**PCP Five-Milestone Framework**

**Checklist for Name of municipality**

**Completed on: yyyy/mm/dd**

**Completed by: Name, job title**

1. **Which Milestone(s) will you complete in the next two years?**

**Corporate:** [ ] Milestone 1 [ ] Milestone 2 [ ] Milestone 3 [ ] Milestone 4 [ ] Milestone 5

**Community:** [ ] Milestone 1 [ ] Milestone 2 [ ] Milestone 3 [ ] Milestone 4 [ ] Milestone 5

1. **Who will be responsible for undertaking this work? (Corporate)**

[ ] Municipal staff person

[ ] Municipal steering committee

[ ] Non-profit organization

[ ] Third-party consultant

[ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Who will be responsible for undertaking this work? (Community)**

[ ] Municipal staff person

[ ] Municipal steering committee

[ ] Community task force

[ ] Non-profit organization

[ ] Third-party consultant

[ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How will you secure the necessary funding to undertake this work? (Check all that apply.)**

[ ] Municipal operating or departmental budget

 Already allocated? [ ] Yes [ ] No

[ ] Apply for [grant funding](http://www.fcm.ca/home/programs/green-municipal-fund/what-we-fund.htm) from FCM’s Green Municipal Fund (Milestones 1–3 or specific projects at Milestone 4)

[ ] Apply for funding from another funding body (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Dedicated municipal fund for environmental initiatives

[ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Will your municipality be leveraging any provincial/territorial reporting requirements to complete all or part of these milestones? For example:**
* **ON —** [**Regulation 397/11**](http://www.energy.gov.on.ca/en/green-energy-act/conservation-for-public-agencies/)
* **BC —** [**Carbon Neutral Action Reports**](http://www2.gov.bc.ca/gov/content/environment/climate-change/reports-data/carbon-neutral-action-reports)**,** [**Community Energy and Emissions Inventory Reports**](http://www2.gov.bc.ca/gov/content/environment/climate-change/reports-data/community-energy-emissions-inventory)

[ ] Yes [ ] No

If yes, please specify:

1. **What challenges, if any, do you foresee that may prevent your municipality from completing this work?**

[ ] Funding issues

[ ] Change in municipal or departmental priorities

[ ] Change of municipal leadership

[ ] Change in staffing

[ ] Other

Please provide a short explanation:

1. **Are you looking for any specific resources to support this work? For example:**
* **Templates or examples for climate change plans, reporting documents, etc.**
* **Information on sources of funding**
* **Contact information for other PCP members**Please specify:

**Next Steps**

Thanks for filling out this checklist! Please email a copy of this checklist to the PCP program. We will use this information to provide you with support in completing the milestones. Please also keep a copy on file for your records.

PCP program members must submit milestone documentation every two years to the PCP program, which will review and recognize your achievement. For more information, see the [PCP member reporting requirements](http://www.fcm.ca/home/programs/partners-for-climate-protection/milestone-framework/pcp-program-reporting-requirements.htm).

Questions? Contact us:

* Email
* Telephone: 613-907-6289 (English) or 613-907-6392 (French)