

# 2015 CARIP Climate Action/Carbon Neutral Progress Survey

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<http://fluidsurveys.com/surveys/irpb/2015-carip-survey/70889d72296896263d7b389a695095cbd531920d/>

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## Introduction

### Welcome to the 2015 CARIP Climate Action/Carbon Neutral Progress Survey

This year's CARIP reporting process consists of a single online survey – the 2015 CARIP Climate Action/Carbon Neutral Progress Survey – that combines the two surveys from last year into one. The 2015 online survey has been simplified to make reporting easier.

### Local governments are required to submit the 2015 Climate Action/Carbon Neutral Progress Survey on or before June 1, 2016.

Local governments are also required to publicly report the information submitted in the 2015 CARIP Climate Action/Carbon Neutral Progress Survey. There are three ways a local government can report to the public. These include using:

the report generated by the online survey (*FluidSurveys*<sup>TM</sup> software),

a report based on the populated supporting Word Template provided to local governments, or,

a report in another format that contains the information submitted in the 2015 CARIP Climate Action/Carbon Neutral Progress Survey.

The supporting Word Template has been created to assist with collecting information for the online 2015 Climate Action/Carbon Neutral Progress Survey. The Word Template is available on the CARIP webpage. It follows the same organization as the 2015 CARIP Climate Action/Carbon Neutral Progress Survey. Responses entered into the Word Template can be cut and pasted into the online survey.

Use of the Word Template is **optional**. Local governments may choose to edit the populated Word Template and use it for their public report, as an alternative to the report generated by the 2015 CARIP Climate Action/Carbon Neutral Progress Survey.

## Information Highlights

Deadline for submitting the 2015 CARIP Climate Action/Carbon Neutral Progress Survey: **June 1, 2016**

Detailed Instructions and FAQs can be found here:

[http://www.cscd.gov.bc.ca/lgd/library/2015\\_CARIP\\_Survey\\_Instructions.pdf](http://www.cscd.gov.bc.ca/lgd/library/2015_CARIP_Survey_Instructions.pdf)

Supporting Word Template can be found here:

[http://www.cscd.gov.bc.ca/lgd/library/2015\\_CARIP\\_Survey\\_Template.doc](http://www.cscd.gov.bc.ca/lgd/library/2015_CARIP_Survey_Template.doc)

**Community-Wide Actions:** Actions undertaken to reduce GHG emissions in the community at-large, i.e. not related to corporate operations.

**Corporate Actions:** Actions undertaken to reduce GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste

management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

**Please keep answers brief and avoid duplication by entering each action into a single category.**

## Broad Planning

### **BROAD PLANNING ACTIONS**

Broad planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

### **COMMUNITY-WIDE**

### **COMMUNITY-WIDE BROAD PLANNING - 2015 ACTIONS**

In the following section, please identify up to five community-wide Broad Planning actions taken in 2015 (one action per box). There is a separate box for additional actions that you wish to report.

#### 2015 Community-Wide Broad Planning Actions

2015 Community-Wide Broad Planning Actions	Began Parks Master Plan update, with objectives that include increasing neighbourhood connectivity and improving opportunities for local recreation.
2015 Community-Wide Broad Planning Actions	(No response)
2015 Community-Wide Broad Planning Actions	(No response)
2015 Community-Wide Broad Planning Actions	(No response)
2015 Community-Wide Broad Planning Actions	(No response)

#### **Additional Community-Wide Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Broad Planning actions in the boxes below **(optional)**.

*(No response)*

### **COMMUNITY-WIDE BROAD PLANNING - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Broad Planning actions proposed for 2016 (one action per box).

#### 2016 Community-Wide Broad Planning Proposed Actions

2016 Community-Wide Broad Planning Proposed Actions	Conclude Parks Master Plan update, with objectives that include increasing neighbourhood connectivity and improving opportunities for local recreation.
2016 Community-Wide Broad Planning Proposed Actions	(No response)

2016 Community-Wide Broad Planning Proposed Actions	(No response)
2016 Community-Wide Broad Planning Proposed Actions	(No response)
2016 Community-Wide Broad Planning Proposed Actions	(No response)

## **CORPORATE**

### **CORPORATE BROAD PLANNING - 2015 ACTIONS**

In the following section, please identify up to five corporate Broad Planning actions taken in 2015 (one action per box). There is a separate box for additional actions that you wish to report.

#### **2015 Corporate Broad Planning Actions**

2015 Corporate Broad Planning Actions	(No response)
2015 Corporate Broad Planning Actions	(No response)
2015 Corporate Broad Planning Actions	(No response)
2015 Corporate Broad Planning Actions	(No response)
2015 Corporate Broad Planning Actions	(No response)

#### **Additional Corporate Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Broad Planning actions in the boxes below **(optional)**.

*(No response)*

### **CORPORATE BROAD PLANNING - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Broad Planning actions proposed for 2016 (one action per box).

#### **2016 Corporate Broad Planning Proposed Actions**

2016 Corporate Broad Planning Proposed Actions	(No response)
2016 Corporate Broad Planning Proposed Actions	(No response)
2016 Corporate Broad Planning Proposed Actions	(No response)
2016 Corporate Broad Planning Proposed Actions	(No response)
2016 Corporate Broad Planning Proposed Actions	(No response)

## **SNAPSHOT QUESTIONS**

**Does your local government set aside funds in a climate reserve fund or something similar?**

No

**Does your local government have a corporate GHG reduction plan?**

Yes

**What is your current GHG reduction target (s) as identified in your OCP or RGS?**

*12% reduction (or 13,480 Co2 tonnes) by 2017 for total GHG emissions output of 27,369 CO2 tonnes).*

*33% reduction (or 32,678 Co2 tonnes) by 2030 for total GHG emissions output of 8,171 CO2 tonnes).*

**Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress?**

Yes

**What plans, policies or guidelines govern the implementation of climate mitigation in your community?**

- Energy and Emissions Plan
- OCP

## Building and Lighting

### **BUILDING AND LIGHTING ACTIONS**

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE BUILDING AND LIGHTING - 2015 ACTIONS**

In the following section, please identify up to five community-wide Building and Lighting actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### **2015 Community-Wide Building and Lighting Actions**

2015 Community-Wide Building and Lighting Actions	(No response)
2015 Community-Wide Building and Lighting Actions	(No response)
2015 Community-Wide Building and Lighting Actions	(No response)
2015 Community-Wide Building and Lighting Actions	(No response)
2015 Community-Wide Building and Lighting Actions	(No response)

#### **Additional Community-Wide Building and Lighting Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a “/”, any additional community-wide Building and Lighting actions in the boxes below **(optional)**.

*(No response)*

#### **COMMUNITY-WIDE BUILDING AND LIGHTING - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Building and Lighting actions proposed for 2016 (one action per box).

##### **2016 Community-Wide Building and Lighting Proposed Actions**

2016 Community-Wide Building and Lighting Proposed Actions	(No response)
2016 Community-Wide Building and Lighting Proposed Actions	(No response)
2016 Community-Wide Building and Lighting Proposed Actions	(No response)
2016 Community-Wide Building and Lighting Proposed Actions	(No response)
2016 Community-Wide Building and Lighting Proposed Actions	(No response)

### **CORPORATE**

## CORPORATE BUILDING AND LIGHTING - 2015 ACTIONS

In the following section, please identify up to five corporate Building and Lighting actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

### 2015 Corporate Building and Lighting Actions

2015 Corporate Building and Lighting Actions	Completed Public Safety Building featuring energy saving components such as air source heat pumps and extensive LED lighting
2015 Corporate Building and Lighting Actions	(No response)
2015 Corporate Building and Lighting Actions	(No response)
2015 Corporate Building and Lighting Actions	(No response)
2015 Corporate Building and Lighting Actions	(No response)

### Additional Building and Lighting Corporate Actions Taken in 2015

For those communities that would like to provide additional actions - please list, separated by a “/”, any additional corporate Building and Lighting actions in the boxes below (**optional**).

