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LGCAP Year 2 Survey

Introduction

Reaching [net-zero emissions](#) and adapting to a changing climate will require a whole-of-society approach. The new 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](#) and [Program Guide](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions 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](#) (global 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.

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, attest 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 held in reserve will be spent by March 31, 2025.
 - That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

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. Attest that funds will be allocated to climate initiatives before submitting your survey.
 3. For communities with populations of 15,000+, measuring and reporting local government or Nation's corporate emissions is required.
- Optional open-ended questions asking for one or more initiatives related to climate action may be highlighted in the LGCAP Year 2 Summary Report or other Program materials to acknowledge innovative local climate solutions.

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2023.

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, 2023.

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: How many staff in full time equivalents (FTEs) are dedicated to working on climate action?

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc. If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. 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.

0.20

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

No

If not, please select one or more options from the list.

No, but we are currently undertaking one and it will be completed in the next two years.

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

No

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

Lack of staff capacity or expertise.

Lack of financial resources.

Other.

Staffing changes and associated loss of institutional knowledge

Corporate Greenhouse Gas Emissions

Measuring corporate emissions is a Program requirement for all communities with a 2020 population of 15,000 and above ([see population statistics here](#)). Corporate 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:

- [Scope Summary Document](#),
- [Corporate Inventory Reporting Tool](#),
- [Becoming Carbon Neutral Guidebook](#) (Scope),
- [Carbon Neutral Workbook](#) (Scope),
- [Contracted Services Emissions Guidance](#),
- [Contracted Emissions Calculator](#),
- [2022 BC Best Practices Methodology for Quantifying GHG Emissions](#), and
- [Emission Factors Catalogue](#).

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?

No

If not, please select all that apply.

Measurement is in-progress.

Optional: Please provide any further comments you wish to share on corporate emissions measurement and reporting here (e.g. system or approach used to measure corporate emissions).

The City is in the process of completing an inventory of its 2022 corporate emissions. Due to limited staff capacity, the results will not be available in time to be included in this survey.

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 2022 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 annually. (Please indicate most recent year completed: YYYY)

The City of Williams Lake has not implemented a process for reporting community-wide emissions. However, the 2007-2018 Provincial Community Energy & Emissions (CEEI) data for Williams Lake was shared with Council via a report presented at the June 7th, 2022 regular Council meeting. Establishing a methodology to determine community GHG emissions is included in the job description for the new "Indigenous Relation and Climate Action / Active Transportation Coordinator" position.

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

No

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).

2030

Reduction (format: e.g., 40%)

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Baseline Year (format: 2007)

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2040

Reduction (format: e.g., 40%)

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Baseline Year (format: 2007)

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2050

Reduction (format: e.g., 40%)

80%

Baseline Year (format: 2007)

2007

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

|| PREVIOUS TARGET || 33% by 2020 (2007 baseline) || NOTE || these are the City's community-wide GHG emissions reduction targets

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?

No

Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?

Residential density: Population and dwelling units per "net" land area

Commute by mode: Employed labour force by mode of commute

Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

Measuring or estimating community-wide transportation emissions is a challenge due to the large service area supported by the City and the limitations of existing measurement/estimation approaches. Regardless, the City intends to explore the available options and develop a methodology to measure/estimate community-wide transportation emissions.

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 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 10-12, 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 or completed in the 2022 calendar year related to the buildings sector.

The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

Efficiency upgrades to public buildings

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to buildings.

|| BUILDING EFFICIENCY UPGRADES AT THE AIRPORT & ARTS CENTER || In 2022, the City completed upgrades to the lighting, doors, windows and HVAC system at the Williams Lake Regional Airport and Central Cariboo Arts Centre.

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector.

The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

Active transportation planning

Other

EV fast charging station Licence of Occupation agreement

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to transportation.

|| ACTIVE TRANSPORTATION COMMITTEE || In October 2022, Council directed staff to develop a committee to advise them on active transportation matters (RES #454/22) || NEW PEDESTRIAN BRIDGE & PATHWAY || In 2022, the City completed design work for a pedestrian bridge and pathway that will connect the new Nekw7usem bridge and trail to the stampede grounds and downtown core. This project will expand and enhance the active transportation network within the City of Williams Lake || SECOND EV FAST CHARGING STATION AT CITY HALL || In 2022, Council authorized amendment of the BC Hydro Licence of Occupation to allow for additional premises to expand the existing BC Hydro Electric Vehicle Fast Charging Station located at City Hall (RES #327/22).

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.

Complete, compact communities

Organics diversion

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
Infill development

Optional: Please highlight a community project(s) that was in-progress or completed in the 2022 calendar year related to community-wide action.

|| HOUSING INCENTIVES || In 2022, Council directed staff (RES #261/22) to prepare a report and potential bylaw changes that encourage residential density in the City, including: amending the City's Zoning Bylaw; potential spot zoning; options to address evolving climate change related building requirements; and investigating parking considerations in the downtown core to encourage residential development || CLIMATE ACTION COMMITMENT || In 2022, Council committed to pursuing a strategic approach to climate change with buy-in at the corporate level pursuing actions to enhance the City's corporate and community-wide commitments (RES #348/22) || WASTE WISE PROGRAM || In 2022, the City continued to support the Waste Wise program via its fee for service agreement with the Cariboo-Chilcotin Conservation Society. This initiative helps students and the broader community learn proper recycling and composting techniques, which contributes to the diversion of organic material from the landfill.

