



City of Terrace
COUNCIL REPORT
Council

MEETING: Regular Council - 27 Jun 2022
TO: Kris Boland, CAO for Mayor & Council
FROM: David Block, Director of Development Services

SUBJECT: **Local Government Climate Action Program (LGCAP) Funding Overview and Allocation of funds for the City of Terrace Climate Change Adaptation Plan Project**

ATTACHED: [LGCAP Municipalities Terrace](#)
[Memo Climate Change Adaptation Plan Update and Sustainability Internship Program](#)

RECOMMENDATION(S):

1. That the City of Terrace receive as information the Local Government Climate Action Program funding notice;
2. That the City of Terrace allocate \$15,000 from the Local Government Climate Action Program 2022 contribution granted to the City of Terrace for Phase 1 of the Climate Change Adaptation Plan project, adjusting the funding source from General Surplus; and,
3. That the City of Terrace allocate \$62,000 from the Local Government Climate Action Program 2022 contribution granted to the City of Terrace to complete Phases 2 & 3 of the Climate Change Adaptation Plan project; and
4. That the 2022 Financial Plan be adjusted accordingly.

PURPOSE:

The purpose of this report is to provide Council with an overview of the Ministry of Environment and Climate Change Strategy's new Local Government Climate Action Program (LGCAP) funding stream, and to recommend that LGCAP funds from the annual grant contribution provided to the City for 2022 be allocated to complete Phases 2 & 3 of the Climate Adaptation Plan project.

BACKGROUND INFORMATION:

In 2018, the provincial government introduced the CleanBC plan which sets out a long-term vision for a sustainable future in BC. Building on this plan, in 2021 the Province introduced the CleanBC Roadmap to 2030, a plan that sets out specific pathways to accomplishing this vision through achieving greenhouse gas (GHG) emissions reductions targets and building a cleaner provincial economy.

The LGCAP funding stream is a commitment made in this roadmap, and will provide local governments with predictable, annual, and long-term funding for actions aligned with provincial climate objectives. This funding stream has been designed as a 3-year program and will provide Terrace with \$121,080 of annual funding until 2025. LGCAP is a non-competitive funding source: funding will be assigned to each local government so long as the eligibility requirements are met. The province has indicated this program is intended to be extended beyond the initial 3-year term.

LGCAP eligibility requirements include the following:

- Being a signatory of the Climate Action Charter.
- Publicly attesting that funding will be dedicated to climate action.
- Reporting on projects aligned with the CleanBC Roadmap or the provincial Climate Preparedness and Adaptation Strategy (CPAS).
- Demonstrating climate investment equal to 20% of funding received (can include grant funding and in-kind staff time).
- Reporting annually on corporate GHG emissions.

In a recent information webinar introducing the LGCAP program, Ministry staff emphasized the ability for flexible use of funds by municipalities. Survey and attestation forms required for reporting were designed to minimize strain on staff capacity. Eligible expenditures are determined by the funding recipient provided they can be linked to CleanBC Roadmap or CPAS objectives. Emissions reporting is not strictly required in the first year of the program if a plan is in place to ensure it can be delivered in the second year.

Important deadlines for this funding stream include submitting required reporting information between June 15 and July 15, 2022, and submitting an attestation form by July 29, 2022. Funding for the 2022 initial program year will be disbursed by August 31, 2022. Survey information and attestation forms must be publicly posted by September 30, 2022.

DISCUSSION AND ANALYSIS:

The City of Terrace will be eligible for this funding stream, provided requirements are met by staff. Meeting these requirements appears to be within current capacity and knowledge based on descriptions of survey content.

Many requirements for this funding have already been met. The City of Terrace has signed the Climate Action Charter and can demonstrate climate investment equal to 20% of funding received due to previous budget allocations to the City's Climate Change Adaptation Plan in 2022 and the staff time allocated to manage this project and other climate and GHG reduction actions. Staff are participating on the Community Energy Association's (CEA) Northern BC Climate Action Network, which meets quarterly to discuss and collaborate on climate adaptation efforts in the north.

