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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](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: 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.

16

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

Yes

**Please select the type of plan(s) from the list.**

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

Standalone adaptation plan

Standalone energy-related plan

Please indicate the date the plan was adopted/approved.  
If you don't remember the month, you can enter "01" for January.

2022-01

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

*Environmental Sustainability Plan (2022):*  
<https://www.coquitlam.ca/DocumentCenter/View/5716/Environmental-Sustainability-Plan-PDF>; *Climate Adaptation Strategic Plan (2020):* <https://www.coquitlam.ca/DocumentCenter/View/3209/Climate-Adaptation-Strategic-Plan-PDF>; *Community Greenhouse Gas Emissions Reduction Strategy (2012):*  
<https://www.coquitlam.ca/DocumentCenter/View/1592/Coquitlam-Community-Greenhouse-Gas-Reduction-Strategy-PDF>

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.

Lack of data or information.

## 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?

Yes

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent).

4393.32

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent).

1608.09

If your local government or Nation measured 2022 corporate GHG emissions, please report the total number of corporate GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent).

This would be the sum of the two questions above.

6001.41

Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with facilities.

2649.39

Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with mobile sources.

1743.93

Please provide the link to the public report if available.

Optional

N/A

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 majority of contractors provided fuel consumption data to estimate contracted emissions, however, for those who did not provide this information, the BC LGCAP Contracted Emissions Calculator was u*

## 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, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory data has not been released.

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. every 5 years)?

2019 - frequency is when the CEEI is released

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%)

45% below

Baseline Year (format: 2007)

2007

2050

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

Carbon neutral

Baseline Year (format: 2007)

2007

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?

Yes: Carbon neutral (Carbon neutral refers to a jurisdiction achieving a state of no net carbon dioxide emissions being released into the atmosphere (e.g. Reducing emissions as far as practical and purchasing offsets or other similar mechanisms))

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

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 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.

Topping up Provincial energy efficiency programs

Step Code adoption

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.

*- The Maillardville Community Centre was rebuilt with a fully electrified building in 2022, replacing the original gas-heated building. The community centre is a highly valued community amenity that had reached its end of life. The City was able to replace the building with a more energy efficient facility. - BC Energy Step Code was adopted ahead of the provincial timeline. The multistage process was initiated in September 2021 and supports greater energy efficiency in new construction for both civic facilities and community buildings.*

**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.

Revising existing bylaws or implementing new ones to support active transportation

Active transportation planning

Active transportation infrastructure investments

Electric vehicle charging studies/planning

Established electric vehicle charging ready bylaws

Electric vehicle charging infrastructure investments

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

*Coquitlam legalized private owned e-scooters in 2022 and began pursuing a Shared Micromobility Pilot to help reduce carbon emissions from vehicles, encourage active transportation and support micromobility.*

**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

Energy emission plans

**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.

Rezoning

Density bonuses

Secondary suites and laneway homes

Infill development

Official Community Plans

Regional Growth Strategies

Community Development Plans

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

*In support of the City's goal to "Develop complete, well-connected neighbourhoods", Coquitlam continued work in 2022 on multiple community planning projects including the Southwest Housing Review, Hazel/Coy Neighbourhood Plan, and the Burke Mountain Neighbourhood Village. Efforts include revisions to wildfire policies and tools to support compact single-family neighbourhoods.*

## 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

Hydro climatological data collection

Monitoring climate risks (floods, wildfire, etc.)

Public engagement on climate risks and actions

Providing training (adaptation and mitigation skills)

Creating data systems to support climate action

Utilizing natural assets/nature-based solutions

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.

*• A citywide hydrogeological assessment was conducted to identify potential locations for groundwater wells to supply park irrigation, reducing potable water consumption for municipal parks. • A joint grant application with kwikwəłəḿ First Nation was submitted for funding to improve the dike network in the Mayfair Industrial Park/Colony Farms area to help reduce flooding risks. • Investigations were completed for a study to complete mapping of the inundation levels along Coquitlam River in the event of high discharge flows from Coquitlam Lake.*

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

Yes

Please provide the link to the public assessment if available.

*Climate Adaptation Strategic Plan (2020): <https://www.coquitlam.ca/DocumentCenter/View/3209/Climate-Adaptation-Strategic-Plan-PDF>*

**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

*Medium*

Wildfire

*Short*

Overland flooding

*Medium*

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

*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

*Medium*

**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

Demographic information

Projected development

Community/stakeholder engagement and support

Information on partnership opportunities

Examples of actions taken by other communities

Other

*Additional funding to mitigate impacts*

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

Newcomers to Canada (immigrants and refugees)

Seniors

Persons with disabilities

Other

*Note that the climate hazard risk assessment completed to date has not examined Coquitlam specific impacts to the demographics/groups provided in the survey.*

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

*Enhanced filtration capabilities at several community facilities*

Extreme cold, snow and ice

Adaptation measure

*1\$ million added to the Extreme Weather Reserve to prepare for extreme cold, snow and ice events*

Water shortages

Adaptation measure

*A hydrogeological assessment conducted to identify locations for groundwater wells for irrigation*

Wildfire

Adaptation measure

*UBCM FireSmart Community Funding and Supports grant program application approved in 2022*

Overland flooding

Adaptation measure

*Joint grant application with kwikwə'əłəm First Nation submitted for funding to improve dike network*

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

Adaptation measure

*Staff continue to participate in the development of the Lower Mainland Flood Management Strategy.*

Wind, rain, and other storm events

Adaptation measure

*Ongoing exploration of opportunities to incorporate back-up power into building design*

Ecological impacts

Adaptation measure

*Preliminary planning work to support the development of an Urban Forest Management 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 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.

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

*Coquitlam has and will continue to offer key staff across all business areas, including those that deal with climate action and sustainability, educational and training opportunities to learn more about how equity-deserving groups experience policies, programs, and practices differently.*

## 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

70800

Climate study

36754.75

Energy study

3584.72

Buildings initiatives

116232.50

Transportation initiatives

135000

Community-wide initiatives

25000

Put in reserve for future project

35831.28

Corporate emissions inventory measurement and reporting

9878.75

Buildings - Please select from the list.

Enhancing energy efficiency programs

Efficiency upgrades to public buildings

Transportation - Please select from the list.

Zero Emission Vehicles fleet adoption

Electric Vehicle charging infrastructure plans or number of public installations

Community-Wide - Please select from the list.

Community Energy and Emissions Plan

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

*The Green Fleet Strategic Plan aligns Fleet Services with existing and future plans related to climate action and environmental sustainability, and supports the City of Coquitlam in achieving its greenhouse gas (GHG) reduction targets. The purpose of the GFSP is to support the service organization with strategic direction. This includes the strategies, goals, targets, schedule and the analysis required to balance the cost of environmental performance improvements with on-going operational needs*

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

75000

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.

0

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

Format: in tonnes CO<sub>2</sub>e

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.

0

**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.

*Coquitlam recognizes the urgency of local greenhouse gas emissions reductions and the need for all levels of government to be invested in climate action. The LGCAP demonstrates provincial leadership by supporting local governments with access to stable and predictable annual funding, enabling communities to effectively plan for and implement the critical community-level climate action initiatives needed to meet GHG reduction targets and improve resilience.*

## 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)

*Michelle Hunt*

Professional title

*Deputy City Manager*

Local government or Modern Treaty Nation

*City of Coquitlam*

Date

*2023-07-28*

Attestor signature

*Signature captured*

A handwritten signature consisting of the letters 'M' and 'H' in a cursive, black ink style. The 'M' is tall and narrow, and the 'H' is shorter and wider, positioned to the right of the 'M'.