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LGCAP 2024

Introduction

Reaching net-zero emissions and adapting to a changing climate will require a whole-of-society approach. The Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the website.

What is climate action?
For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions (mitigation) and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Information collected will:

- Highlight local government and Indigenous climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual Climate Change Accountability Report;
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and support communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations and ministerial partners;
- National and international GHG reporting protocols; and
- The CDP (formerly Carbon Disclosure Project, a global non-financial disclosure system).

Instructions

**Please do not provide any personal information (e.g. email, phone number) in the survey.*

Survey: Word Version
A survey template (i.e. a Word version) is available on the Local Government Climate Action Program webpage. The template can be used to gather information from staff across departments. Then simply cut and paste into the online version where you'll be submitting the survey.

Survey: Online Version
SimpleSurvey allows multiple users to access your survey, though two people **cannot** enter information at the same time.

- For other users to contribute to your survey, simply share the unique link with your team members.
- Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Required fields are indicated with a red asterisk (*). You will not be able to submit the survey and attestation form without completing these fields.

- Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

There is a 9,999 character limit for the open-ended questions.

Attestation Form
The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

- The attestation form is where the Chief Financial Officer, or equivalent position, attests to the following:
    - That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
    - That Local Government Climate Action Program funds for years 1 and 2 received in 2022 and 2023 will be spent by March 31, 2025.
    - That Local Government Climate Action Program funds for years 3-5 received in 2024 will be spent by March 31, 2028.
    - That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2024.

Requirements

1. Reporting

1. Report on **at least one** project linked to objectives from the CleanBC Roadmap to 2030 and/or Climate Preparedness and Adaptation Strategy. If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. Funding for the project(s) does **not** need to come from this program.
2. For communities with populations of 10,000+ (based on 2020 BC Census data figures), measuring and reporting local government's traditional services emissions is required.
3. Attest that funds will be allocated to climate initiatives before submitting your survey.

- Open-ended questions asking for one or more initiatives related to climate action may be highlighted in Provincial materials to acknowledge innovative local climate solutions. A template to submit climate action success stories for publication can be found on the Local Government Climate Action Program webpage.

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2024.

3. Posting the survey & attestation form publicly

- The design / format of the form **can** be changed, however, all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2024.

Download a copy for your records!
Once submitted, you can **download a copy of the completed survey** and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support
If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to provide assistance.

Thank you!
The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Question 1 a): How many staff in full time equivalents (FTEs) are dedicated to working specifically on climate action?
If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0.

0.4

Question 1 b): How many staff in full time equivalents (FTEs) are dedicated to working on climate action in other departments such as transportation or engineering?
For example: Can include staff in engineering, emergency management, transportation, waste management, etc. related to climate work but whose primary role is not working on climate action. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.4

Question 2 a): Does your local government or Nation have a community-wide climate action plan or other guiding document(s)?

Yes

Please select the type of plan(s) from the list.
In the textbox, indicate the date the plan was adopted/approved in format YYYY-MM. If you don't remember the month, you can enter "01" for January.

Integrated climate plan (addressing mitigation, adaptation and/or energy use)
2020-10

Please include a link to the document or webpage if available.

https://www.highlands.ca/AgendaCenter/ViewFile/Item/6118?fileID=6258

Question 2 b): Does your local government or Nation have a corporate climate action plan or other guiding document(s)?

Yes

Please select the type of plan(s) from the list.
In the textbox, indicate the date the plan was adopted/approved in format YYYY-MM. If you don't remember the month, you can enter "01" for January.

Don't know

Please include a link to the document or webpage if available.

Within Climate Leadership Plan - Page 10 of this link:
https://www.highlands.ca/AgendaCenter/ViewFile/Item/6118?fileID=6258

Question 3: Has your local government or Nation declared a climate emergency?

Yes

Question 4: Please select up to 3 challenges impeding the advancement of climate action in your community.

Lack of jurisdiction.

Lack of staff capacity or expertise.

Competing priorities.

Optional: Is local political support a challenge your local government faces that is impeding climate action?

No

Traditional Services Greenhouse Gas Emissions

Measuring traditional services emissions (defined in previous years as corporate emissions) is a Program requirement for all communities with a 2020 population of 10,000 and above (see population statistics here). Traditional services GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- LGCAP Traditional Services Boundaries and Scope Guidance,
- Scope Summary Document,
- Traditional Services Inventory Reporting Tool,
- Contracted Services Emissions Guidance,
- Contracted Emissions Calculator,
- BC Best Practices Methodology for Quantifying GHG Emissions, and
- Emission Factors Catalogue.

Question 5: For the 2023 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?

No, but for a past year. (Please enter most recent year completed: YYYY)
2020

Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

Question 6: For the 2023 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

No

If not, please select all that apply from the list.

