

**Climate Action Plan**  
**DRAFT WORK PLAN**  
 February 20, 2020

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	Jul-21	Aug-21
<b>Phase I - Project Definition and Initiation</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 (continuous)	Council/Committee																									
**	Council Update on Phase I progress	Council																									
<b>Phase II - Baseline Assessments &amp; Target Adoption</b>																											
	Develop Community Inventory Baseline (2015)	Staff																									
	Develop Municipal Inventory Baseline	Staff*																									
	Identify Goals and GHG Emissions Reduction Targets	Committee																									
	Estimate trends through an emissions forecast	Staff*																									
**	Council Update on Inventories, Forecasting, and preliminary strategies for GHG reduction	Council																									
	Identify opportunities for community workshops and educational outreach (continuous)	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*																									
**	Engagement and Outreach: 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