

**Confirmation number:** 01D90EE3

**Submitted date:** 2024-07-29 14:23:53 Pacific Daylight Time

# 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](mailto: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.

1

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.

0.1

Question 2 a): Does your local government or Nation have a community-wide 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 2 b): Does your local government or Nation have a corporate 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 up to 3 challenges impeding the advancement of climate action in your community.

Lack of staff capacity or expertise.

Lack of data or information.

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?

Yes

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent) from scope 1 and 2 sources.

975

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

194

If your local government or Nation measured 2023 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

This would be the sum of the two questions above.

1169

If your local government or Nation measured 2023 traditional services GHG emissions, please report what protocol you used to measure emissions.

*2023 BC Best Practices Methodology for Quantifying Greenhouse Gas Emissions*

Optional: Please indicate how many tonnes of CO2e are associated with facilities.

704

Optional: Please indicate how many tonnes of CO2e are associated with mobile sources.

465

Please provide the link to the public report if available.

Optional

<https://www.pittmeadows.ca/our-community/environment-sustainability/going-green-initiatives/climate-action>

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

*The increase in GHG emissions from contracted services is due to an improvement in capturing the contractor emissions through the use of the provincial "contracted services emissions calculator" tool. This has resulted in a more comprehensive list of contractors than what had been used in previous years.*

## 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, community GHG emissions were not reported because the 2023 Provincial Community Energy and Emissions Inventory data has not been released.

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

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)

2021

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)?

*Reported in 2011 for the 2007 inventory year, otherwise use CEEI data; 2021 data reported below.*

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

56368

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

45074

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

2375

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

Regional specific methodology (CEEI).

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)

45

Baseline Year (format: e.g., 2007)

2010

2040

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

0

2050

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

0

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).

Commute by mode: Employed labour force by mode of commute

Walk score: Proximity to services

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

## 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.

Community

Community-wide buildings policies, programs and actions.

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

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

Optional

Step 2

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

Optional

Step 3

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.

*Steps 4 and 5 of the Energy Step Code will be implemented by 2027.*

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.

Corporate

Corporate transportation policies, programs and actions.

Active transportation infrastructure investments.

Active transportation education and encouragement programs.

Electric vehicle charging infrastructure investments.

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.

*Active Transportation Plan Review completed in June 2023: <https://pub-pittmeadows.escribemeetings.com/filestream.ashx?DocumentId=14572>; Active Transportation Road Safety Campaign; Fire Hall EV charging rough-in completed in 2023.*

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.

Other

*Urban Forest Strategy, Agricultural Viability Strategy*

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.

*Urban Forest Strategy in progress in 2023, Agricultural Viability Strategy completed in 2023, Active Transportation Plan Review completed in 2023.*

## 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.

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

Monitoring climate risks or impacts (floods, wildfire, etc.).

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

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

Monitoring climate risks or impacts (floods, wildfire, etc.).

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.

NA

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.

No

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

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

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

Yes, in asset management

**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

*short*

Water shortages

*short*

Wildfire

*medium*

Wildfire smoke

*medium*

Overland flooding

*medium*

Wind, rain, and other storm events

*short*

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

*medium*

Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)

*medium*

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 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

Information on partnership opportunities

Examples of actions taken by other communities

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

*Opened cooling centre, public communications.*

Water shortages

Adaptation measure

*Drainage and Irrigation Study to address drought and flooding; amended Water Conservation Bylaw.*

Overland flooding

Adaptation measure

*Drainage and Irrigation Study to address drought and flooding.*

Ecological impacts

Adaptation measure

*Provided tree watering bags for sale to residents, developing Urban Forest Strategy.*

## 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.

By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.

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 2023 calendar year that promotes equity and inclusion.

*Worked with Metro Vancouver on a high-performing, energy-efficient, non-market and subsidized housing project with daycare, for income-qualifying seniors and people with disabilities.*

## 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, City of Pitt Meadows received 149082. Please ensure the amount(s) entered for Question 20 equal this amount in total.

Funds on hold  
149082

### 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.

*2022 funds are being used to complete the Climate Action Strategy. 2023 funds will be used to support implementation projects and resources.*

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?

*Review of strategies and action plans with business planning to determine most appropriate use of funds for the greatest impact.*

**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.

No

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

Optional

*The LGCAP program is integral for our community as we are a small-medium municipality and don't have a large source of income to initiate new programs or invest in climate action with our existing resources. This program allows for additional programs/infrastructure/staffing that can be used with ongoing reassurance of funding availability to plan for years to come.*

**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)

*Korey Holtzman*

Professional title

*Manager of Financial Planning & Reporting*

Local government or Modern Treaty Nation

*City of Pitt Meadows*

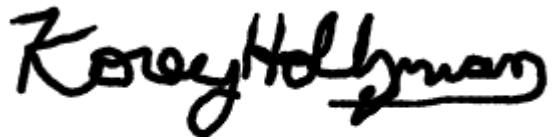
Date

2024-07-26

**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](mailto:LGCAP@gov.bc.ca).

*Signature captured*

A handwritten signature in black ink, appearing to read "Kerey Holzman". The signature is fluid and cursive, with a horizontal line underneath the name.

2024-07-26 11:29:00 Pacific Daylight Time