*(No response)*

## CORPORATE BUILDING AND LIGHTING - ACTIONS PROPOSED FOR 2016

In the following section, please identify up to five corporate Broad Planning actions proposed for 2016 (one action per box).

### 2016 Building and Lighting Proposed Actions

2016 Building and Lighting Proposed Actions	Pilot project - solar-powered LED lighting in Portage Park
2016 Building and Lighting Proposed Actions	Initial work on Long Term Financial Plan towards a capital asset management program.
2016 Building and Lighting Proposed Actions	(No response)
2016 Building and Lighting Proposed Actions	(No response)
2016 Building and Lighting Proposed Actions	(No response)

## Energy Generation

### **ENERGY GENERATION ACTIONS**

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE ENERGY GENERATION - 2015 ACTIONS**

In the following section, please identify up to five community-wide Energy Generation actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### **2015 Community-Wide Energy Generation Actions**

2015 Community-Wide Energy Generation Actions	(No response)
2015 Community-Wide Energy Generation Actions	(No response)
2015 Community-Wide Energy Generation Actions	(No response)
2015 Community-Wide Energy Generation Actions	(No response)
2015 Community-Wide Energy Generation Actions	(No response)

#### **Additional Community-Wide Energy Generation Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Energy Generation actions in the boxes below **(optional)**.

*(No response)*

#### **COMMUNITY-WIDE ENERGY GENERATION - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Energy Generation actions proposed for 2016 (one action per box).

##### **2016 Community-Wide Energy Generation Proposed Actions**

2016 Community-Wide Energy Generation Proposed Actions	(No response)
2016 Community-Wide Energy Generation Proposed Actions	(No response)
2016 Community-Wide Energy Generation Proposed Actions	(No response)
2016 Community-Wide Energy Generation Proposed Actions	(No response)
2016 Community-Wide Energy Generation Proposed Actions	(No response)

## **CORPORATE**

### **CORPORATE ENERGY GENERATION - 2015 ACTIONS**

In the following section, please identify up to five corporate Energy Generation actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

#### **2015 Corporate Energy Generation Actions**

2015 Corporate Energy Generation Actions	(No response)
2015 Corporate Energy Generation Actions	(No response)
2015 Corporate Energy Generation Actions	(No response)
2015 Corporate Energy Generation Actions	(No response)
2015 Corporate Energy Generation Actions	(No response)

#### **Additional Corporate Energy Generation Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Energy Generation actions in the boxes below **(optional)**.

*(No response)*

### **CORPORATE ENERGY GENERATION - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Energy Generation actions proposed for 2016 (one action per box).

#### **2016 Energy Generation Proposed Actions**

2016 Energy Generation Proposed Actions	(No response)
2016 Energy Generation Proposed Actions	(No response)
2016 Energy Generation Proposed Actions	(No response)
2016 Energy Generation Proposed Actions	(No response)
2016 Energy Generation Proposed Actions	(No response)

## **SNAPSHOT QUESTIONS**

### **Is your local government developing or constructing...**

- None of the above

### **Is your local government operating...**

- None of the above

**Is your local government connected to a district energy system that is operated by another energy provider?**

*No*

**Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit? <http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr>**

*Yes*

## Greenspace

### **GREENSPACE ACTIONS**

Greenspace refers to parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE GREENSPACE - 2015 ACTIONS**

In the following section, please identify up to five community-wide Greenspace actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### 2015 Community-Wide Greenspace Actions

2015 Community-Wide Greenspace Actions	(No response)
2015 Community-Wide Greenspace Actions	(No response)
2015 Community-Wide Greenspace Actions	(No response)
2015 Community-Wide Greenspace Actions	(No response)
2015 Community-Wide Greenspace Actions	(No response)

#### **Additional Community-Wide Greenspace Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Greenspace actions in the boxes below **(optional)**.

(No response)

#### **COMMUNITY-WIDE GREENSPACE - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Greenspace actions proposed for 2016 (one action per box).

##### 2016 Community-Wide Greenspace Proposed Actions

2016 Community-Wide Greenspace Proposed Actions	Distribute 200 native tree seedlings (with location and care instructions) as part of Pitch-in Week
2016 Community-Wide Greenspace Proposed Actions	Develop tree canopy and urban forestry policy
2016 Community-Wide Greenspace Proposed Actions	(No response)
2016 Community-Wide Greenspace Proposed Actions	(No response)
2016 Community-Wide Greenspace Proposed Actions	(No response)

## **CORPORATE**

### **CORPORATE GREENSPACE - 2015 ACTIONS**

In the following section, please identify up to five corporate Greenspace actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

#### **2015 Corporate Greenspace Actions**

2015 Corporate Greenspace Actions 	Constructed Phase 1 of Chilco Trails project to provide local recreation opportunities in Thetis Vale subdivision. Constructed playground at Portage Park to allow local active recreation.
2015 Corporate Greenspace Actions 	(No response)
2015 Corporate Greenspace Actions 	(No response)
2015 Corporate Greenspace Actions 	(No response)
2015 Corporate Greenspace Actions 	(No response)

#### **Additional Corporate Greenspace Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Greenspace actions in the boxes below **(optional)**.

*(No response)*

### **CORPORATE GREENSPACE - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five corporate Greenspace actions proposed for 2016 (one action per box).

#### **2016 Greenspace Proposed Actions**

2016 Greenspace Proposed Actions	(No response)
2016 Greenspace Proposed Actions	(No response)
2016 Greenspace Proposed Actions	(No response)
2016 Greenspace Proposed Actions	(No response)
2016 Greenspace Proposed Actions	(No response)

## **SNAPSHOT QUESTION**

**Does your local government have urban forest policies, plans or programs?**

*No*

## Solid Waste

### **SOLID WASTE ACTIONS**

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE SOLID WASTE - 2015 ACTIONS**

In the following section, please identify up to five community-wide Solid Waste actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### 2015 Community-Wide Solid Waste Actions

2015 Community-Wide Solid Waste Actions	Continue curbside household organics pickup for waste diversion.
2015 Community-Wide Solid Waste Actions	Replaced an outdated solid waste collection truck with a compressed natural gas fueled vehicle
2015 Community-Wide Solid Waste Actions	(No response)
2015 Community-Wide Solid Waste Actions	(No response)
2015 Community-Wide Solid Waste Actions	(No response)

#### **Additional Community-Wide Solid Waste Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Solid Waste actions in the boxes below **(optional)**.

*(No response)*

#### **COMMUNITY-WIDE SOLID WASTE - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Solid Waste actions proposed for 2016 (one action per box).

##### 2016 Community-Wide Solid Waste Proposed Actions

2016 Community-Wide Solid Waste Proposed Actions	Continue curbside household organics pickup for waste diversion.
2016 Community-Wide Solid Waste Proposed Actions	(No response)
2016 Community-Wide Solid Waste Proposed Actions	(No response)
2016 Community-Wide Solid Waste Proposed Actions	(No response)
2016 Community-Wide Solid Waste Proposed Actions	(No response)

## **CORPORATE**

### **CORPORATE SOLID WASTE - 2015 ACTIONS**

In the following section, please identify up to five corporate Solid Waste actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

#### **2015 Corporate Solid Waste Actions**

2015 Corporate Solid Waste Actions	(No response)
2015 Corporate Solid Waste Actions	(No response)
2015 Corporate Solid Waste Actions	(No response)
2015 Corporate Solid Waste Actions	(No response)
2015 Corporate Solid Waste Actions	(No response)

#### **Additional Solid Waste Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Solid Waste actions in the boxes below **(optional)**.

*(No response)*

### **CORPORATE SOLID WASTE - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five corporate Solid Waste actions proposed for 2016 (one action per box).

