

Submission Requirements for Milestone Recognition

This checklist outlines the information required from PCP members seeking recognition of their achievement of PCP milestones. All submissions are reviewed before recognition is issued. This checklist serves as a guide to ensure that your submission is complete and your milestone review is seamless and completed quickly. You do not need to submit this checklist with your materials.

Milestone 1

- Summary of corporate or community inventory. The summary can be submitted in report format or via the spreadsheets or software in which it was created. The summary should follow International Local Government Emissions Analysis Protocol. More information on the protocol can be found on the ICLEI website at www.iclei.org/index.php?id=8154.
- Emission intensity values or coefficient values (for all energy types including electricity).
- Summary of data sources.
- Description of any assumptions made with respect to data.
- Business-as-usual forecast of emissions 10 years into the future.

Milestone 2

- Description of community or corporate target, including baseline year, target year and percentage change from baseline year.
- A council resolution adopting the targets set, including baseline year, target year and percentage change from baseline year.

Milestone 3

- Description of planned activities to achieve target reductions set out in Milestone 2. This may take the form of a written report, presentation or website.
- Description of how the public or internal stakeholders participated in the development of the plan.
- Description of costs and funding sources.
- Identification of the municipal department or organization responsible for the plan or for the individual actions outlined in the plan.

Milestone 4

- Description of the degree to which measures in the local action plan have been implemented, including any implementation partners, financing mechanisms and variations from the original local action plan.
- Outline of the implementation schedule.

Milestone 5

- Updated corporate or community inventory for current (or near current) year.
- Quantification of the GHG reduction impact of each GHG reduction measure in the local action plan.
- Report on how stakeholders and decision-makers have been included throughout the PCP milestone process.