

**Appendix C – CW-21-19
Critical Path – Burlington Climate Action Plan**

PROJECT INFORMATION

Project Management: Project will be managed by the Sr. Sustainability Coordinator and will be overseen by the Executive Director of Capital Works and the City Manager. Guidance will be provided by the Stakeholder Advisory Committee for the Burlington Community Energy Plan (which will transition to the Climate Action Plan).

Final Decision Maker: Burlington City Council

Decision Statement(s):

A plan will be created to address Climate Action in Burlington. Part 1 will focus on mitigation of greenhouse gas emissions, providing a low carbon pathway for Burlington, meeting the strategic plan direction to work towards being a net carbon zero community. Part 1 of the plan will be presented for consideration and approval by Burlington City Council by April 2020.

There are three stages to the project:

- 1) Complete a thorough community consultation with stakeholders and the community
- 2) Develop the Climate Action Plan
- 3) Approve the Climate Action Plan

Once approved, the Sr. Sustainability Coordinator will work with stakeholders on plan implementation.

Part 2 of the Climate Action Plan will address adaptation measures to improve community resiliency and will be completed following Part 1. Once Part 2 is completed the two documents can be combined into one Climate Action Plan.

Sr. Sustainability Coordinator will retain a consultant to complete the Climate Action Plan (part 1) in June – July.

OPTION 1 – Report back by December 2019

	Process	Community Engagement
July – August 2019	Consultant will review background information and existing data and prepare part 1 of the Climate Action Plan. The following resources will be available to the consultant: <ul style="list-style-type: none"> - Engagement report for the Bay Area Climate Change Office and Council - Low Carbon Pathway report for Burlington, completed by SSG (Sustainability Solutions Group) - Community Energy and greenhouse gas emissions data collected by city staff 	Engage community on potential actions to reduce carbon footprint in Burlington: <ul style="list-style-type: none"> - Pop ups at special events - Partner with other organizations – such as Halton Climate Collective and Bay Area Climate Change Office - On line engagement – www.getinvolvedburlington.ca

	<ul style="list-style-type: none"> - Get Involved Burlington – survey information from 2019 related to climate and barriers to taking action - Burlington Community Energy Plan - Interview results with stakeholders, council and developer <p>Consultant prepares climate action plan based on available information and resources.</p> <p>Develops draft actions with a focus on buildings, transportation, sustainable energy generation & community engagement.</p>	
September 2019	<p>Continue drafting climate action plan.</p> <p>Include section on what city is doing.</p> <p>Set community emissions reduction target with milestones.</p> <p>Review with staff.</p>	<p>Community engagement:</p> <ul style="list-style-type: none"> - Town hall meetings - Partner with Sustainable Development Committee – library seminar on climate change
October 2019	<p>Present draft plan to community for feedback.</p> <p>Consultant reviews feedback.</p> <p>Draft plan finalized & staff report prepared.</p>	<p>Present draft Climate Action Plan</p> <ul style="list-style-type: none"> - 2 public meetings - Meet with community stakeholders - Make available on-line – www.getinvolvedburlington.ca
November 2019	<p>Approval process for staff report for December COW and Council meeting</p>	
December 2019	<p>Climate Action Plan presented to COW (December 2nd) and Council (December 16th) for approval.</p>	<p>Option for community members to delegate at Committee of the Whole and Council</p>
OPTION 2 – Report back by April 2020		
	Process	Engagement
Jul - Aug 2019	<p>Consultant will review background information and existing data and prepare the Climate Action Plan. The following resources will be available to the consultant:</p>	<p>Engage community on potential actions to reduce carbon footprint in Burlington:</p> <ul style="list-style-type: none"> - Pop ups at special events

	<ul style="list-style-type: none"> - Engagement report for the Bay Area Climate Change Office and Council - Low Carbon Pathway report for Burlington, completed by SSG (Sustainability Solutions Group) - Community Energy and GHG data collected by city staff - Get Involved Burlington – survey information from 2019 related to climate and barriers to taking action - Burlington Community Energy Plan <p>Interview results with stakeholders, council and developer</p>	<ul style="list-style-type: none"> - Partner with other organizations – such as Halton Climate Collective and Bay Area Climate Change Office - On line engagement – www.getinvolvedburlington.ca
Sept 2019	Energy and emissions data analysis - set emissions reduction target with milestones.	<p>Opportunities for engagement continue:</p> <ul style="list-style-type: none"> • Community engagement workshops • Meeting with stakeholders • Councillor town hall meetings • www.getinvolvedburlington.ca • Youth engagement - schools
Oct 2019	<p>Consultant summarizes community engagement input.</p> <p>Prepare draft actions focus on buildings, transportation, sustainable energy generation & community engagement.</p> <p>Review with city staff and stakeholders.</p>	
November 2019	Consultant prepares draft climate action plan with actions; a section on what the city is doing and emissions reduction target with milestones.	
December 2019	Staff and stakeholders review draft climate plan. Provide feedback to consultant.	
January 2020		<p>Community engagement on draft climate action plan.</p> <ul style="list-style-type: none"> • Information sessions • Post draft document on-line
February 2020	Finalize draft Climate Action Plan and prepare staff report.	

March 2020	Approval process for staff report.	
February 2020	Climate Action Plan presented to COW and Council.	Option for community members to delegate at Committee of the Whole and Council