

Climate Action Plan

WORK PLAN

February 18, 2021 Update

Project Phase	Tasks	Suggested Lead(s)	Done?	Timeline																							
				Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21		
<b>Phase I - Project Definition and Initiation</b>				<b>Phase I</b>																							
	Create a Climate Action Plan Advisory Committee	Council	✓																								
	Identify desired project outcomes (mission)	Committee	✓																								
	Education: Background on GHG Inventory	Staff	✓																								
	Education: Climate Action Planning Guidance	Staff	✓																								
	Work Plan & Discuss the Scope of the Plan	Staff	✓																								
**	Identify & make contact with community organizations to engage with for information sharing and coordination	Committee	✓																								
**	Identify & make contact with regional partners to engage with for information and coordination	Council	✓																								
**	Identify sources of support & timing of support where applicable (e.g. grants)	Staff	✓																								
**	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
**	Council Update on Phase I progress	Staff	✓																								
<b>Phase II (Option A) - Baseline Assessments &amp; Target Adoption (Community Only)</b>				<b>Phase II (Option A)</b>																							
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i>	Committee	✓																								
	Identify Goals and GHG Emissions Reduction Targets	Committee	✓																								
++	Estimate trends through an emissions forecast	Staff*																									
**	Council Update on Inventories and Forecasting	Staff																									
	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
<b>Phase II (Option B) - Baseline Assessments &amp; Target Adoption (Community &amp; Municipal)</b>				<b>Phase II (Option B)</b>																							
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i>	Committee	✓																								
	Establish/Adopt Municipal Inventory Baseline	Staff*																									
	Identify Goals and GHG Emissions Reduction Targets	Committee																									
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	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee																									
<b>Phase III - Develop Climate Action Plan</b>																											
	Identify Greenhouse Gas Emissions Reduction Strategies	Committee*																									
	Review and prioritize strategies	Committee*																									
	Conduct Analysis and Assemble Plan Strategies	Staff*																									
	Create Implementation Framework and Timeline	Council*																									
	Workshops to develop and gather feedback on proposed strategies & implementation timeline	Council/Committee*																									
	Council Review of Prioritized Strategies	Council*																									
<b>Phase IV - Action Plan Implementation &amp; Adoption</b>																											
**	Assemble Climate Action Plan Report	Staff*																									
**	Review and Finalize Report	Staff*																									
**	Council Review and Adoption of the Plan	Council																									

\* denotes item that could be conducted by consultant

\*\* shared task with Adaptation Plan

++ Decision Point: Will require consultant to complete. If consultant assistance is unavailable, cannot have certified CAP. If unable to proceed, options include: waiting until funding is available (date unknown), prepare an uncertified climate analysis without forecasts

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**	Council Update on Phase I progress	Staff	✓													
<b>Phase II (Option A) - Baseline Assessments &amp; Target Adoption (Community Only)</b>																
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <u>AMBAG to deliver community Inventory (Date TBD)</u>	Committee	✓													
	Identify Goals and GHG Emissions Reduction Targets	Committee	✓													
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	Identify opportunities for community workshops and educational outreach (continious)	Council/Committee														
<b>Phase II (Option B) - Baseline Assessments &amp; Target Adoption (Community &amp; Municipal)</b>																
	Establish/Adopt Community Inventory Baseline (2015, 2018) - <u>AMBAG to deliver community Inventory (Date TBD)</u>	Committee	✓													
	Establish/Adopt Municipal Inventory Baseline	Staff*														
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