#### **2016 Solid Waste Proposed Actions**

2016 Solid Waste Proposed Actions	(No response)
2016 Solid Waste Proposed Actions	(No response)
2016 Solid Waste Proposed Actions	(No response)
2016 Solid Waste Proposed Actions	(No response)
2016 Solid Waste Proposed Actions	(No response)

## **SNAPSHOT QUESTIONS**

**Does your local government have construction and demolition waste reduction policies, plans or programs?**

*No*

**Does your local government have organics reduction/diversion policies, plans or programs?**

*Yes*

## Transportation

### TRANSPORTATION ACTIONS

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

### COMMUNITY-WIDE

#### COMMUNITY-WIDE TRANSPORTATION - 2015 ACTIONS

In the following section, please identify up to five community-wide Transportation actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### 2015 Community-Wide Transportation Actions

2015 Community-Wide Transportation Actions	Supported design and construction of E&N Rail multi-use regional trail segments through Town; integrated with local connection points
2015 Community-Wide Transportation Actions	Constructed 600m of bikes lanes (Watkiss Way)
2015 Community-Wide Transportation Actions	(No response)
2015 Community-Wide Transportation Actions	(No response)
2015 Community-Wide Transportation Actions	(No response)

#### Additional Community-Wide Transportation Actions Taken in 2015

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Transportation actions in the boxes below **(optional)**.

*(No response)*

#### COMMUNITY-WIDE TRANSPORTATION - ACTIONS PROPOSED FOR 2016

In the following section, please identify up to five community-wide Transportation actions proposed for 2016 (one action per box).

##### 2016 Community-Wide Transportation Proposed Actions

2016 Community-Wide Transportation Proposed Actions	Host two celebration stations for Bike to Work Week to encourage commuter cycling on the Town and Capital Regional District's bicycle route network
2016 Community-Wide Transportation Proposed Actions	(No response)

2016 Community-Wide Transportation Proposed Actions	(No response)
2016 Community-Wide Transportation Proposed Actions	(No response)
2016 Community-Wide Transportation Proposed Actions	(No response)

## **CORPORATE**

### **CORPORATE TRANSPORTATION - 2015 ACTIONS**

In the following section, please identify up to five corporate Transportation actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

#### **2015 Corporate Transportation Actions**

2015 Corporate Transportation Actions	(No response)
2015 Corporate Transportation Actions	(No response)
2015 Corporate Transportation Actions	(No response)
2015 Corporate Transportation Actions	(No response)
2015 Corporate Transportation Actions	(No response)

#### **Additional Corporate Transportation Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Transportation actions in the boxes below **(optional)**.

*(No response)*

### **CORPORATE TRANSPORTATION - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five corporate Transportation actions proposed for 2016 (one action per box).

#### **2016 Transportation Proposed Actions**

2016 Transportation Proposed Actions	Replace 1995 one-ton truck with a 2003 V10 pickup
2016 Transportation Proposed Actions	Replace 2001 and 2003 V-10 pickups with two V-6 pickup trucks with EcoBoost and FlexFuel features
2016 Transportation Proposed Actions	(No response)
2016 Transportation Proposed Actions	(No response)
2016 Transportation Proposed Actions	(No response)

## **SNAPSHOT QUESTIONS**

**Does your local government have policies, plans or programs to support:**

- 
- Cycling
- 

**Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?**

*No*

**Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?**

*Yes*

## Water and Wastewater

### **WATER AND WASTEWATER ACTIONS**

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE WATER AND WASTEWATER - 2015 ACTIONS**

In the following section, please identify up to five community-wide Water and Wastewater actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### **2015 Community-Wide Water and Wastewater Actions**

2015 Community-Wide Water and Wastewater Actions	(No response)
2015 Community-Wide Water and Wastewater Actions	(No response)
2015 Community-Wide Water and Wastewater Actions	(No response)
2015 Community-Wide Water and Wastewater Actions	(No response)
2015 Community-Wide Water and Wastewater Actions	(No response)

#### **Additional Community-Wide Water and Wastewater Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Water and Wastewater actions in the boxes below (**optional**).

(No response)

#### **COMMUNITY-WIDE WATER AND WASTEWATER - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Water and Wastewater actions proposed for 2016 (one action per box).

##### **2016 Community-Wide Water and Wastewater Proposed Actions**

2016 Community-Wide Water and Wastewater Proposed Actions	(No response)
2016 Community-Wide Water and Wastewater Proposed Actions	(No response)
2016 Community-Wide Water and Wastewater Proposed Actions	(No response)
2016 Community-Wide Water and Wastewater Proposed Actions	(No response)
2016 Community-Wide Water and Wastewater Proposed Actions	(No response)

### **CORPORATE**

## CORPORATE WATER AND WASTEWATER - 2015 ACTIONS

In the following section, please identify up to five corporate Water and Wastewater actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

### 2015 Corporate Water and Wastewater Actions

2015 Corporate Water and Wastewater Actions	(No response)
2015 Corporate Water and Wastewater Actions	(No response)
2015 Corporate Water and Wastewater Actions	(No response)
2015 Corporate Water and Wastewater Actions	(No response)
2015 Corporate Water and Wastewater Actions	(No response)

### Additional Corporate Water and Wastewater Actions Taken in 2015

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Water and Wastewater actions in the boxes below **(optional)**.

(No response)

## CORPORATE WATER AND WASTEWATER - ACTIONS PROPOSED FOR 2016

In the following section, please identify up to five corporate Water and Wastewater actions proposed for 2016 (one action per box).

### 2016 Water and Wastewater Proposed Actions

2016 Water and Wastewater Proposed Actions	Replace pumps at Price Bay sewage pump station. New pump machinery will have less run time, becoming less efficient as parts wear out.
2016 Water and Wastewater Proposed Actions	(No response)
2016 Water and Wastewater Proposed Actions	(No response)
2016 Water and Wastewater Proposed Actions	(No response)
2016 Water and Wastewater Proposed Actions	(No response)

## SNAPSHOT QUESTION

**Does your local government have water conservation policies, plans or programs?**

No

## Adaptation

### **CLIMATE CHANGE ADAPTATION ACTIONS**

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both “hard” and “soft” solutions, including: changes in infrastructure engineering, planning, zoning, bylaws and public education.

### **COMMUNITY-WIDE**

#### **COMMUNITY-WIDE ADAPTATION - 2015 ACTIONS**

In the following section, please identify up to five community-wide Adaptation actions taken in 2015 (one action per box). There is a separate box for additional actions that you may want to report.

##### 2015 Community-Wide Adaptation Actions

2015 Community-Wide Adaptation Actions	(No response)
2015 Community-Wide Adaptation Actions	(No response)
2015 Community-Wide Adaptation Actions	(No response)
2015 Community-Wide Adaptation Actions	(No response)
2015 Community-Wide Adaptation Actions	(No response)

#### **Additional Community-Wide Adaptation Actions Taken in 2015**

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional community-wide Adaptation actions in the boxes below **(optional)**.

*(No response)*

#### **COMMUNITY-WIDE ADAPTATION - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Adaptation actions proposed for 2016 (one action per box).

##### 2016 Community-Wide Adaptation Proposed Actions

2016 Community-Wide Adaptation Proposed Actions	(No response)
2016 Community-Wide Adaptation Proposed Actions	(No response)
2016 Community-Wide Adaptation Proposed Actions	(No response)
2016 Community-Wide Adaptation Proposed Actions	(No response)
2016 Community-Wide Adaptation Proposed Actions	(No response)

### **CORPORATE**

## CORPORATE ADAPTATION - 2015 ACTIONS

In the following section, please identify up to five corporate Adaptation actions taken in 2015. One action per box. There is a separate box for optional additional 2015 actions your community may want to report.

### 2015 Corporate Adaptation Actions

2015 Corporate Adaptation Actions	(No response)
2015 Corporate Adaptation Actions	(No response)
2015 Corporate Adaptation Actions	(No response)
2015 Corporate Adaptation Actions	(No response)
2015 Corporate Adaptation Actions	(No response)

### Additional Corporate Adaptation Actions Taken in 2015

For those communities that would like to provide additional actions - please list, separated by a forward slash /, any additional corporate Adaptation actions in the boxes below **(optional)**.

(No response)

## CORPORATE ADAPTATION - ACTIONS PROPOSED FOR 2016

In the following section, please identify up to five corporate Adaptation actions proposed for 2016 (one action per box).

