

Draft CAP Schedule (North Yarmouth and Cape Elizabeth)

Month	Committee	Staff	GPCOG
July/ August	<ul style="list-style-type: none"> Initial kick-off meeting with committee Develop outreach plan 	<ul style="list-style-type: none"> Data collection as guided by GPCOG 	<ul style="list-style-type: none"> Baseline Data collection Development of outreach materials <p>Comms/Engage: develop outreach plan, flyers, survey, identify stakeholders</p> <p>Data: collect and map vulnerability data?</p>
September	<ul style="list-style-type: none"> Community Outreach! Promote survey Table at events, talk to neighbors, spread the word about the climate action plan 	<ul style="list-style-type: none"> Data collection as guided by GPCOG Interviews with GPCOG 	<ul style="list-style-type: none"> Interview staff department heads Begin drafting GHG Inventory and Vulnerability Assessment Draft outreach materials <p>Comms/Engage: develop outreach plan, flyers, survey, identify stakeholders</p> <p>Data: collect and map vulnerability data?</p>
October	<ul style="list-style-type: none"> Community Outreach! Promote survey Table at events, talk to neighbors, spread the word about the climate action plan 	<ul style="list-style-type: none"> Assist in final data collection (if needed) 	<ul style="list-style-type: none"> Finalizing data collection Drafting GHG Inventory and Vulnerability Assessment <p>Comms/Engage: Promote CAP in town-specific no-cost manner?</p> <p>Data: final mapping and analysis for vulnerability data?</p>
November/ December	<ul style="list-style-type: none"> Workshop logistics details - where, when, how to reach people, etc. Continue with community engagement and attending events 	<ul style="list-style-type: none"> Provide comments and input on GHG inventory and vulnerability assessment 	<ul style="list-style-type: none"> GHG Inventory and Vulnerability Assessment to staff for review Draft CAP strategies and actions Prep materials for workshop #1 <p>Comms/Engage: logistics for workshop 1? Outreach to stakeholders to come to workshop</p> <p>Data: prep posters for workshop 1?</p>
January <i>Key milestone: Workshop #1</i>	<ul style="list-style-type: none"> Outreach on Workshop #1 – Get residents, businesses, stakeholders to attend the workshop Review presentation on draft results from GHG Inventory and Vulnerability Assessment <i>Discuss emission reduction targets and choose recommendation</i> 	<ul style="list-style-type: none"> Provide comments and input on GHG inventory and vulnerability assessment 	<ul style="list-style-type: none"> Prep materials for workshop #1 Finalize GHG Inventory and Vulnerability Assessment following edits from workshop Draft CAP strategies and actions <p>Comms/Engage: logistics for workshop 1? Outreach to stakeholders to come to workshop</p> <p>Data: prep posters for workshop 1?</p>

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<p>February</p> <p><i>Milestone: GHG Inventory and Vulnerability Assessment</i></p>	<ul style="list-style-type: none"> • Present emission reduction targets to Town Council for adoption • Review CAP strategies and actions (GPCOG will provide guidance for discussion) 	<ul style="list-style-type: none"> • Review CAP strategies and actions 	<ul style="list-style-type: none"> • Finalize GHG Inventory and Vulnerability Assessment • Provide strategies and actions to staff and committees • Draft additional sections of the plan (i.e. introduction, public involvement, etc.) <p>Comms/Engage:</p> <p>Data:</p>
<p>March</p>	<ul style="list-style-type: none"> • Review CAP strategies and actions (GPCOG will provide guidance for discussion) • Discuss logistics for workshop #2 	<ul style="list-style-type: none"> • Review CAP strategies and actions 	<ul style="list-style-type: none"> • Prep for workshop #2 • Revise strategies and actions based on feedback • Draft additional sections of the plan <p>Comms/Engage:</p> <p>Data:</p>
<p>April</p> <p><i>Milestone: Workshop #2</i></p>	<ul style="list-style-type: none"> • Finalize logistics for workshop #2 • Get people to come to the workshop! 	<ul style="list-style-type: none"> • Provide comments and feedback on CAP strategies and actions/results from workshop • Review additional areas of the CAP 	<ul style="list-style-type: none"> • Continue drafting full CAP - revise actions and strategies based on staff and committee feedback • Prep for workshop #2 <p>Comms/Engage: logistics for workshop 2? Outreach to stakeholders to come to workshop</p> <p>Data: prep posters for workshop 2?</p>
<p>May</p>	<ul style="list-style-type: none"> • Review draft action plan 	<ul style="list-style-type: none"> • Review draft action plan 	<ul style="list-style-type: none"> • Provide draft climate action plan for review
<p>June</p> <p><i>Milestone: Climate Action Plan</i></p>	<ul style="list-style-type: none"> • Promote the Plan • Presentation to Council 		<ul style="list-style-type: none"> • Finalize climate action plan for council adoption <p>Comms/Engage: promote the plan</p> <p>Data:</p>