Corporate emissions are not currently being tracked or reported by the City, but similar reporting has been completed in the past for provincial funding opportunities under the former CARIP program. This requirement also aligns with emissions forecasting work planned in Phase 3 of the City's Climate Change Adaptation Plan and this process stands to benefit from our current partnership with Pinna Sustainability consultants.

The most relevant use of this funding that will satisfy the requirement of aligning with CleanBC Roadmap or CPAS objectives is the City's Climate Change Adaptation Plan. This plan focuses on understanding the climate impacts Terrace faces in the present and future, and seeks to guide the development of policies and programs to build resilience into everyday operations and infrastructure investments. Work on this plan is already underway, and it stands as directly relevant to CleanBC Roadmap objectives like supporting emission reduction and increasing climate resilience.

Future uses for funding may also be identified during the final stage of this project, where implementation details for priority climate actions will be developed as part of a final Adaptation and Mitigation Strategy for the City. The City may place the LGCAP annual contributions in a reserve and allocate these funds for a wide range of eligible projects as determined by council. Funds may be carried forward into future program years if identified to fund a major project or initiative.

FINANCIAL IMPLICATIONS:

At the April 25, 2022 Regular Council meeting, the City of Terrace allocated \$15,000 from the 2022 General Surplus to undertake Phase 1 of the Climate Change Adaptation Plan for a total budget of \$45,000 to complete Phase 1, which is now in progress in 2022.

The Ministry of Environment and Climate Change Strategy announced in May 2022 that Terrace will receive \$121,082 to be used for relevant climate change projects in 2022. Given this new funding source, it is recommended that Council re-allocate the \$15,000 taken from the 2022 General Surplus back to General Surplus and now approve funds for this portion with the LGCAP 2022 contribution. In addition, it is recommended that the \$62,000 required for completion of Phases 2 & 3 of the Climate Change Adaptation Plan also be allocated from the 2022 LGCAP contribution to complete this project in 2022-2023.

The Local Government Climate Action Program annual contribution of \$121,082 will support the City of Terrace's Climate Change Adaptation Plan Budget at a total amount of \$77,000. There will remain a balance of \$44,082 in 2022 LGCAP contribution funds to be considered for future eligible projects or initiatives.

COUNCIL STRATEGIC FOCUS AREA(S):

- Increase City Revenues
- Responsible Asset Management
- Value our Natural Assets & Lifestyle
- Enhance Civic Pride
- Advocate for Community, Social & Environmental Issues
- Manage the Impacts of Growth
- Not Applicable

COMMUNICATIONS:

No communication action is required.

SUMMARY AND CONCLUSION:

The LGCAP program will provide the City with consistent annual funding for projects related to climate change and GHG reduction over the next 3 years. The City of Terrace is eligible for this funding provided staff participate in an upcoming reporting process and engage in annual emissions reporting. Staff recommend that Council consider allocating a portion of the 2022 LGCAP contribution to fund completion of all Phases of the City’s Climate Change Adaptation Plan, after which \$44,082 would remain available for additional climate actions or initiatives.

Prepared by:

Jennifer MacIntyre

Approved by

David Block, Director of Development Services

David Block, Director of Development Services

Ashley Poole, Executive Assistant

Lori Greenlaw, Director of Finance

Kris Boland, Chief Administrative Officer

Status:

Approved - 22 Jun 2022

Approved - 22 Jun 2022

Approved - 22 Jun 2022

Approved - 22 Jun 2022

Approved - 22 Jun 2022



Dear Kris Boland,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$121,082 to Terrace to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to LGCAP@gov.bc.ca

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,
Jeremy Hewitt
Associate Deputy Minister
Climate Action Secretariat
Ministry of Environment and Climate Change Strategy



City of Terrace

COUNCIL REPORT

Council

MEETING: Regular Council - 25 Apr 2022
TO: Kris Boland, CAO for Mayor & Council
FROM: Ken Newman, Planning Manager

SUBJECT: **Climate Change Adaptation Plan Update and Sustainability Internship Program**

ATTACHED: [SR - CP City of Terrace Climate Change Adaptation Planning for 2020](#)
[PICS Award letter](#)

RECOMMENDATION(S):

1. That the City of Terrace consider and approve the updated workplan to complete a Climate Change Adaptation Plan for the City of Terrace, and that an additional \$15,000 be allocated from General Surplus in 2022 to complete Phase 1 of this project; and
2. That the 2022 Financial Plan be adjusted accordingly; and
3. That Council receive as information an update to the Pacific Institute for Climate Solutions Internship Program.