### 2016 Adaptation Proposed Actions

2016 Adaptation Proposed Actions	New and replacement equipment for a minor (Price Bay) sewer pump station upgrade to be located 2-5 m above natural boundary to address sea level rise.
2016 Adaptation Proposed Actions	(No response)
2016 Adaptation Proposed Actions	(No response)
2016 Adaptation Proposed Actions	(No response)
2016 Adaptation Proposed Actions	(No response)

## SNAPSHOT QUESTIONS

**Are you familiar with the Plan2Adapt guidance located on the Climate Action Toolkit Website? <http://www.toolkit.bc.ca/Resource/Plan2Adapt>**

No

**Are you familiar with "Preparing for Climate Change - An Implementation Guide for Local Governments in BC?"**  
**<http://www.toolkit.bc.ca/Resource/Preparing-Climate-Change-Implementation-Guide-Local-Gov>**

Yes

**Have you visited the climate change adaptation guidance page on the BC Climate Action Toolkit? <http://www.toolkit.bc.ca/adaptation-challenges-and-opportunities>**

Yes

## Other

### **OTHER CLIMATE ACTIONS**

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

## COMMUNITY-WIDE

### **COMMUNITY-WIDE OTHER - 2015 ACTIONS**

In the following section, please identify up to five community-wide Other actions taken in 2015 (one action per box).

#### 2015 Community-Wide Other Actions

2015 Community-Wide Other Actions	(No response)
2015 Community-Wide Other Actions	(No response)
2015 Community-Wide Other Actions	(No response)
2015 Community-Wide Other Actions	(No response)
2015 Community-Wide Other Actions	(No response)

### **COMMUNITY-WIDE OTHER - ACTIONS PROPOSED FOR 2016**

In the following section, please identify up to five community-wide Other actions proposed for 2016 (one action per box).

#### 2016 Community-Wide Other Proposed Actions

2016 Community-Wide Other Proposed Actions	(No response)
2016 Community-Wide Other Proposed Actions	(No response)
2016 Community-Wide Other Proposed Actions	(No response)
2016 Community-Wide Other Proposed Actions	(No response)
2016 Community-Wide Other Proposed Actions	(No response)

## CORPORATE

### **CORPORATE OTHER - 2015 ACTIONS**

In the following section, please identify up to five corporate Other actions taken in 2015 (one action per box).

#### 2015 Corporate Other Actions

2015 Corporate Other Actions	Supported staff participation in Bike to Work Week
2015 Corporate Other Actions	(No response)

2015 Corporate Other Actions	(No response)
2015 Corporate Other Actions	(No response)
2015 Corporate Other Actions	(No response)

## CORPORATE OTHER - ACTIONS PROPOSED FOR 2016

In the following section, please identify up to five corporate Other actions proposed for 2016 (one action per box).

### 2016 Other Proposed Actions

2016 Other Proposed Actions	Continue to support staff participation in Bike to Work Week
2016 Other Proposed Actions	(No response)
2016 Other Proposed Actions	(No response)
2016 Other Proposed Actions	(No response)
2016 Other Proposed Actions	(No response)

## Innovation/Peer Learning

### INNOVATION AND PEER LEARNING

#### **Innovation**

This section provides the opportunity to showcase an innovative Corporate and/or Community-wide reduction or adaptation activity that your local government has undertaken and that has had a significant impact or has the potential to have a significant impact. You are welcome to repeat an action that has already been listed.

Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

#### Community-Wide Innovation

*(No response)*

#### Corporate Innovation

*(No response)*

#### **Programs, Partnerships and Funding Opportunities**

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the appropriate box below separated by a forward slash / (e.g. program1/program2/...).

#### Programs, Partnerships and Funding

*(No response)*

## Emissions

### **2015 Carbon Neutral Progress Reporting**

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially ***Becoming Carbon Neutral: A Guide for Local Governments in British Columbia***.

#### **Did you measure your local government's corporate GHG emissions in 2015?**

Yes

**If your local government measured 2015 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)

105.7

**If your local government measured 2015 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services:**

(in tonnes of carbon dioxide equivalent)

271.1

**Total Corporate GHG Emissions for 2015: 376.8 tCO<sub>2</sub>e**

## Reductions and Offsets

### **Reporting Reductions and Offsets**

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

undertake Option 1 Projects (Green Communities Committee (GCC)-supported)

undertake Option 2 Projects (alternative) community GHG emissions reduction projects that meet project eligibility requirements

purchase carbon offsets from a credible offset provider

### **Reductions**

**If applicable, please report the 2015 GHG emissions reductions being claimed from Option 1 GHG Reduction Projects:**

#### **Energy Efficient Retrofits**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

*(No response)*

#### **Solar Thermal**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

*(No response)*

#### **Household Organic Waste Composting**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

374.2

#### **Low Emission Vehicles**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

*(No response)*

#### **Avoided Forest Conversion**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

*(No response)*

**2015 OPTION 1 REDUCTIONS = 374.2 tCO<sub>2</sub>e**

**If applicable, please report the names and 2015 GHG emissions reductions being claimed from Option 2 GHG Reduction Projects:**

Option 2 Project Name	GHGs Reduced (tCO <sub>2</sub> e)

**2015 OPTION 2 REDUCTIONS = 0.0 tCO<sub>2</sub>e**

## **Offsets**

**If applicable, please report the number of offsets purchased from an offset provider for the 2015 reporting year.**

**Note: Please do not include funds set aside in a climate action reserve fund.**

(in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e))

3

If your local government purchased offsets , please identify the name of the offset provider:

*Offsetters.ca*

**2015 OFFSETS = 3 tCO<sub>2</sub>e**

**2015 REDUCTIONS AND OFFSETS = 377.2 tCO<sub>2</sub>e**

## **Corporate GHG Emissions Balance for 2015**

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

**2015 CORPORATE GHG EMISSIONS BALANCE: -0.4 tCO<sub>2</sub>e**

**If your Corporate GHG Emissions Balance is negative or zero,  
your local government is carbon neutral.**

**CONGRATULATIONS!**

## Recognition

### **Green Communities Committee (GCC) Climate Action Recognition Program**

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 - Progress on Charter Commitments:** for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

**Level 2 - Measurement:** for local governments who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

**Level 3 - Achievement of Carbon Neutrality:** for local governments who achieve carbon neutrality in the reporting year.

**Based on your local government's 2015 Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:**

*Level 3 - Achievement of Carbon Neutrality*

### **Email Address**

An email confirming that the survey was successfully submitted will be sent to the address provided in the box below.

*jchow@viewroyal.ca*

### **Other Opportunities for Awards and Recognition**

In addition to the GCC's Climate Action Recognition Program, your local government may be eligible for other award and recognition programs that recognize a range of aspects related to climate action. Here is a list of some award programs, submission timelines and web links.

**Climate Energy Action (CEA) Awards** – The CEA awards are offered annually to a municipality or regional district implementing a project or program best integrating energy / climate planning into community planning and development, corporate operations and collaboration with public service organizations. **Submission:** May.  
<http://communityenergy.bc.ca/apply-now-for-2014-climate-energy-action-awards/>

**UBCM Community Excellence Awards** – The UBCM Community Excellence Awards program is an opportunity to showcase municipalities and regional districts who "lead the pack", take risks to innovate, establish new partnerships, question established ways of doing business and pioneer new customer service practices. One of the five categories recognized in 2015, "Leadership Innovation, Green Initiatives", related to climate action. **Submission:** July.  
<http://www.ubcm.ca/EN/main/convention/Awards/15021/community-excellence-awards-application.htm>



### LOCAL GOVERNMENT INFORMATION

LOCAL GOVERNMENT INFORMATION   Name of Local Government	View Royal, Town of
LOCAL GOVERNMENT INFORMATION   Name of member Regional District (RD)	Capital
LOCAL GOVERNMENT INFORMATION   Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION   Population	10,000-49,999

### Submitted by:

Submitted by:   Name	Jeff Chow
Submitted by:   Position	Senior Planner
Submitted by:   Telephone # (123-456-7890)	250-479-6800
Submitted by:   Email Address	jchow@viewroyal.ca

**This year we combined two online surveys with one in addition to other changes to streamline and improve the reporting process. We would like to know what you think.**

Please check the answer that best describes your thoughts on how the new survey process compares to last year's process.

