



Local Government Climate Action Reporting Tool

Guidance Document

**Department of Environment and Local Government
March 2024**

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1 ABOUT THE INITIATIVE

1.1 OVERVIEW

In 2022, the province released a renewed [Climate Change Action Plan](#) titled "*Our Pathway Towards Decarbonization and Climate Resilience*," identifying actions to support local governments, rural districts, and regional service commissions in planning for reducing greenhouse gases (GHG) and adapting to the impacts of climate change. Specific targets outlined in Actions 19 and 26 ensure commitments in supporting communities to develop and report upon their progress in developing climate action plans.

1.2 TARGETS

Actions 19 (b) and 26 (b) outlined in New Brunswick's Climate Change Action Plan identify targets of having 50 percent of local governments and rural districts with GHG reduction and adaptation plans by 2025, and 100 percent by 2030.

1.3 THE REPORTING TOOL

As part of Actions 19 (a) and 26 (a), an online reporting tool has been developed called the "New Brunswick Local Government Climate Action Reporting Tool". The online reporting tool is designed to allow local governments, rural districts, and RSCs to report annually on their progress in developing and implementing their climate change action plans.

Information collected in the reporting tool will be used to:

- Highlight local government and rural district climate action leadership.
- Advance climate action and local knowledge transfer.
- Help inform policy development and monitor progress.
- Support collaboration between local governments, rural districts and RSCs to advance climate action.

Planned updates to the tool in future years will include:

- An online dashboard for communities¹ to track progress and benchmark their implementation of actions with other New Brunswick communities.
- A central information hub to allow for the sharing of resources related to local climate action (i.e., tools, funding resources, contacts, etc.)

1.4 IMPORTANT DATES

Item	Dates (2024/2025)
Information Webinar	February, 2024
Reporting Period	March 1 – April 30, 2024
Environmental Trust Fund Application Period	November 1 – 30, 2024
New Brunswick Climate Change Action Plan Progress Report Released	June 2024
Environmental Trust Fund Grant and Project Period	April – March, 2025

2 REPORTING PROCESS

The data submitted by local governments, rural districts, and RSCs will be available in the annual [Climate Change Action Plan Progress Report](#). Survey information gathered will help to support the development of climate action plans by local government, rural districts, and RSC's.

2.1 ABOUT THE ONLINE REPORTING TOOL

To initiate the reporting process, instructions will be emailed to all Chief Administration Officers (CAOs) and Chief Executive Officers (CEOs) for local governments, rural districts, and RSCs. These instructions will provide information on how to access the online reporting tool and may be forwarded to appropriate staff within your organization.

The reporting tool includes a series of questions (listed below) concerning your community's climate action plans, focusing on either GHG reduction or climate change adaptation measures.

2.2 GHG REDUCTION AND CLIMATE ADAPTATION REPORTING

GHG Reduction Plan

A GHG reduction plan may also be referred to as a climate plan or an energy and emissions plan. This plan will focus on mitigating climate change with the reduction of GHGs through energy usage practices. This process involves assessing, managing, and reducing greenhouse gas emissions within the boundaries of a given jurisdiction.

Climate Change Adaptation Plan

A climate change adaptation plan helps to identify a community's risks and vulnerabilities from the impacts of climate change (i.e., extreme weather events, rising sea levels, increased precipitation, and increased temperatures). The plan addresses adaptation actions aimed at reducing impacts to public infrastructure, environment, health, public safety, to help build resiliency in the community.

The reporting tool includes the following questions:

1. Does your entity have a GHG Mitigation/Climate Adaptation Plan?

Due to recent local government reform, we understand that existing plans may not be updated to reflect new boundaries. This question seeks to understand whether your plan covers the entirety or partial areas of your local government.

2. Has your plan been officially adopted or approved by the council?

This question seeks to determine the official status of your plan, including its approval and adoption status. The response will indicate whether it has been officially endorsed and whether it has begun its implementation.

3. Do you have an implementation schedule for the plan?

This seeks to understand whether your entity has established a specific timeline or schedule for implementation. The response will provide insight into the planning and commitment for addressing GHG mitigation and adaptation actions at the local level.

4. What sources of funding were utilized for creating your plan?

The province continues to support the development of GHG and adaptation plans through the Environmental Trust Fund (ETF). This question seeks to identify sources of funding used to create your plan and build awareness on funding available for the development of climate action plans.

2.3 ADDITIONAL CLIMATE CHANGE ADAPTATION QUESTIONS

There are two additional questions required for climate change adaptation reporting.

1. **Does your entity have a Climate Change Action Committee?**

This question seeks to understand which entities may have a committee in place to oversee the progress on adaptation work being addressed by the local government. Note that this may not be a “committee” and may have a different title.

2. **What are some of the climate impacts and hazards your region is considering for climate change adaptation planning? Select all that apply?**

Please choose one or more impacts of climate change or related hazards that your community is actively preparing for.

2.4 POST SURVEY SUBMISSION

Once you have completed the survey, you will receive a PDF copy of your response. Please contact the Department of Environment and Local Government should you need to change or update your submission.

3 CONTACT INFORMATION

Feel free to reach out to us any time with questions or for assistance with using the online portal.

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