PURPOSE:

This report provides an update on the proposed project to complete a Climate Adaptation Plan for the City of Terrace. The report considered by Council at the January 27, 2020 Council meeting regarding the City of Terrace Climate Change Adaptation Planning initiative is provided for information (see attached). In addition, an update is provided on the City's recent successful application to the Pacific Institute for Climate Solutions Internship Program.

BACKGROUND INFORMATION:

The City of Terrace has undertaken several projects and has incorporated many climate action policies in various plans, including the Official Community Plan, since 2008. The development and adoption of the Terrace 2050 Sustainability Strategy by Council established the direction to complete an assessment and development of a climate adaptation strategy and to develop a plan to guide municipal actions relating to infrastructure and operations.

At the January 27, 2020 Council meeting, Council passed the recommendation to budget \$30,000 for the development of a Climate Change Adaptation Plan that would incorporate climate change projection modelling prepared by the Pacific Climate Impacts Consortium (PCIC). This project has

been delayed due to significant workload demands, staffing changes at the City of Terrace, and the Covid Pandemic. The budgeted amount of \$30,000 has been carried forward in 2021 and 2022 budgets for this important planning project. With the Planning Department now being at full staff levels the Senior Planner, Jennifer MacIntyre has taken the lead on this initiative that Ms. Irwin, now Director of Parks, Recreation & Culture, had been managing.

The PCIC is a regional climate service centre at the University of Victoria that provides practical information on the physical impacts of climate variability and change in the Pacific and Yukon Region of Canada. PCIC collaborates with climate researchers and stakeholders to produce knowledge and tools to support long-term planning.

Staff have coordinated with PCIC to complete a climate projection modelling workplan this year. The modelling will provide the City with climate impact projections specific to our municipality and will assist in assessing future impacts to municipal operations and infrastructure. The workplan has been developed with three phases and will be initiated this year and can be completed in 2023. Additional funds will need to be considered as part of the 2023 budget deliberations to complete Phases 2 & 3 of this planning process. The workplan also includes assistance from a Climate Consultant to facilitate the staff workshops, prepare the project report, engage the community, and present the final report and climate modelling data to Council. They will lead the communication of the data at a staff workshop to discuss the findings and data interpretation. Phase 1 of the workplan involves the climate projection modelling by PCIC and will start in June 2022. A staff workshop will follow in the fall of 2022 with the Climate Consultant.

Staff have reviewed the workplan initially developed in 2020 with PCIC and note that the amount allocated to this project will not cover the costs required for a third-party writer to develop the report and assist in facilitating the workshop. The shortfall of funding is due to the increase in day rate from PCIC since 2019 and the need to hire a third-party writer at the time of scoping the project in 2020. The workplan has now been updated, and a project schedule finalized, that would see this project completed with the development of a Climate Adaptation Plan for the City of Terrace in 2023.

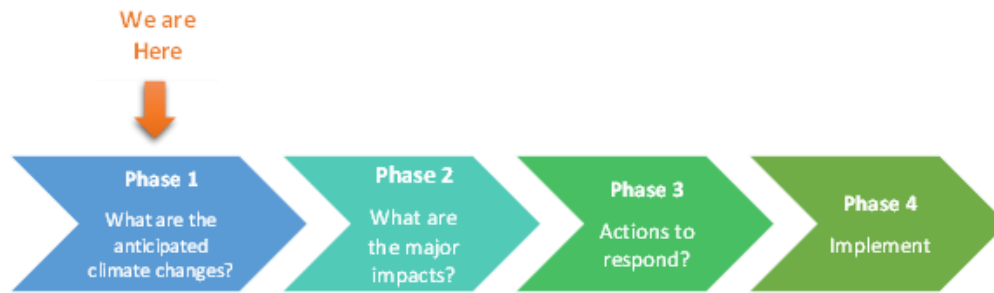
Staff have been in discussions with Pinna Sustainability Consultants (Pinna), who are experts in this field of work, to assist the City and PCIC to facilitate the workshop, write the projections report in 2022, and to continue to work with the City should Phases 2 & 3 proceed in 2023.