No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)
2022

If not, has your community or Nation measured and reported community-wide emissions in the past?

Yes

When was the last year your community or Nation reported its community-wide emissions and what is the interval for reporting (ex. 2022, every 5 years)?

Capital Regional District reported at the regional level for the 2022 reporting year. Highlands' community-wide emissions were 15,019 tCO2e.

Please report your community-wide transportation sector emissions in tonnes of CO2e for the most recent year available.

10377

Please report your community-wide buildings sector emissions in tonnes of CO2e for the most recent year available.

3484

Please report your community-wide solid waste sector emissions in tonnes of CO2e for the most recent year available.

238

If your local government or Nation measured your community-wide emissions, please report the protocol(s) you used to measure emissions.

Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC).

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).
Please enter "0" if no targets or baseline are established for the years given in the table.

2030
Reduction Percentage (format: e.g., 40)
26
Baseline Year (format: e.g., 2007)
2007

2040
Reduction Percentage (format: e.g., 40)
0
Baseline Year (format: e.g., 2007)
0

2050
Reduction Percentage (format: e.g., 40)
80
Baseline Year (format: e.g., 2007)
2007

Question 8: Does your local government or Nation have net-zero or carbon-neutral emissions target(s)?
Please select all that apply.

No

Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action (these indicators were previously reported through the Community Energy and Emissions Inventory initiative).

Housing type: Private dwellings by structural type
Floor area: Average floor area by building category and era
Commute by mode: Employed labour force by mode of commute

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C's plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set us on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must **report on a minimum of one project** linked to objectives from the CleanBC Roadmap to 2030 and/or Climate Preparedness and Adaptation Strategy (CPAS). Funding does **not** need to come from this program. For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the buildings sector. This should not be limited to what your LGCAP funding supported.

Corporate

Community

Corporate buildings policies, programs and actions.

Highest efficiency standards for new space and water heating equipment.

Community-wide buildings policies, programs and actions.

BC Energy Step Code adoption (Step 3 or higher).

Other.

Participating in CRD's Home Energy Navigator Program: https://homeenergynav.ca/

Please enter the step for part 3 buildings (Energy Step Code).

Optional

Step 4 for new wood frame multi-family residential; Step 3 if low carbon energy system is incorporated. Step 4 for new complex concrete multi-family residential and commercial; Step 3 if low carbon energy system is incorporated.

Please enter the step for part 9 buildings (Energy Step Code).

Optional

Step 5 for new single family dwelling 420m2 or less; Step 3 if low carbon energy system is incorporated. Step 5 for new single family dwelling 420.1m2 or greater, Step 4 if low carbon energy system is incorporated.

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to buildings. Please enter NA if your community reported no buildings initiatives ongoing, completed or in-progress for 2023.

Implementing Step Code

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the transportation sector. This should not be limited to what your LGCAP funding supported.

Community

Community-wide transportation policies, programs and actions.

Other.

1 - Participated in regional grant application to replace public electric vehicle chargers. 2 - Improved road right of way in areas to facilitate active transportation.

Please highlight a community project(s) that was in-progress or completed in the 2023 calendar year related to transportation. Please enter NA if your community reported no transportation initiatives ongoing, completed or in-progress for 2023.

1 - Participated in regional grant application to replace public electric vehicle chargers. 2 - Improved road right of way in areas to facilitate active transportation.

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to community-wide and corporate action. This should not be limited to what your LGCAP funding supported.

Community

Community-wide climate policies, programs and actions.

Complete, compact communities

Complete, Compact Communities - Please select all that apply.
See Complete Communities Guide and Program for supports advancing identified community goals through the creation of more complete, compact and energy efficient communities.

Secondary suites and laneway homes

Official Community Plans

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to community-wide or corporate action. Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.

Accessory dwelling units project in-progress

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating climate adaptation principles into decisions and everyday activities.

One requirement of this Program is that you must report on **at least one or more** project(s) linked to one or more objectives from the CleanBC Roadmap to 2030 and/or the Climate Preparedness and Adaptation Strategy (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2023 calendar year to adapt to and build resilience to climate impacts. This should not be limited to what your LGCAP funding supported.

Corporate

Community

Corporate resilience and adaptation policies, programs and actions.

Providing training (adaptation and mitigation skills).

Community-wide resilience and adaptation policies, programs and actions.

Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level.

Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2023 calendar year to reduce risk and increase resilience. Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.

Please note that highlights for resilience actions may be shared with the Ministry of Emergency Management and Climate Readiness (EMCR) for them to use on ClimateReadyBC as part of their work on sharing info on climate resilience in BC. EMCR may follow up for more details if needed.

Completed HRVA at community level

Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?

Please select all that apply. In the textbox, please provide the link to the public assessment if available.

