipality from climate change	Loose explanation of economic, social, or cultural impacts to municipality from climate change	Clear explanation of economic, social, or cultural impacts to municipality from climate change	Strong explanation of economic, social, or cultural impacts to municipality from climate change	Explicit and detailed explanation of economic, social, or cultural impacts to municipality from climate change	X 6	/ Out of 30
Q3 Need for Capacity Building Support	Does not address	Does not directly address the need for program	Municipality would minimally benefit from program	Municipality would gain some benefit from program	Municipality would directly benefit from program	Municipality would gain a substantial direct benefit from program	X 6	/ Out of 30
Q4 Commitment	Does not address	Committed to 1 of 5 listed requirements	Committed to 2 of 5 listed requirements	Committed to 3 of 5 listed requirements	Committed to 4 of 5 listed requirements	Committed to all 5 listed requirements	X 2	/ Out of 10

Maximum Score = 10

APPENDIX 2 – LETTER OF COMMITMENT TEMPLATE

This Letter of Commitment clarifies the working relationship between the Municipal Climate Change Action Centre and the _____ (Municipality) and the formal acceptance of participate in the Climate Adaptation Challenge program beginning on _____ and ending on _____.

The Municipal Climate Change Action Centre commits to:

- Delivering program supports for a six-month period in a flexible format
- Explaining the purpose of the program and providing the support and encouragement needed to achieve the desired results
- Assigning you a named staff-person who will provide you with regular support throughout the program
- Receiving comments and feedback to improve the program
- Recognizing your commitment in achieving the goals of the program
- Completing a community climate adaptation plan, including:
 - Summary of relevant community plans, policies, and bylaws
 - Summary of historic experience with climate impacts and extreme weather
 - Summary of local climate change projections
 - Climate impact statements with definitions and thresholds
 - Climate change risk assessment results
 - Summary of action planning research
 - Summary of public engagement outcomes
 - Summary of the climate adaptation plan

The Municipality commits to:

- Appoint one (or more) staff members to be identified as a Primary Contact
- Recognizing the Climate Adaptation Challenge as a significant obligation
- Committing to spend 20 hours to the program, at minimum, over a six-month period
- Coordinating with the Action Centre to meet program deliverables
- Actively participate in all program activities and requests for assistance and feedback
- hosting workshops (amount and dates to be coordinated with the participating community), and
- ensuring participation of at least 10 community stakeholders at the workshop(s).

Acknowledgement

☐ I have read and fully agree to this Letter of Commitment and the program guidebook.

☐ Our appointed Primary Contact(s) is identified below:

Name	Email	Phone Number

Name:

Title:

Date:

Signature:

Founding partners of the Municipal Climate Change Action Centre



**Municipal
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