The following workplan has been developed with PCIC and Pinna to achieve a comprehensive Climate Change Adaptation Strategy, conducted in three phases to be completed over the next two years.

DISCUSSION AND ANALYSIS:

This Climate Change Adaptation Strategy focuses on understanding the climate impacts today and how they are expected to change in the coming century. It provides a framework for identifying and prioritizing vulnerabilities and risks. It explores measures to reduce the risk imposed by climate impacts. The projects goal is to guide development of policies and programs to build resiliency into everyday operations and short- and long-term infrastructure investments. The workshops created will provide staff with an understanding of what climate change science is, what the climate impacts are, understand the risks and vulnerabilities to our community, and will provide a tool kit of actions and system for the city to implement and process when evaluating the plan.

PROJECT OVERVIEW



Phase 1: Climate Projections Report (in progress)

City of Terrace staff and the Sustainability Intern will work with PCIC and Pinna Sustainability consultants to develop a public facing Climate Change Projections Report to understand what the anticipated climate changes are and how they will impact the City of Terrace.

Phase 1 includes the development of the following deliverables in 2022:

- Background research of existing City policies and plans that impact climate.
- Establishing a Technical Working Group of key staff members that will oversee the strategy development and facilitation of meetings as needed throughout phases.
- Public engagement strategy development.
- Develop context information for each theme of the projections report (e.g.: describe the historical and current state of each theme, in preparation for a discussion on how climate change is and will continue to have an impact in this area).
- Tables and graphic representation of projected climate change for 2030s, 2050s, and 2080s.
- Planning materials for workshop (aligning materials to future risk assessment).
- Meeting with staff to develop preliminary set of indicators and themes for impacts to include in the report.
- Development of workshop materials for working group and staff including, climate science 101, projections modeling, projects for Terrace, and themes for classifying impacts.
- Draft report to be reviewed by stakeholders and technical working group.
- Final Climate Projections Report using themes and indicators from the workshop, including presentation to Council.
- Media engagement support with launch to public.

Phase 2: Vulnerability and Risk Assessments/ Emissions Forecasting (2023)

This stage of the project narrows down impacts, develops priorities, and sets targets through two workshops with City staff lead by Pinna Sustainability. The workshops focus on climate vulnerability, risk assessment, and energy and emissions forecast scenarios to identify the vision, goals, and targets for the plan. The outcomes of each workshop will be shared with the Technical Working Group for comment. Additional key stakeholders (such as BC Hydro, Telus, and others) may be involved at this stage to identify their role in advancing actions to enhance low carbon resilience in areas that are beyond the direct control of the City.

Phase 2 includes the development of the following deliverables:

- Summarize key findings in a memo.
- Approved session objectives, plan, and materials.
- Host two engagement sessions with staff and meetings with the Technical Working Group.
- Completed risk assessment.
- Public engagement support.
- Summary of shared risks between City assessment and public engagement (priorities).
- Presentation to Council.

Phase 3: Adaptation and Mitigation Strategy (2023)

This stage of the project identifies actions based on the vulnerability and risk assessment through a half day workshop with City departments, led by Pinna Sustainability. Implementation details for priority actions will also be covered. Staff will engage internally with department heads to ensure it aligns with priorities and municipal and capital project planning processes.

Phase 3 includes the development of the following deliverables:

- Materials development and facilitation of workshop.
- Actions development.
- Five-year implementation strategy and tracking tool.
- Monitoring and reporting process.
- Draft and Final Climate Adaptation Plan.
- Final presentation to Council.

Staff were successful in an application submitted to the Pacific Institute for Climate Solutions (PICS) in early 2022 and the City of Terrace has now been awarded a grant of \$12,000 under the PICS Internship Program. These funds must be used to hire a student in the position of Sustainability Intern for a minimum of 13 weeks or an alternative arrangement that distributes an equivalent number of total hours to help with this project. The student will also be able to conduct research and contribute to other municipal sustainability initiatives. One possible project may focus on fleet conversion to electric vehicles or exploring other efficiencies in municipal vehicle purchases. Staff anticipate hiring a student in May of 2022 from one of the four BC university programs, including UNBC, that are formally affiliated with PICS. A copy of the award letter is attached for reference.