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 adaptation principles into decisions and everyday activities. One requirement of this program is to report on projects linked to one or more objectives from the CleanBC Roadmap and/or the CPAS.

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 [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 completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts.

Undertaking or completing a risk assessment or Hazard Risk Vulnerability Assessment (HRVA)

Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.

Collaboration with other communities on resilience planning/initiatives

Monitoring climate risks (floods, wildfire, etc.)

Public engagement on climate risks and actions

Providing training (adaptation and mitigation skills)

Creation of policy/procedures to affect change (putting climate considerations into decision-making processes)

Developing emergency/hazard response plans

Optional: Please highlight one or more climate adaptation project(s) that were completed or in-progress in the 2022 calendar year to reduce risk and increase resilience.

|| EXTREME HEAT MAPPING AND RISK ASSESSMENT || In 2022, the City was awarded UBCM funding to: map extreme heat and understand community risks; complete a risk assessment; and create a Plan for Response and Risk Reduction. The project is being administered by the City on behalf of the partnering communities (City of Williams Lake, City of Quesnel, and District 100 Mile House) || FIRESMART ACTIVITIES || In 2022, the City used UBCM funding to support a FireSmart Program Coordinator and team to prescribe fuel treatments on City-owned land, undertake fuel treatment in high priority areas within the City, and raise awareness of FireSmart treatments in the community || ADDRESSING GEOTECHNICAL HAZARDS IN THE RIVER VALLEY || In 2022, the City completed designs to address geotechnical hazards in the Williams Lake River Valley. These projects are being pursued to protect the City's Wastewater Treatment Plant and industrial properties along Frizzi Road from increased risk of landslide.

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

No

If not, please select one or more options from the list.

No, we are waiting for direction from the Provincial Government before undertaking an assessment.

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

For each selection, please then 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

short

Extreme cold, snow and ice

short

Water shortages

short

Wildfire

short

Overland flooding

short

Wind, rain, and other storm events

short

Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)

short

Human health impacts

short

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 impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

Local observations and/or Indigenous 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
Information on partnership opportunities
Examples of actions taken by other communities

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

Low-income households
Indigenous Peoples
Racialized communities
Newcomers to Canada (immigrants and refugees)
People experiencing homelessness
Seniors
Women and girls
Persons with disabilities
LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 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

Extreme heat mapping and risk assessment

Extreme cold, snow and ice

Adaptation measure

Continued support for operation of an emergency cold weather shelter

Water shortages

Adaptation measure

Sprinkling restrictions; Water Wise education program; grant application to replace production well

Wildfire

Adaptation measure

FireSmart activities

Overland flooding

Adaptation measure

Installation of bridges designed to withstand a 200-year flood level in the River Valley

Coastal flooding, storm surge events and/or other coastal hazards

Adaptation measure

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Wind, rain, and other storm events

Adaptation measure

Development of designs to address geotechnical hazards in the River Valley

Ecological impacts

Adaptation measure

Development of designs to address geotechnical hazards in the River Valley

Human health impacts

Adaptation measure

Extreme heat mapping and risk assessment

Cultural impacts

Adaptation measure

--

Other

Adaptation measure

--

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 community ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.

By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.

Optional: Please highlight a climate initiative completed or in-progress in the 2022 calendar year that promotes equity and inclusion.

|| EXTREME HEAT MAPPING AND RISK ASSESSMENT || This work (described earlier in this document) will be developed in consultation with agencies that provide services to heat-vulnerable populations.

LGCAP Year 1 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 one of the Program (2022)? Please select all that apply and indicate the total dollar value associated with each initiative.

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.

Staffing

16,600

Climate engagement

630

Put in reserve for future project

96,362

Other

490 - climate lens advising

Reserve funding - How will funds be allocated?

No decision has been made.

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

In March 2023, Council directed staff to create a new staff position responsible for climate action (0.33 FTE), active transportation (0.33 FTE), and Indigenous relations (0.33 FTE). This position will increase staff capacity dedicated to working on climate action.

Question 21: 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 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.

Format: no dollar sign and up to two decimals If no estimate is possible, please provide 0 as an answer.

218899

Question 23: If estimated and available, what are the expected emissions reductions from these investments?

Format: in tonnes CO2e

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation 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 adaptation, and impact reduction and early warning systems.

Format: no dollar sign and two decimal places If no estimate is possible, please provide 0 as an answer.

316316

Question 25: Does your community 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.

No

Question 26: What is the value in the Program's continuity for your community?

Optional Note on posting the survey publicly: - Optional questions and responses such as this one 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. - All information from required questions must be included.

This program provides the City with much-needed financial support to develop staff capacity and expertise, as well as funds that can be leveraged for future projects.

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 held in reserve will be spent by March 31, 2025.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Attested by (first name, last name)

Vitali Kozubenko

Professional title

Chief Financial Officer

Local government or Modern Treaty Nation

City of Williams Lake

Date

2023-07-19

Attestor signature

