

# Climate-Ready Plans and Processes Community of Practice

Terms of Reference

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# ABOUT LOCAL LEADERSHIP FOR CLIMATE ADAPTATION

On June 3, 2024, FCM's Green Municipal Fund (GMF) launched its new initiative, Local Leadership for Climate Adaptation (LLCA). This \$530-million initiative represents one of the largest ever investments in building liveable and resilient communities in preparation for climate change in Canadian history and is a key initiative under Canada's National Adaptation Strategy. As part of this initiative, capacity development offerings will enable skill development and training to help local governments build more resilient communities and equip municipalities with the tools they need for proactive and equitable climate resilience planning and action.

Through funding and capacity development opportunities for local governments, the LLCA initiative will support adaptation planning, implementation, and financing, to help municipalities and their partners build long-term community resilience. Through LLCA, municipalities gain a vital opportunity to proactively enhance long-term climate resilience in an equitable and inclusive manner. By 2031, the initiative will have funded more than 1,400 municipal activities and enhanced the capacity of thousands of individuals.

LLCA will ensure long-term climate resiliency by supporting:

- **Climate-Ready Plans and Processes:** integration of equitable and inclusive climate resilience into municipal plans, processes and management systems, such as asset management systems planning.
- **Adaptation in Action:** increased implementation of equitable climate adaptation action taken by Canadian municipalities.
- **Financing Adaptation:** increase in new financing models utilized/leveraged by Canadian municipalities to finance climate adaptation capital projects.

To support this work, GMF and its partners will provide capacity building activities such as facilitated peer learning, cohorts working on common adaptation issues, and technical assistance, training and coaching. Knowledge products from GMF, its partners and collaborators, including guides, courses and tools, will also be developed and disseminated to facilitate project implementation.

## ABOUT CLIMATE-READY PLANS & PROCESSES

Climate-Ready Plans & Processes specifically extends grant funding and capacity building to promote *equitable* climate adaptation and climate-ready communities. The Climate-Ready Plans funding helps municipalities develop the strategies needed to address climate risks and ensure long-term resilience. The goal is to help municipalities create equitable, nature-positive adaptation plans.

## ABOUT THIS COMMUNITY OF PRACTICE

Centered on the goal of **creating opportunities for facilitated peer learning around the Climate-Ready Plans & Processes (CRPP) program**, GMF's Capacity Development team will launch the LLCA CRPP Community of Practice

(CoP) in March 2025. **The CoP provides a forum for staff who are leading or involved with these initiatives in their respective communities to connect with peers across Canada, discuss common challenges and best practices, and learn from one another and from experts in the field, with the goal of building the knowledge, skills and networks needed to successfully deliver their actions.** Members commit to actively participating in the CoP, sharing their experiences and learnings with each other, and contributing to the development of emerging best practice on municipal climate readiness in Canada.

## Scope of activities

This CoP's topics will focus on providing the learning opportunities to local government elected officials, municipal employees and other supporting actors on equitable climate resilience and integration. With this theme in mind, its purpose is to provide members with opportunities for:

- Exchanging knowledge, resources and best practices on the development of climate risk assessments, adaptation plans & strategies, and more
- Connecting with subject matter experts in the field of climate change, planning, natural assets, equitable adaptation, reconciliation, etc.
- Accessing group training and professional development opportunities
- Gaining awareness of national resources and capacity development activities related to the LLCA initiative.

The CoP will explore the following aspects of CRPP:

- People, partnerships, governance topics like how to establish cross-functional teams and gaining council commitments to climate action
- Development and preparation of processes and documents such as climate risk assessments, impact assessments, risk prioritization, data collection and evaluation tools
- Developing networks and collaborative relationships with stakeholders, rights holders, partner organizations and others to help identify and prioritize inclusive adaptation plans

Please note that the CoP is not meant to be a space for advocacy, and should rather be treated as a space for learning from others.

## Eligibility and membership

### Members:

- Participation in this CoP is open to **municipal staff** and **elected officials** who are committed to implementation actions that equitably adapt their community to the impacts of climate change, ranging from those who have experience to those who are new to climate resilience field.

- To maintain an active and dynamic membership, GMF recommends **1-3 core members per municipality**. Core members may also designate **alternates** who will receive CoP communications and can opt-in to meetings on an ad-hoc basis.
- Core members commit to attending a minimum of 4 meetings in a calendar year.

## Guests:

GMF staff will invite guest speakers and facilitators to join CoP meetings based on the needs and interests of the group. Speakers may include practitioners, representatives of various organizations.

Members are encouraged to invite municipal colleagues to attend specific meetings on a case-by-case basis, where relevant. No notice or approval is required. These individuals will not receive ongoing communications related to the CoP.

## Format and frequency of meetings

- Meetings will be held **every two months for 1.5 hours via Zoom**. Additional meetings may be organized on an ad-hoc basis as needed.
- Meetings will typically consist of a short presentation, followed by significant time for peer learning, discussions, and workshopping.
- Priority topics will be identified in consultation with CoP members,
- To accommodate the availability of participants across different time zones, meetings will generally be scheduled on the **third Thursday** of the following months, **at 1:00-2:30pm ET**:
  - March 2025
  - May 2025
  - July 2025
  - September 2025
  - November 2025
  - January 2026
  - March 2026
- When necessary, meetings may be rescheduled to avoid conflicts with other municipal adaptation and climate change events, holidays, or other opportunities that are relevant to CoP members.
- This CoP will be bilingual, and members are welcome to participate in the official language of their choice. Sessions will be held in English with French language support. **Every fourth meeting, this will be inversed: the session will be in French, with English language support.** Slide decks, summaries, and agendas will always be available in both languages. Other core meeting documents will be translated as needed.
- The format of the CoP activities will be tailored to meet the needs of members and will be updated over time as those needs evolve.