FINANCIAL IMPLICATIONS:

Budgeted amount: \$30,000 (2022)

Unbudgeted amount: **\$15,000 (2022 - from General Surplus)**

In 2020, Council had allocated a portion of the annual Climate Action Revenue Incentive Program (CARIP) funding to cover the projection modeling of the project. To achieve Phase 1 staff will require an additional \$15,000 to be allocated in 2022 to complete this first phase of the project .

Total Climate Adaptation Plan project costs breakdown:

(including GST, travel and graphic expenses)

Phase 1 to be completed in 2022: \$45,000

Phase 2 to be completed in 2023: \$37,000

Phase 3 to be completed in 2023: \$25,000

Overall cost to complete the three phases of the project plan as noted above is \$107,000. To complete Phases 2 & 3 and develop a Climate Adaptation Plan for the City of Terrace an additional \$62,000 will be presented for consideration during the 2023 budget deliberations.

CARIP Funding:

In April 2021, the Province abruptly cancelled the CARIP program. In March 2022, staff participated in consultation with the Province that solicited input as to how municipalities could be better supported to achieve their climate goals. The Ministry will be reviewing this consultation which will inform what kind of funding model will be implemented in the future. Staff anticipate that a funding source to replace the CARIP program will be announced in the coming months and that the City of Terrace will be eligible to access funds to assist in completion of Phases 2 & 3 of our Climate Adaptation Plan. The amount of funding is not yet known and staff will also research other grant sources that may be eligible for this work.

COUNCIL STRATEGIC FOCUS AREA(S):

- Increase City Revenues
- Responsible Asset Management
- Value our Natural Assets & Lifestyle
- Enhance Civic Pride
- Advocate for Community, Social & Environmental Issues
- Manage the Impacts of Growth
- Not Applicable

COMMUNICATIONS:

No communication action is required.

SUMMARY AND CONCLUSION:

The Development Services Department will require assistance of Sustainability Consultants. This will be valuable to move this project from concept to reality over the next two years. This will require assigning one staff person as Project Manager to oversee the project. Commitment from department heads is also necessary to prioritize time to this project and participate in workshops. The allocation of additional budget to contract with sustainability professionals to provide the tools, knowledge, graphic design, engagement, and writing expertise, as staff do not have the level of expertise and capacity to complete a project of this nature.

The project will be designed with implementation and review in mind. The final plan will provide staff the tools to evaluate and revise the action plan every five years without the assistance of a third-party consultant.

The Climate Change Adaptation Plan will provide the City of Terrace with a comprehensive roadmap that outlines the specific activities that the City will need to undertake in measuring, tracking, and reducing greenhouse gas emissions and the incorporation of climate change information into review and assessing City operations and infrastructure design and construction in the future.

Prepared by:

Jennifer MacIntyre

Approved by

Ken Newman, Planning Manager
David Block, Director of Development Services
Ashley Poole, Executive Assistant
Lori Greenlaw, Director of Finance
Kris Boland, Chief Administrative Officer

Status:

Approved - 20 Apr 2022
Approved - 21 Apr 2022
Approved - 21 Apr 2022
Approved - 21 Apr 2022
Approved - 21 Apr 2022



CITY OF TERRACE

COUNCIL REPORT

MEMO: Heather Avison, CAO

FROM: Tara Irwin, City Planner

DATE: January 27, 2020

SUBJ: City of Terrace Climate Change Adaptation Planning for 2020

RECOMMENDATION:

It is recommended that the City of Terrace consider, as part of their 2020 budget deliberation process, a proposal to initiate a Climate Change Adaptation Planning process for the City of Terrace.

BACKGROUND:

Over the past 10 years, the City of Terrace has taken steps to reduce greenhouse gas (GHG) emissions and prepare for the impacts of changing climate on our community. Many of our planning documents, including our OCP (2018) and our Sustainability Strategy (2009) contain policies to increase our resilience and reduce emissions. Through Asset Management planning efforts we have developed an inventory of our municipal assets and a preliminary understanding of climate vulnerabilities. City Engineering has been prioritizing Stormwater Management planning to prepare for changing climates and extreme weather events. A climate change adaptation plan will help to bring this work together, provide clear and local climate modeling information, and prioritize infrastructure enhancements in our community.