Yes at the community level
https://highlands.ca/DocumentCenter/View/8262/District-of-Highlands-Hazard-Risk-Vulnerability-Analysis-2023?bidId=

Question 14 b): Are you integrating climate risk into asset management, budgeting and climate action plans?

Yes, in asset management

Yes, in budgeting

Question 15: What are the most significant climate hazards and impacts faced by your jurisdiction and what is the timeframe of their expected impact on your community?

For each selection, please indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

Extreme heat and heat stress
Not sure

Extreme cold, snow and ice
Not sure

Water shortages
Not sure

Wildfire
Not sure

Overland flooding
Not sure

Wind, rain, and other storm events
Not sure

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

Local knowledge
Localized climate modelling and projected scenarios
Assessment of potential community impacts
Assessment of community vulnerabilities
Risk assessment of hazards
Mapping of climate change impacts and hazards
Demographic information
Projected development
Adaptation planning information
Technical expertise to implement solutions
Community/stakeholder engagement and support

Question 17: Based on the hazards and impacts you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of those climate hazards and impacts?

Low-income households
Indigenous Peoples
Racialized communities
Newcomers to Canada (immigrants and refugees)
People experiencing homelessness
Seniors
Persons with disabilities
People living alone/isolated

Question 18: Of the hazards and impacts identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2023 calendar year, if any.
If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Extreme heat and heat stress
Adaptation measure
Promote hazard specific preparedness guides from EMBC for Extreme Heat.

Extreme cold, snow and ice
Adaptation measure
Promote storm and extreme weather preparedness with residents.

Water shortages
Adaptation measure
Emergency water distribution plan; Look into policy to limit nonessential water.

Wildfire
Adaptation measure
Increase roadside trimming incl. overhead; Adopt Wildfire Act restrictions; regulate indoor burning.

Overland flooding
Adaptation measure
Assessment and action on District-owned culverts for better asset management.

Wind, rain, and other storm events
Adaptation measure
Assessment and action on District-owned culverts for better asset management; promote preparedness.

Equity

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

Question 19: How does your local government or Nation ensure equitable access to and distribution of climate action opportunities and benefits?
Please select all that apply.

There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

Not sure how to integrate equity into our climate action work.

Not sure if equity is being integrated into our climate action work.

LGCAP Year 2 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year two of the Program (2023)? Please select all that apply and indicate the total dollar value associated with each initiative. For LGCAP 2023 funding, District of Highlands received 59082. Please ensure the amount(s) entered for Question 20 equal this amount in total.

Corporate

Community

Funds on hold
2745

Corporate Initiatives
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Traditional services emissions reporting
900

Community Initiatives
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Community-wide initiatives

Resilience and adaptation initiatives

Community-wide climate policies, programs and actions.
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Complete, compact communities

Complete, compact communities.
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Official Community Plans
15620

Community-wide resilience and adaptation policies, programs and actions.
Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Other.
39817 - dry hydrant for fire protection

Funds on hold - How will funds be allocated?

No decision has been made.

Please highlight the initiative(s) your local government or Nation's LGCAP year two funding will support.

1 - Official Community Plan amendment bylaw to incorporate South Highlands Local Area Plan including updated Development Permit Area 4. 2 – Installation of dry hydrant for fire protection.

Question 21 a): How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.
Format: no dollar sign and up to two decimal places

0

Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).
Please enter "NA" if no funds were leveraged.

NA

Question 22: What is your internal decision criteria for spending LGCAP dollars?

"Climate Action Top 12" – From 2023 LGCAP/CleanBC presentation

Question 23: Does your local government or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?
This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

Yes

Question 24: What is the value in the Program's continuity for your community?
Optional

It provides a source of funding for important work that the community would not otherwise receive.

Please note on posting the survey publicly:

- All information from required questions must be included.
- Optional questions and responses can be omitted.
    - The Province will use the information for internal purposes only.
- When posting the survey publicly, the design / format of the form can be changed.

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):
Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.

2. That Local Government Climate Action Program funds for years 1 and 2 received in 2022 and 2023 will be spent by March 31, 2025.
3. That Local Government Climate Action Program funds for years 3-5 received in 2024 will be spent by March 31, 2028.
4. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2024.

Attested by (first name, last name)

Loranne Hilton

Professional title

Chief Administrative and Financial Officer

Local government or Modern Treaty Nation

District of Highlands

Date

2024-07-12

Attestor signature

Please note: We did hear feedback to allow for file upload e-signatures and have looked into this. Unfortunately, uploaded files do not appear on the final report. If you require a redo for the digitally-drawn signature, please click the trash can. If that doesn't work, please submit your survey then contact us at LGCAP@gov.bc.ca.

Signature captured

2024-07-12 15:15:00 Pacific Daylight Time