*Somewhat improved*

**Before submitting your survey, please ensure that it is your local government's complete and final 2015 Climate Actions Survey. Please submit this survey only once.**

Is this your local government's complete and final 2015 Climate Actions Survey?

*No*

**Once you have submitted your survey, be sure to download your survey report from the 'Thank You' page and use it as your public report.**

## Capital Regional District: Local Government Operations Energy and GHG Spreadsheet

### About this Spreadsheet

This spreadsheet has been developed for the Capital Regional District (CRD) to assist member local governments to meet their reporting requirements under the Climate Action Charter. Under the Charter, communities are free to use any tool they desire to compile their energy and GHG inventory.

This spreadsheet has been developed to align with the Provincial requirements for reporting communities.

For more information on the Climate Action Charter, and the reporting requirements for local governments, please see the BC Government 'Toolkit' website at: [www.toolkit.bc.ca/taking-action/Operations](http://www.toolkit.bc.ca/taking-action/Operations)

### Overview:

Data entry is executed by the user to input energy consumption data. The spreadsheet then calculates the associated GHG emissions, based on emissions factors appropriate for that fuel and that year. The spreadsheet also generates a summary page based on the Provincially required submission template.

### Data Input:

Data entry is executed by the user to input energy consumption data. Each Tab that requires data has 'text box' instructions to the user. Each tab provides some example data entry. Where data fields are required, they are indicated, otherwise data fields are optional. The Tabs are locked - only cells appropriate for data entry can be edited.

Tab Name:	Content:
Provincial Summary	Contact information for the municipal representative.
Categories	Users can define up to six categories of operations. The each building utility bill can be assigned to a specific category. This is an optional feature and breaking out consumption is not required.
Electricity	Building energy Consumption from utility records. Note that BC Hydro can provide a consolidated electricity summary by account.
Natural Gas	Natural gas utility consumption.
Propane	Propane consumption used for buildings (typically only applies to remote buildings)
Heating Oil	Heating oil consumption for buildings (if any).
Fleet	Fleet consumption data including gasoline, ethanol blends, diesel, biodiesel blends, and propane used for vehicles and equipment (e.g. Zamboni)
Refrigerant - Fleet A/C	Number of vehicles with Air Conditioning (A/C)

### Acknowledgements:



Special thanks to staff of Shared Services BC, and the Climate Action Secretariat for their assistance with the development of this tool.

### Contact Information:

Capital Regional District: Nikki Elliott (250) 360-3048



Stantec (Project Management): Dan Hegg (250) 217-9729

Stantec (Content and Spreadsheet Development): Dan Hegg (250) 217-9729

<b>Local Government Name:</b>	<b>Town of View Royal - Contractor emissions only</b>
<b>Year:</b>	<b>2015</b>
<b>Contact Information:</b>	
<b>Name:</b>	<b>Jeff Chow</b>
<b>Position:</b>	<b>Senior Planner</b>
<b>Telephone Number:</b>	<b>250-479-6800</b>
<b>Email address:</b>	<a href="mailto:jchow@viewroyal.ca">jchow@viewroyal.ca</a>

<b>Stationary Emission Sources:</b>				
<b>Building Fuel</b>	<b>End Use</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Emissions (tCO2e)</b>
Electricity	Rec Centre	kWh	785,043	7.85
Electricity	Library (covered by City of Victoria)	kWh	-	-
Electricity	Water (covered by CRD)	kWh	-	-
Electricity	category4	kWh	-	-
Electricity	category5	kWh	-	-
Electricity	category6	kWh	-	-
Natural Gas	Rec Centre	GJ	1,747	86.90
Natural Gas	Library (covered by City of Victoria)	GJ	-	-
Natural Gas	Water (covered by CRD)	GJ	-	-
Natural Gas	category4	GJ	-	-
Natural Gas	category5	GJ	-	-
Natural Gas	category6	GJ	-	-
Propane	Rec Centre	Litres	-	-
Propane	Library (covered by City of Victoria)	Litres	-	-
Propane	Water (covered by CRD)	Litres	-	-
Propane	category4	Litres	-	-
Propane	category5	Litres	-	-
Propane	category6	Litres	-	-
Heating Oil	Rec Centre	Litres	-	-
Heating Oil	Library (covered by City of Victoria)	Litres	-	-
Heating Oil	Water (covered by CRD)	Litres	-	-
Heating Oil	category4	Litres	-	-
Heating Oil	category5	Litres	-	-
Heating Oil	category6	Litres	-	-
<b>Stationary Emissions (all fuel types)</b>				<b>94.75</b>
<b>Mobile Emission Sources:</b>				
<b>Vehicle Class</b>	<b>Vehicle Fuel</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Emissions (tCO2e)</b>
Light Duty Vehicle	Gasoline	Litres	-	-
Light Duty Truck	Gasoline	Litres	8,829	21.64
Heavy Duty Truck	Gasoline	Litres	-	-
Off Road Vehicle	Gasoline	Litres	1,083	2.45
Light Duty Vehicle	E10	Litres	-	-
Light Duty Truck	E10	Litres	-	-
Heavy Duty Truck	E10	Litres	-	-
Off Road Vehicle	E10	Litres	-	-
Light Duty Vehicle	E15	Litres	-	-
Light Duty Truck	E15	Litres	-	-
Heavy Duty Truck	E15	Litres	-	-
Off Road Vehicle	E15	Litres	-	-
Light Duty Vehicle	Diesel	Litres	-	-
Light Duty Truck	Diesel	Litres	-	-
Heavy Duty Truck	Diesel	Litres	13,084	34.50
Off Road Vehicle	Diesel	Litres	658	1.90
Light Duty Vehicle	B5	Litres	-	-
Light Duty Truck	B5	Litres	-	-
Heavy Duty Truck	B5	Litres	11,628	29.22
Off Road Vehicle	B5	Litres	-	-
Light Duty Vehicle	B10	Litres	-	-
Light Duty Truck	B10	Litres	-	-
Heavy Duty Truck	B10	Litres	-	-
Off Road Vehicle	B10	Litres	-	-
Light Duty Vehicle	B20	Litres	-	-
Light Duty Truck	B20	Litres	-	-
Heavy Duty Truck	B20	Litres	-	-
Off Road Vehicle	B20	Litres	-	-
Light Duty Vehicle	Natural Gas	kg	-	-
Light Duty Truck	Natural Gas	kg	-	-
Heavy Duty Truck	Natural Gas	kg	27,073	83.21
Off Road Vehicle	Natural Gas	kg	-	-
Light Duty Vehicle	Propane	Litres	-	-
Light Duty Truck	Propane	Litres	2,259	3.46
Heavy Duty Truck	Propane	Litres	-	-
Off Road Vehicle	Propane	Litres	-	-
<b>Mobile Emissions (all fuel / vehicle combinations)</b>			<b>64,614</b>	<b>176.37</b>
<b>Fleet A/C Refrigerant Emissions</b>				<b>-</b>
<b>Total Emissions (all Sources)</b>				<b>271.12</b>

List here the Categories that you wish to use for grouping the utility data.  
Up to 6 categories are allowed.

List of Categories
Rec Centre
Library (covered by City of Victoria)
Water (covered by CRD)
category4
category5
category6

**USER INPUT on this Tab:**

The user can define areas that they wish to group the utility energy use. This is completely optional as the requirement to report is only for the total operations.

The names entered in the list at left will appear as categories at the top of each building energy Tab (electricity, natural gas, heating oil, and propane). They will also be used as drop down selectors for individual accounts.

Users might select groupings such as:

- The Provincially defined "traditional Services" categories
- Their organizational departments
- Other grouping that they find useful
- No groupings (make the first item "All" and then delete the other rows.