The BC Government is encouraging municipalities to move towards developing municipal adaptation plans. They will be releasing the provincial adaptation plan "Climate Ready BC" in spring 2020. As the BC government states "Our changing climate is already impacting people across British Columbia – from summer heat and wildfires to more frequent flooding and storm surges. Preparing for climate change is about understanding these changes and developing appropriate measures so we're ready for climate impacts now and in the future".

At the local level we have seen a desire for more attention to the impacts of climate change in our community, and a push for leaders to continue to take action. Staff initially scoped out what an Adaptation Planning would look like in 2018. Research led to discussions with Pacific Climate Impacts Consortium (PCIC). PCIC is a regional climate research organization that conducts quantitative studies on the impacts of climate change and climate variability in the Pacific and Yukon regions. PCIC has worked with many communities across BC to develop climate modelling and adaptation planning.

PCIC helped to refine a potential project scope for the City of Terrace, including timeline, outcomes, and potential budget. Based on the information provided, we have a general project outline and budget, as well as process objective, as follows:

- Develop updated, relevant and science based climate change modelling specific to our community, in a format that is accessible and interesting to the public
- Develop an action oriented adaptation plan that can be easily reviewed and updated every 5 years
- Re-engage the community in thinking about climate change and local impacts, challenges, and opportunities.

Staff anticipates this project would take place over the course of 2020 with completion in early 2021. Staff is recommending that Council allocate a portion of the annual Climate Action Revenue Incentive Program (CARIP) funding for this project. CARIP is a conditional grant program that provides funding to local governments that have signed the B.C. Climate Action Charter equal to 100 percent of the carbon taxes they pay directly to support local government operations. The program encourages investment in climate action.

BUDGETARY IMPACT OF RECOMMENDATION (if applicable):

 Director of Finance


Budgeted Amount:

Unbudgeted Amount: CARIP Funding
\$30,000. 

COUNCIL STRATEGIC FOCUS AREA(S):

- X Increase City Revenues
- X Responsible Asset Management
- X Value our Natural Assets & Lifestyle
- X Enhance Civic Pride
- X Advocate for Community, Social & Environmental Issues
- X Manage the Impacts of Growth


Submitted by
Tara Irwin, City Planner


Reviewed by
David Block, Dir. Of Development Services
TI/dk


Approved for Submission to Council
Heather Avison, CAO



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February 16, 2022

Jennifer MacIntyre
jmacintyre@terrace.ca

PICS Internship Program – Award letter

Dear Ms. MacIntyre,

I am pleased to inform you that your internship application entitled “Climate Change Adaptation Plan” has been accepted for funding for the PICS Internship Program. We received a total of 44 applications this year, and your application stood out among the top ten proposals which have been awarded. Congratulations and we look forward to working with you to make this work successful.

PICS will provide City of Terrace \$12,000 dollars to hire an internship student in the position of Sustainability Intern, for a minimum of 13 weeks or an alternative arrangement that distributes an equivalent number of total hours. We expect your organization will top up these funds to ensure adequate compensation dependent on the student’s level of education and experience.

Under the terms of the internship program, eligible students must be enrolled – or accepted for enrolment – in a fulltime undergraduate or graduate program at one of the four PICS partner institutions: UVIC, UBC, SFU or UNBC. Students must either be returning to complete their degree programs following the internship or have completed their programs the semester prior to the start of the internship. Please also make sure to acknowledge the PICS Internship program funding support in any reports, publications, outreach materials that results from this internship. For complete requirements and instructions, please review the document attached to this letter.

Please do not hesitate to contact me if you have any questions. Once again congratulations on this award.

Sincerely,

Sybil Seitzinger, PhD
Executive Director

c.c: Debra Anderson, Office of Research Services, UVic
Chris Kennedy, PICS Associate Director
Katie Macquarrie, PICS Administrative Coordinator
Nastenka Calle, PICS SFU Program Manager



PICS is hosted by the University of Victoria in collaboration with the University of British Columbia, Simon Fraser University and the University of Northern British Columbia.