

## Action Plan Template

### ***[Community Name] Climate Change Action Plan***

**Prepared By:**

**Acknowledgements:**

*Ex. council/board, staff, committee*

**Date:**

*When submitted to council/board*

**Executive Summary**

*A short summary outlining the main points in the plan.*

# 1. Introduction and Background

## **Our Community**

*Describe the participating municipality, planning district or neighbourhood, including demographics, geography, industry and culture.*

*Include a summary of the baseline GHG emissions inventory to illustrate the community's current environmental profile.*

## Community Vision

*Provide a short statement describing the vision, mission and/or goals of this plan. It is helpful to refer to other community plans for assistance or ideas, but consultation with council or the board and the broader community is essential (see below, "Engaging the Public").*

## Target GHG Emissions Reduction

*For municipal participants:*

- 20% below 2003 levels for the municipal corporation;
- 6% below 2003 levels for the broader community

*For neighbourhood participants:*

- 0.75 tonne reduction per capita below estimated community GHG emissions

# 2. Community Engagement

*Describe the community engagement process, including:*

- *Membership of local climate change committee – segments of population represented; how often committee met; role in development and implementation of plan.*
- *Types of activities undertaken to seek public input into plan – ex. advertising and promotion, media releases, public events, meetings with stakeholder groups.*
- *Description of all public events hosted – groups invited; number of people in attendance; activities undertaken*
- *Description of ideas generated*
- *Explanation of how feedback is incorporated into plan*

# 3. Projects / Activities

*Discuss projects and activities that have occurred since the baseline year, that are currently underway and those proposed to be implemented between now and the target year in this section. For each item include:*

- **Strategy**  
*If applicable, describe the larger goal(s) or objective(s) to be achieved through the specific project or activity. For example, "Comprehensive Sustainable Transportation" could be the strategy, with specific projects and activities that support that strategy (ex. start a community carpool service, install bicycle racks).*

- **Description of Project / Activity**  
*Describe the specific project or activity and what actions are required to undertake it.*

*For example, to start a community carpool service, explain where it will happen, how people will be able to use it, who the service will target and how it will be funded and promoted.*

- **Objectives**  
*Describe what the project or activity is trying to achieve and/or the community need being addressed. A carpool service will reduce GHG emissions, maximize passengers in a motor vehicle and increase travel options in the community.*

- **Leads and Partners**  
*Discuss who is responsible for implementation, their partners, and each person's/ group's role. Potential leads and partners may be municipal or community staff, funders, volunteers, students or part-time casual staff.*

- **Timelines**  
*Classify the project as an immediate, short-, medium- or long-term priority based on discussions with council/the board and the broader community.*

*Discuss the timelines to start and complete the project or activity. For immediate to shorter-term priorities, highlight the key milestones required to complete the project on time and on budget.*

*Immediate: 0-6 months  
Short-term: 6 months to 1 year  
Medium-term: 1-5 years  
Long-term: >5 years*

- **Estimated GHG emissions reduction potential**  
*Provide an estimate of the GHG emissions reduction potential that will result from implementing the project or activity. See GHG Emissions Proxy Calculations for more information.*

- **Additional benefits expected**  
*Note any additional benefits related to the project or activity. For example, a carpool service will save money for users, increase the life of road infrastructure, facilitate travel for those whose mobility is impaired and provide opportunities for socializing.*

- **Cost Estimate**  
*Provide an estimate of how much the project or activity will cost. This does not have to be a detailed budget but should provide a rough idea of the costs to anticipate. This can be a useful decision-making tool for council/the board.*

- **Monitoring and Reporting**  
*Refer back to the objective(s) and identify key indicators and proposed measurement tool(s) for the project or activity. This will assist with data collection and analysis throughout the implementation of the project or activity.*

*Examples of indicators for the carpool service to determine whether objectives are met include an increased number of passengers in a given vehicle, a reduction in the overall amount of gasoline consumed, shorter distances traveled overall and increased community satisfaction with transportation options. Measurement tools may include a log to track number of passengers, gasoline consumed and distance traveled, and a survey to measure the community's perception on travel options.*

#### 4. Implementation Strategy

*Outline the overall strategy to implement the local climate change action plan. Focus in particular on how the community will prioritize projects for immediate and short-term implementation.*

*Work with council/the board to determine longer-term implementation: what role will the advisory committee play? How often will the plan be revisited and how?*

#### 5. Monitoring Plan Progress and Reporting Results

*Discuss methods for monitoring success of the local climate change action plan. This is similar to monitoring and reporting for individual projects or activities. Reporting items include:*

- *whether the GHG emissions reduction target was met or exceeded*
- *estimated total tonnes of GHG emissions reduced as result of implementing the action plan*
- *estimated tonnes of GHG emissions reduced per project implemented*
- *cost savings and for whom*
- *funding levered (financial and in-kind support)*
- *environmental benefits in addition to GHG emissions reductions.*
- *economic development opportunities (ex. New business, new product)*
- *other benefits (ex. health, safety, support for low-income families)*

*As for each individual project or activity, monitoring overall progress and reporting results is achieved with indicators and measurement tools that are directly related to the overall goals and objectives of the plan.*

## Summary

Once previous sections are completed, summarize the above information in an at-a-glance table

Corporate Actions								
Strategy	Project / Activity	Objectives	Lead	Partner	Term	Estimated GHG Reductions	Cost	Other benefits

Community Actions								
Strategy	Project / Activity	Objectives	Lead	Partner	Term	Estimated GHG Reductions	Cost	Other benefits

**NOTE:**

- Immediate term = 0-6 months*
- Short term = 6 months - 1 year*
- Medium term = 1 - 5 years*
- Long term = >5 years*