**NOTE**

1) The groupings chosen do not affect what needs to be reported, only how you group it together. The requirements for reporting are described in a Provincial document titled "The Workbook: Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations " available at:  
[www.toolkit.bc.ca/sites/default/files/CarbonNeutralWorkbook.V2\\_noapdcs\\_03.12\\_0.pdf](http://www.toolkit.bc.ca/sites/default/files/CarbonNeutralWorkbook.V2_noapdcs_03.12_0.pdf)

2) After the list has been changed, users should check that the drop down selections are correct for individual rows of data. Look for an "Error 1" in the summary section of each data tab and then select the proper "Category" on the data entry rows.

----- end of notes -----

Electricity Summary Table			2015	January	February	March	April	May	June	July	August	September	October	November	December	Annual	Carbon
				(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	(kWh)	tCO2e
Grand Total				785,043	-	-	-	-	-	-	-	-	-	-	-	785,043	7.9
Totals By Category	Rec Centre			785,043	-	-	-	-	-	-	-	-	-	-	-	785,043	7.9
	Library (covered by City of Victoria)			-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water (covered by CRD)			-	-	-	-	-	-	-	-	-	-	-	-	-	-
	category4			-	-	-	-	-	-	-	-	-	-	-	-	-	-
	category5			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			category6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Error message (invisible if no error) =																	

If a message "Error 1" is displayed in the row above then the sum of all the "category totals" does not match the "grand total". This will occur if a data row does not have the category (column B) properly assigned.

Electricity Data Entry Table				2015	Emissions Factor for Electricity for 2015: (tonnes of CO2e / GWh of electricity) =													10.0	
					January	February	March	April	May	June	July	August	September	October	November	December	Annual	Carbon	
Facility	Category	Location	Supplier / Account Number	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Usage (kWh)	Total Carbon tCO2e		
Type in Description	Select from Drop Down	Type in Description	Type in Description	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data			
Example 1: Monthly billing data	General Buildings	At the Rec Plex	1234567-8	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	12,345	148,140	1.481		
Example 2: Bimonthly Billing	Rec Facilities	123 Main St.	xxxxxxx-x	23,456		23,456		23,456		23,456		23,456		23,456		140,736	1.407		
Example 3: Annual total	Infrastructure (water / Sewer)	fist and spruce	??								98,765					98,765	0.988		

Data Entry starts below this line (up to 500 lines - use one for each account or a consolidated total)

Type in Description (optional)	Select from Drop Down (required)	Type in Description (optional)	Type in Description (optional)	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data	Data		
WESTSHORE PARKS & REC	Rec Centre	1767 Island Hwy	Town of View Royal shar	785043.4												785,043	7.850
	--															-	-
	--															-	-
	--															-	-
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Fleet Fuel Use Summary Table					2015	Q1 Quantity	Q2 Quantity	Up to Q3	Q4 Quantity	Total	CO <sub>2</sub> e
						(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(tonnes)
Grand Total						16,318	13,727	17,691	16,878	64,614	176
Totals by Vehicle Type											
Light Duty Vehicle						-	-	-	-	-	-
Light Duty Truck						4,233	2,228	2,058	2,569	11,088	25.1
Heavy Duty Truck						10,344	11,499	15,633	14,309	51,785	146.9
Off Road Vehicle						1,741	-	-	-	1,741	4.3
Totals by Fuel Type											
Gasoline (incl. ethanol Blends)						3,058	2,228	2,058	2,569	9,913	24.1
Diesel (incl. biodiesel blends)						11,002	6,133	3,280	4,955	25,370	65.6
Natural Gas						-	5,366	12,353	9,354	27,073	83.2
Propane						2,259	-	-	-	2,259	3.5
Error message (invisible if no error) =											

Error messages in the row above this one indicate that one or more rows of consumptin data have not had either a vehicle type (column A) or a fuel type (column B) assigned.

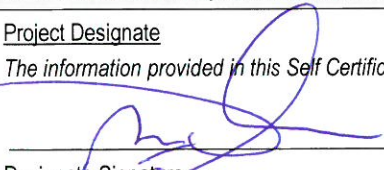
- "Error 1" means that a vehicle type has not been assigned.
- "Error 2" means that a fuel type has not been assigned.

Fleet Fuel Use Data Entry Table					2015	*Note: All fuel amounts should be entered in as Liters (L) except for Natural Gas which should be entered in as Kg					
Vehicle Type	Fuel Type	Vehicle Description	Vehicle Number	Card Lock ID or Other ID Information	Air Conditioning Unit Installed?	Q1 Quantity	Q2 Quantity	Up to Q3	Q4 Quantity	Total	CO <sub>2</sub> e
		Specific vehicle name or general group				(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(L) / (Kg)*	(tonnes)
Select from Drop Down (Required)	Select from Drop Down (Required)	Type in Description (optional)	Enter (optional)	Enter (optional)	Select from Drop Down (Required)	Data (as appropriate)	Data (as appropriate)	Data (as appropriate)	Data (as appropriate)		
Example 1: Individual Vehicles											
Light Duty Truck	Gasoline	F-150 pickup	V-111	12345-6789	Yes	250	250	250	250	1000	2.35
Light Duty Vehicle	Gasoline	Yaris Pool car	V-112	12345-6778	No				1500	1500	3.48
Heavy Duty Truck	B20	Dump Truck	V-201	12345-6767				3333		3333	6.97
Example 2: Vehicle Classes: Annual Totals Only											
Light Duty Truck	Gasoline	about 15 trucks	n/a	n/a	Yes				6000	6000	14.12
Light Duty Vehicle	E10	Five cars	annual total for 5 vehicles	n/a	No				4500	4500	9.46
Heavy Duty Truck	Natural Gas	Dump Truck (3)	n/a	n/a					6500	6500	19.98
DATA Entry starts below this line (up to 500 lines - either use: (a) one line for each vehicle of you wish to compile by individual vehicles, or (b) a total for each vehicle & fuel combination.											
Heavy Duty Truck	B5	Waste Management	506065	Residential Waste Truck	Yes	8300	2959			11259	28.31
Light Duty Truck	Propane	West Shore Parks and Rec	Zamboni		No	2259				2259	3.46
Heavy Duty Truck	Diesel	West Shore Parks and Rec			Yes	397.6				397.6	1.04
Light Duty Truck	Gasoline	West Shore Parks and Rec			Yes	728.2				728.2	2.14
Off Road Vehicle	Diesel	West Shore Parks and Rec	Marked fuel (off-road)		No	657.9				657.9	1.90
Off Road Vehicle	Gasoline	West Shore Parks and Rec	Marked fuel (off-road)		No	1083.4				1083.4	2.45



## Sample Self-Certification Template (Option 1D)

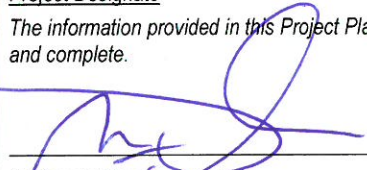
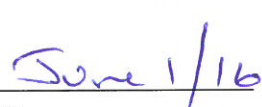

This form is also available online at <http://www.toolkit.bc.ca/cnlg>. Local governments may choose alternate formats to the templates provided; however the substance must be the same as those provided in the sample templates.

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and claiming GHG reductions from the project described in this Template. <i>Town of View Royal</i>
Project Designate appointed to sign off on the Self-Certification Template	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO)  Name: Michael Dillabaugh  Title: Director of Finance  Phone: 250-479-6800      Email: mdillabaugh@viewroyal.ca
Project Contact	Provide a Project Contact name if different from above  Name: Jeff Chow  Title: Senior Planner  Phone: 250-479-6800      Email: jchow@viewroyal.ca
Project Information	
Project title	Provide project title and attach a copy of the original Project Plan previously made public.  _____ <input checked="" type="checkbox"/> Copy of Project Plan attached
Timing and Amount of reductions being claimed	Indicate the <u>amount</u> of GHG reductions, expressed in tonnes, being claimed from the project and the <u>timeframe</u> during which the emission reductions being claimed occurred.  Amount of GHG reductions: 287.6 tonnes  Timeframe: From January 2015 to December 2015
Certification that the required work occurred	<input checked="" type="checkbox"/> I declare that the project work required to achieve the GHG reductions from this project as estimated by the project profile used, actually occurred during the year in which they are being claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Self Certification Template: Authorization and Sign off	
<u>Project Designate</u> <i>The information provided in this Self Certification Template is to the best of my knowledge correct and complete.</i>  _____ Designate Signature	
_____ Date	
Director of Finance Title	

## Appendix 7. Sample Project Plan Template (Option 1 Projects)

This form is also available online at [www.toolkit.bc.ca/cnlg](http://www.toolkit.bc.ca/cnlg) (Under the HOW tab). Local governments may choose alternate formats to the templates provided; however the substance must be the same as those provided in the sample templates.

