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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.

2.5

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 and adaptation)

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

2022-07

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

https://sooke.ca/wp-content/uploads/2023/01/Climate_Action_Plan-Final_July-2022.pdf

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

Yes

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 provincial or federal government support or collaboration.

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).

109.11

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).

38.03

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.

147.14

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

60.41

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

48.71

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?

In-progress

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%)

50%

Baseline Year (format: 2007)

2008

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: Net-zero (Net-zero refers to a jurisdiction achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies))

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?

Housing type: Private dwellings by structural type

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

Commute by mode: Employed labour force by mode of commute

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

There are likely to be discrepancies in methodology with varied data sets. For Sooke, this includes reporting through this survey and analysis informed by the PCP Milestone Tool, and the work of the CRD and their reporting which takes place every-other-year.

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.

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.

HVAC - High efficiency RTU (roof top units) - insulated for heat loss to save maximum energy resources and reduction of chemical refrigerants. - HRV installation, heat recovery ventilator is a ventilation device that helps make the building healthier, cleaner, and more comfortable by continuously replacing stale indoor air with fresh outdoor air. Done in Fire - All HVAC duct work has been insulated to reduce heat/cooling loss. Done in fire and council washrooms. - Addition of energy efficient heat pumps in bear room, CAO, Carolyn's, Constance, and Debs offices. Plumbing - Hot water tanks replaced with energy efficient units for municipal hall, fire, kitchen, council chamber washrooms . - All water lines replaced with copper lines and are insulated and sealed for heat loss. Fire, kitchen, lounge, council washrooms. - Circulation lines installed to cycle water continuously to reduce water running for long periods of time waiting for hot water. - F

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.

Mode shift targets in Official Community Plan, Regional Growth Strategy or other guiding document

Active transportation planning

Active transportation infrastructure investments

Electric vehicle charging studies/planning

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

Church Road Phase One Active Transportation Coordinator AND Otter Point Road Active Transportation Coordinator – Wadams Way to Highway 14 with addition of sidewalks and bikes lanes in Sooke's town core.

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.

Energy emission plans

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.

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

Monitoring climate risks (floods, wildfire, etc.)

Public engagement on climate risks and actions

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.

The major milestone for 2022 included the approval of the Sooke 2030: Climate Action Plan (the Plan) in principle. The Plan encompasses actions the District of Sooke can undertake to help reduce GHG emissions in district operations as well as within the community. It combines both mitigation and adaptation concerns within the same document, providing the Low Carbon Resilience lens that Council has determined is to be utilized for District planning and operations. The plan is strongly rooted in existing, mostly recent Sooke master plans. It provides clear direction for District action, both independently and in collaboration with other levels of government, non-profits, community groups and multiple other partners. The actions recommended within Sooke2030 are intended specifically to advance the Council-approved 7% Solution, in which transportation and building emissions are identified as key areas for annual emissions tracking and reduction. The Plan fur

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, but we are currently undertaking one and it will be complete in the next two years.

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])

Wildfire
short

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

Wind, rain, and other storm events
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.

Localized climate modelling and projected scenarios
Assessment of potential community impacts
Assessment of community vulnerabilities
Technical expertise to implement solutions
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?

People experiencing homelessness

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.

Wildfire

Adaptation measure

FireSmart community engagement and application of FireSmart principles (currently on a voluntary basis)

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

Adaptation measure

Vulnerability mapping of Whiffin Spit (early stages in 2022)

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.

Plan development included targeted engagement for youth and a climate justice lens. The Sooke 2030 Climate Action Plan (the Plan) acknowledges "Commitments to diversity, equity, and inclusion across the District" (p. 7) The Plan defines: Equity seeking groups: "Persons who have been historically disadvantaged and/or systematically marginalized by multiple systems of oppression. They face significant barriers to equal access, opportunities, and resources" (Social Planning Toronto) (pp.98-99). The Plan also includes equity-informed action items, including: - "Apply an equity lens to planning decisions and resource allocation" (p. 83). - "Consider pursuing the development of a sustainable community equity tool via Community Capital or similar framework" (p. 83)

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

44141

Climate engagement

25384

Put in reserve for future project

65,557

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.

Sooke 2030 Climate Action Plan Development - Introducing transportation mode shift and home energy mode shift to community - Early adoption of step code - Public facility renovations within fire hall and Council Chamber washrooms including lightening, water, and HVAC efficiencies

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

40829

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 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.

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.

Yes

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.

Additional funding (capital investment) is critical for the District of Sooke to continue with implementation on climate initiatives to reduce corporate and community-wide GHG emissions. As a historically rural community, 80% of our local road system is without sidewalks (on either side of the road) making navigating the community through alternative modes of transportation challenging and more many, impossible due to safety concerns.

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)

Raechel Gray

Professional title

Interim CAO & Director of Financial Services

Local government or Modern Treaty Nation

District of Sooke

Date

2023-08-31

Attestor signature

Signature captured

A handwritten signature in black ink, appearing to be 'R. Gray', written over a light gray background.