## In-person opportunities

Recognizing the value of face-to-face gatherings for relationship building and peer-to-peer learning, FCM commits to holding the following in-person events for its CoP members:

- The CoP's first gathering – and hence its kick-off – will occur during ICLEI's 2024 Livable Cities Forum in Vancouver.
  - Side event for those who have applied or are interested in applying for LLCA funding.
  - Present key info around what the LLCA CoPs will be
  - Engaging activity for participants to share what project they intend to do
  - Engaging activity to share what topics they would like to see covered as part of their CoP
- An in-person meeting of the CoP will be organized annually, in parallel with FCM's Sustainable Communities Conference or another relevant national conference or event.

Note that LLCA funding recipients can use a portion of their grant funding to pay for staff time and travel costs to participate in these meetings, and should therefore include a line for these expenses when preparing their proposal budget. (For additional details see "Travel and Accommodation" section under "Eligible Costs" in Appendix B of the Local Leadership for Climate Adaptation Application Guide Adaptation in Action, May 2024)

## Roles and responsibilities

### GMF Staff

GMF staff will manage the community and provide administrative support to ensure the group achieves its objectives, including:

- Coordinating meeting schedules, content, agenda, S/I, zoom links, slide decks/resources and other logistics
- Preparing and circulating meeting agendas, minutes, and related materials
- Setting up the technology and translation support for meetings
- Post-event surveys
- Inviting guests and guest speakers
- Facilitating meetings
- Maintaining a shared document folder
- Maintaining the member list and onboarding new members
- Packaging and sharing materials and lessons learned with the group and with other interested municipalities and stakeholders, where relevant
- Coordinating periodic evaluations and adapting the format and activities to respond to members' needs and feedback.

### CoP members

Members of the Community of Practice commit to actively participate in group activities and to contribute to the achievement of its objectives, notably by:

- Attending meetings regularly, or designating an alternate where relevant, striving to attend at least 4 of the sessions listed above.

- Sharing experiences, knowledge, and resources with the group with the intent of overcoming challenges and improving the delivery of their own program and of supporting the effective design and delivery of other local adaptation initiatives.
- Sharing information to support the advancement of adaptation in Canada (e.g. program and policy developments, research, knowledge resources, events).
- Providing timely input and feedback on CoP activities.
- Contributing to annual evaluation of the CoP and its tools.

Members are encouraged to share information about other learning activities related to climate adaptation with the group and with GMF staff to avoid duplication of activities and to help promote these events more broadly.

## Group communications

Members will be invited to access an Adaptation in Action Sharepoint folder hosted by FCM. This platform will allow members to access past meeting materials and share resources related to the CoP. FCM will provide technical support to ensure members can access the platform. The use of Sharepoint will be evaluated periodically to ensure it meets the needs of the group.

## Code of conduct

The CoP has established the following group norms to help members work and collaborate effectively during meetings:

- **Support the group process** by respecting start and break times
- **Commit to confidentiality** of others' personal stories
- **Speak from the heart** by sharing our own direct experiences and avoid speaking on behalf of others
- **Strive to stay present** and engaged during the session and avoid multi-tasking
- **Stay open** by noticing judgements/assumptions about ourselves or others and try to suspend them if possible
- **Be curious:** listen to learn, and seek first to understand, then to be understood
- **Take space & make space** so that all voices can be heard
- **Welcome and hold diversity** by recognizing that many perspectives and truths are real and can co-exist
- **Accept and expect non-closure:** This work is complex – we may leave with some unanswered questions and that's ok and part of the learning process
- **Assume good intentions, and remember that intentions don't negate impact**

## Evaluation

Members will be invited to complete a short feedback survey at the end of each meeting, and to participate in an annual evaluation of the CoP activities. This feedback will help GMF staff adapt the CoP to ensure it is meeting members' needs and to report on the effectiveness of GMF's capacity development activities related to the LLCA initiative. These terms of reference will be updated periodically based on this feedback from members.

## Becoming a Member

To fully benefit from the peer learning and networking opportunities of this initiative, it is ideal to attend from its launch in February. Therefore, municipal staff and elected officials who are interested in joining the CoP are encouraged to submit their [registration form](#) **by 5:00 pm ET Friday, January 24, 2025**, in order to join in time to participate in the full year of gatherings. Nevertheless, registrations after this date will still be welcome, with the expectation that members attend a minimum of 4 meetings in the calendar year. For this reason, those applying after the July 2025 meeting will be invited to join in the following year.

Please note that members will be accepted on a first come, first served basis. Selection may also consider geographic distribution of municipalities. CoPs will be managed with the principles of Reconciliation and Anti-Racism, Equity and Inclusion at their heart.

For any questions, please email Felix Vandergrift, Event Outreach Officer | Municipal Asset Management Program: [fvandergrift@fcm.ca](mailto:fvandergrift@fcm.ca).