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and that will be claiming GHG reductions from the project under Option 1. <u>TOWN OF VIEW ROYAL</u>
Project Designate appointed to sign off on Project Plan	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO) Name <u>MICHAEL DILLABAUGH</u> Title <u>DIRECTOR OF FINANCE</u> Phone <u>250-479-6800</u> Email <u>mdillabaugh@viewroyal.ca</u>
Project Contact	Provide a Project Contact name if different from above Name <u>JEFF CHOW</u> Title <u>SENIOR PLANNER</u> Phone <u>250-479-6800</u> Email <u>jchow@viewroyal.ca</u>
Project Information	
Project title	Provide project title <u>HOUSEHOLD ORGANIC WASTE COMPOSTING</u>
Option 1 Project Profile	Confirm which Option 1 project and project profile you are implementing. Check only one per Project Plan Template submitted: <input type="checkbox"/> Project 1A: Low Emission Vehicles <input type="checkbox"/> Project 1B: Energy Efficient Building Retrofits and Fuel Switching <input type="checkbox"/> Project 1C: Solar Thermal <input checked="" type="checkbox"/> Project 1D: Household Organic Waste Composting <input type="checkbox"/> Project 1E: Avoided Forest Conversion Project (AFCP)
Project description and objectives	Briefly summarize the project in terms of what, where, how when and why (max 4-5 sentences or bullets). <u>- weekly curbside collection of organic waste (household)</u> <u>- biannual curbside collection of household lawn/garden waste</u> <u>- dropoff facility for lawn/yard/garden waste</u>
Project co-benefits (Optional)	Beyond the reducing GHG emissions, describe any anticipated community and/or sustainability co-benefits that this project will provide (e.g., energy cost savings, stimulation of the local economy through green job growth, foster technological innovation, raise public awareness of climate change/energy conservation) <u>- waste diversion</u> <u>- public awareness of community sustainability</u> <u>- local green job growth</u>
Project start date	Indicate the project start date: <u>JAN. 1, 2015</u>

Project Transparency: Accountability and Reporting	
Scope	<input checked="" type="checkbox"/> The Project Designate certifies that the project outlined in this Project Plan is outside the LG (local government) corporate emissions boundary (as defined in the Carbon Neutral Workbook), within the local government's jurisdiction and BC, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Counted Once	<input checked="" type="checkbox"/> The GHG reductions claimed from this project under the Carbon Neutral Framework have not been, and will not be, committed or sold as an emission reduction under any other alternate emission-offset scheme, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Measurement (For Project 1E: AFCPs only)	<input checked="" type="checkbox"/> The Project Designate certifies that in the case of a Project 1E: Avoided Forest Conversion Project (AFCP) the eligible projects lands are owned by the local government and have been reserved or dedicated as park under section 30 of the <i>Community Charter</i> after the initial signing of the Climate Action Charter in 2007, and that a Forest Management Plan, to be updated every 10 years or more frequently, must be in place within six months of making public the first completed annual Self-Certification Template.
Ownership	<input checked="" type="checkbox"/> The local government proponent(s) claiming emission reductions from the Option 1 project outlined in this Project Plan have exclusive right to the legal and commercial benefits that arise from the GHG reductions from the Option 1 project, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Verification	<input checked="" type="checkbox"/> The Project Designate understands that he/she will be required to sign off the annual Verification Template Report for this project to verify that the estimated GHG reductions from this project actually occurred during the year in which they will be claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
BAU	<input checked="" type="checkbox"/> The Project Designate certifies that the Project meets Beyond Business as Usual (BAU) requirements a, b and c as per the GCC Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook. If the Project referred to in this Project Plan is an Option 1, Avoided Forest Conversion Project, the Project Designates certifies that in addition, the AFCP meets criteria "d" of the BAU requirements.
Reports	<input checked="" type="checkbox"/> The Project Designate, is aware of the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) and that after January 1, 2012, the CARIP reports will be revised to include information on total annual corporate emissions, the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2), and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
<b>Project Plan: Authorization and Sign Off</b> <u>Project Designate</u> The information provided in this Project Plan, including the accountability and reporting requirements, is to the best of my knowledge correct and complete.	
 Designate Signature	
 Date	
 Title	

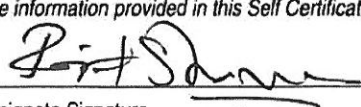


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File: 5220-20  
Greenhouse Gas Credits

Organics Waste Diversion (Project Profile 1D)

### Option 1D: Organic Waste Composting Project Self-Certification

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and claiming GHG reductions from the project described in this Template. <i>Capital Regional District, District of Central Saanich, City of Colwood, Town of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Town of Sidney, District of Sooke, City of Victoria, Town of View Royal, Islands Trust</i>
Project Designate appointed to sign off on the Self-Certification Template	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO)  Name: Rajat Sharma  Title: Chief Financial Officer (Acting), Finance and Technology  Phone: 250-360-3011 Email: <a href="mailto:rsharma@crd.bc.ca">rsharma@crd.bc.ca</a>
Project Contact	Provide a Project Contact name if different from above  Name: Amanda Broad  Title: Climate Action Coordinator (Acting)  Phone: 250-360-3048 Email: <a href="mailto:abroad@crd.bc.ca">abroad@crd.bc.ca</a>
Project Information	
Project title	Provide project title and attach a copy of the original Project Plan previously made public. Option 1D: Organic Waste Composting Project <input checked="" type="checkbox"/> Copy of Project Plan attached
Timing and Amount of reductions being claimed	Indicate the <u>amount</u> of GHG reductions, expressed in tonnes, being claimed from the project and the <u>timeframe</u> during which the emission reductions being claimed occurred.  Amount of GHG reductions: <b>3194.6 tonnes</b>  Timeframe: From January 2015 to December 2015
Certification that the required work occurred	<input checked="" type="checkbox"/> I declare that the project work required to achieve the GHG reductions from this project as estimated by the project profile used, actually occurred during the year in which they are being claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Self Certification Template: Authorization and Sign off	
<u>Project Designate</u> The information provided in this Self Certification Template is to the best of my knowledge correct and complete.   Designate Signature  Title: <u>Chief Financial Officer (Acting), Finance and Technology</u>	
Date  <u>May 6/2016</u>	



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Greenhouse Gas Credits

Organics Waste Diversion (Project Profile 1D)

