



Local Government Climate Action Reporting Tool

Frequently Asked Questions (FAQ)

Department of Environment and Local Government

March 2024

Question	Answer
What is the purpose of the online reporting tool?	The online reporting tool is designed to allow local governments and rural districts to report annually to the province their progress in developing and implementing their climate change action plans.
How do I access the tool?	To initiate the reporting process, instructions will be emailed to CAO's or CEO's. These instructions will provide information on how to access the online reporting tool and may be forwarded to appropriate staff within your organization.
How frequently will I need to report and when?	Reports will be submitted on an annual basis, typically during the spring of each year. Reports are due by April 30.
What needs to be done to complete reporting requirements?	Complete and submit the online survey via the reporting tool.
What is the deadline to complete the survey? Can I have an extension?	The deadline to complete the survey each year is April 30. Under the following circumstances a survey extension deadline can be considered: <ul style="list-style-type: none"> - staff capacity constraints - technical problems These constraints need to be relayed to our listed contacts at the Department of Environment and Local Government.
What if my computer or browser crashes during the survey?	Responses will not save unless you click the 'save button' within the survey. If your browser closes or your computer shuts down before saving, any information you entered will not be retained.
Can the survey be completed by more than one staff member?	Yes, the survey can be accessed by more than one staff member.
I can't upload the PDF of my plan, what's wrong?	Document uploads can only support a maximum PDF size of 10 MB. If you cannot attach your document, please contact us via email

	(climatechangeNBchangementsclimatiques@gnb.ca) after you complete the survey.
I am having issues with the website, what do I do?	Each entity contact will be provided with a login and passcode to complete the reporting tool survey. If you have login issues, please contact the email that is provided to get help.
My local government/rural district/RSC doesn't yet have a plan, where do we start?	If your entity does not have a plan, we ask that you continue to complete the survey via the reporting tool so we can get in touch with you to better understand your interest and capacity to begin planning for a GHG mitigation and adaptation plans.
Is there financial support from the province for developing GHG mitigation plans or climate adaptation plans?	Local government, rural districts, and RSCs can apply to the Provincial Environmental Trust Fund (ETF) program for funding to develop GHG mitigation and adaptation plans.
Can we access the information we provided in the reporting tool?	Yes, the data you submitted will be emailed automatically to the person who filled out the survey after it is submitted.