## Option 1D: Organic Waste Composting Project Plan

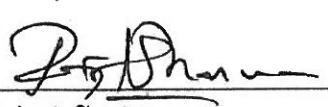
Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and that will be claiming GHG reductions from the project under Option 1. <i>Capital Regional District, District of Central Saanich, City of Colwood, Town of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Town of Sidney, District of Sooke, City of Victoria, Town of View Royal, Islands Trust</i>
Project Designate appointed to sign off on Project Plan	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO)  Name: Rajat Sharma, Acting CFO  Title: Chief Financial Officer (Acting), Finance and Technology  Phone: 250-360-3011      Email: rsharma@crd.bc.ca
Project Contact	Provide a Project Contact name if different from above  Name: Amanda Broad  Title: Climate Action Program Coordinator (Acting)  Phone: 250.360.3048      Email: abroad@crd.bc.ca
Project Information	
Project title	Provide project title Organic Waste Composting Project
Option 1 Project Profile	Confirm which Option 1 project and project profile you are implementing. Check only one per Project Plan Template submitted:  <input type="checkbox"/> Project 1A: Low Emission Vehicles <input type="checkbox"/> Project 1B: Energy Efficient Building Retrofits and Fuel Switching <input type="checkbox"/> Project 1C: Solar Thermal <input checked="" type="checkbox"/> Project 1D: Household Organic Waste Composting <input type="checkbox"/> Project 1E: Avoided Forest Conversion Project (AFCP)
Project description and objectives	Briefly summarize the project in terms of what, where, how when and why (max 4-5 sentences or bullets). <ul style="list-style-type: none"> <li>- The CRD has implemented a kitchen scraps waste diversion program on behalf of the region.</li> <li>- In 2013, the CRD implemented an incentive program to encourage residents and businesses to divert their kitchen scraps from the landfill. The haulers have been notified of the CRD's intention to claim the credits.</li> <li>- Approximately 6187 tonnes of additional kitchen scraps were diverted from the industrial, commercial, institutional, and private residential sector in 2015.</li> </ul>
Project co-benefits (Optional)	Beyond the reducing GHG emissions, describe any anticipated community and/or sustainability co-benefits that this project will provide (e.g., energy cost savings, stimulation of the local economy through green job growth, foster technological innovation, raise public awareness of climate change/energy conservation) <ul style="list-style-type: none"> <li>- Raise public awareness of climate change and waste diversion.</li> <li>- Reduces amount of waste entering landfill, saving space.</li> <li>- Allows for better end use products of kitchen scraps (i.e. compost, soil amenders, etc.)</li> </ul>
Project start date	Indicate the project start date: January 2013



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File: 5220-20  
Greenhouse Gas Credits

Organics Waste Diversion (Project Profile 1D)

Project Transparency: Accountability and Reporting	
Scope	<input checked="" type="checkbox"/> The Project Designate certifies that the project outlined in this Project Plan is outside the LG (local government) corporate emissions boundary (as defined in the Carbon Neutral Workbook), within the local government's jurisdiction and BC, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Counted Once	<input checked="" type="checkbox"/> The GHG reductions claimed from this project under the Carbon Neutral Framework have not been, and will not be, committed or sold as an emission reduction under any other alternate emission-offset scheme, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Measurement ( <i>For Project 1E: AFCPs only</i> )  <b>Not Applicable</b>	<input type="checkbox"/> The Project Designate certifies that in the case of a Project 1E: Avoided Forest Conversion Project (AFCP) the eligible projects lands are owned by the local government and have been reserved or dedicated as park under section 30 of the <i>Community Charter</i> after the initial signing of the Climate Action Charter in 2007, and that a Forest Management Plan, to be updated every 10 years or more frequently, must be in place within six months of making public the first completed annual Self-Certification Template.
Ownership	<input checked="" type="checkbox"/> The local government proponent(s) claiming emission reductions from the Option 1 project outlined in this Project Plan have exclusive right to the legal and commercial benefits that arise from the GHG reductions from the Option 1 project, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Verification	<input checked="" type="checkbox"/> The Project Designate understands that he/she will be required to sign off the annual Verification Template Report for this project to verify that the estimated GHG reductions from this project actually occurred during the year in which they will be claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
BAU	<input checked="" type="checkbox"/> The Project Designate certifies that the Project meets Beyond Business as Usual (BAU) requirements a, b and c as per the GCC Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook. If the Project referred to in this Project Plan is an Option 1, Avoided Forest Conversion Project, the Project Designates certifies that in addition, the AFCP meets criteria "d" of the BAU requirements.
Reports	<input checked="" type="checkbox"/> The Project Designate, is aware of the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) and that after January 1, 2012, the CARIP reports will be revised to include information on total annual corporate emissions, the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2), and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
Project Plan: Authorization and Sign Off	
<p><u>Project Designate</u></p> <p>The information provided in this Project Plan, including the accountability and reporting requirements, is to the best of my knowledge correct and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               Designate Signature         </div> <div style="text-align: center;">             May 6 / 2016              Date         </div> </div> <p><u>Chief Financial Officer (Acting), Finance and Technology</u></p> <p>Title</p>	

**From:** Amanda Broad  
**Sent:** May-09-16 8:49 AM  
**To:** -  
**Cc:** -  
**Subject:** CARIP Reporting: Carbon Neutral Balancing Credits (ICI) 2015

Good Morning Members of the CRD Climate Action IMWG,

Please find a breakdown of the 'balancing credits' each local government is able to claim in their 2015 carbon neutral reporting based on the Option 1D: Organic Waste Diversion Project Profile from the Industrial – Commercial – Industrial (ICI) sector and private haulers. **If you choose, you can include this in your CARIP reporting, to reduce your local government's overall carbon liability.** This breakdown does not include local government household organics diversion.

Note: Last year the numbers were higher as the 2013 credits were not claimed in that year.

	2015 Population	% of Population (2015)	Available to Claim for 2015 Reporting (tCO <sub>2</sub> e) Total
			3194.6
Esquimalt	16800	0.04548939	145.3
Oak Bay	18366	0.049912196	159.4
Saanich	113493	0.307334736	981.8
Victoria	83698	0.226606971	723.9
View Royal	10009	0.027094105	86.6
Central Saanich	16590	0.04473368	142.9
North Saanich	11528	0.031049349	99.2
Sidney	11537	0.031274975	99.9
Colwood	16646	0.044869599	143.3
Highlands	2184	0.012784547	40.8
Langford	33630	0.088526801	282.8
Metchosin	4989	0.013507636	43.2
Sooke	12777	0.034151022	109.1
Islands Trust	15807	0.042664992	136.3
	367866	1	3194.6

Balancing credits were determined using the BC local government specific methodology found here:

- [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#)  
*The guidebook outlines ways for local governments to achieve their goal to become carbon neutral, using options that have been specifically designed to meet local government needs and their desire to invest in locally-based GHG reduction projects. It has been prepared for use by local government staff who are responsible for measuring and reporting on carbon neutrality.*
- [Green Communities Carbon Neutral Framework Option 1D: Project Profile – Organic Waste Composting](#) (found at the bottom of the page [here](#))  
*This project profile provides guidance on estimating the amount of greenhouse gas (GHG) emissions that can be reduced by diverting organic<sup>[1]</sup> waste into a centralized community composting system rather than sending it to a landfill.*

Allocation is based on percentage of total population.

To determine the balancing credits, the following steps were completed, as per the *Becoming Carbon Neutral Guidebook*:

**Table 3: Implementing Option 1**

Step	For more information
1. Review the information on Option 1 projects and determine if any of these are valid options for your community.	Appendices 2 – 6
2. Complete, sign and make public a <b>Project Plan Template</b> to undertake one (or more) of these four GCC-supported projects.	See sample template in Appendix 7
3. Implement the project and calculate the project GHG emission reductions.	Appendices 2 – 6 include methodologies for detailed calculations
4. Complete, sign and make public a <b>Self-Certification Template</b> to certify that the required work was completed in the specified time frame to result in the GHG reductions being claimed.	See sample template in Appendix 8
5. Prepare the annual <b>Climate Action Revenue Incentive Program (CARIP) Report</b> and include information on progress towards carbon neutrality. Retain all project paperwork on file in accordance with local government administrative policy and procedures.	See Section 3 and Appendix 12 for information on revised CARIP reporting

If you choose to use the balancing credits, please append the attached Project Plan Template to your public CARIP report (as per Step 2 above). You are also required to retain the attached Self-Certification Template on file in accordance with local government administrative policy and procedures (as per Step 5 above).

The deadline for CARIP reporting is June 1<sup>st</sup>.

Please let me know if you have any questions,

**Amanda Broad** | Climate Action Program Coordinator (Acting)  
Capital Regional District |

<sup>[1]</sup> Organic waste can include food waste and organic yard waste such as grass clippings, but should try to avoid branches and other woody debris. This is because woody material does not decompose at the same rate.