

Survey Template

For the 2018 CARIP Climate Action/Carbon Neutral Progress Survey

Local governments are required to submit the *2018 CARIP Climate Action/Carbon Neutral Progress Survey* on or before **June 1, 2019**.

Use Template to Collect Information

This Survey Template has been provided to help local governments complete the survey and report its contents. The template can be used to:

- gather and record survey responses before inputting data into the survey; and/or
- create the public report.

Alternatively, a local government may choose to use a template or format of their own design.

Responses entered into this Survey Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In this Survey Template, simply add more lines to the tables to report more than five actions.

Public Reports:

Public reports must contain the same information as submitted in the 2018 Climate Action/Carbon Neutral Progress Survey. Because respondents are unable to generate a report of survey responses, Ministry staff will send each respondent a PDF version of their CARIP report once it has been completed online.

For purposes of the CARIP Survey, the following definitions apply:

COMMUNITY-WIDE ACTIONS

Actions undertaken to reduce GHG emissions in the community at-large (e.g. 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.

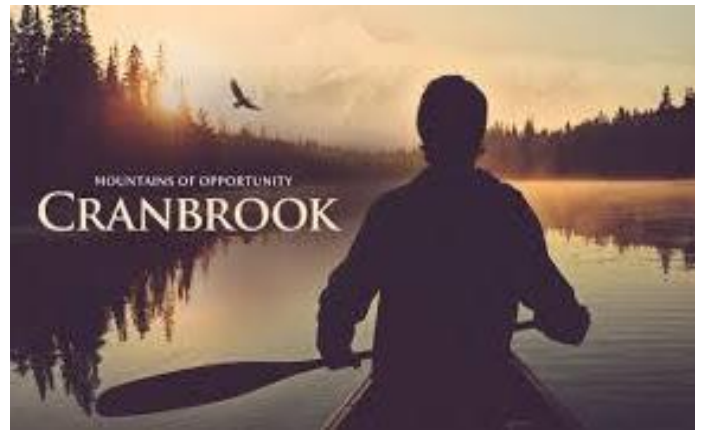
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Climate Action Revenue Incentive (CARIP) Public Report for 2018

Local Government:
Corporation of the City of Cranbrook

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The City of Cranbrook has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2018 BROAD PLANNING ACTIONS

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, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions	
Q 8 Community-Wide Broad Planning Actions Proposed for 2019	

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions	
	Energy Management Steering Group including presentations to staff and quarterly energy awareness information to staff
	Continuation with funding to Carbon Offset reserve to be used for sustainability initiatives (BC Hydro Energy Manager Partnership, capital projects)
	Update the Strategic Energy Management Plan through BC Hydro's Energy Management Program
	Asset Management Planning
Q 11 Corporate Broad Planning Actions Proposed for 2019	
	Energy Management Steering Group including presentations to staff and quarterly energy awareness information to staff
	Continuation with funding to Carbon Offset reserve to be used for sustainability initiatives (BC Hydro Energy Manager Partnership, capital projects)
	Update the Strategic Energy Management Plan through BC Hydro's Energy Management Program
	Asset Management Planning

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	(Please provide details here)
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> • Community Energy and Emissions Plan • Integrated Community Sustainability Plan • Community- Wide Climate Action Plan • Official Community Plan • Regional Growth Strategy • Do not have a plan • Other: 	No No No Yes Yes No No
Q 15 Does your local government have a corporate GHG reduction plan?	No

2018 BUILDING AND LIGHTING ACTIONS

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.

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions	
Q 18 Community-Wide Building and Lighting Actions Proposed for 2019	

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions	
	Kinsmen Arena
	Pool under water lighting
Q 21 Corporate Building and Lighting Actions Proposed for 2019	
	RCMP Building Lighting Retrofit
	City Library Building Retrofit
	Public Works Building Lighting Retrofit
	Energy Audit – Airport Terminal

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Q 22 Is your local government aware of the BC Energy Step Code?	Yes
Q 23 Is your local government implementing the BC Energy Step Code?	No

P5 2018 ENERGY GENERATION ACTIONS

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.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	

Q 26 Community-Wide Energy Generation Actions Proposed for 2019	

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions	
	Complete design of two pressure reducing station Microgen systems. Shovel ready for grant and BC Hydro opportunities.

Q 29 Corporate Energy Generation Actions Proposed for 2019	
	Installation of 15kw Solar PV system at the city library building

Energy Generation	
Q 30 Is your local government developing, or constructing a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No No
Q 31 Is your local government operating a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No No
Q 32 Is your local government connected to a district energy system that is operated by another energy provider?	No
Q 33 Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	No

2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
	Completion of Idlewild Park Rehabilitation Project
	Springtime spruce up campaign – community cleanup and beautification initiative
	Continue to follow the City’s Urban Forest Management Plan and Parks and Recreation Master Plan
Q 37 Community-Wide Greenspace Actions Proposed for 2019	
	Springtime spruce up campaign – community cleanup and beautification initiative ie: Skate Park clean-up
	Continue to follow the City’s Urban Forest Management Plan and Parks and Recreation Master Plan
	Local Creek flow monitoring integrated into SCADA

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions	
Q 40 Corporate Greenspace Actions Proposed for 2019	
	Continued Invasive Weed Program with East Kootenay Invasive Species Council
	Continuation of Tree planting
	“TREES FOR LIFE” Program with Cranbrook in Bloom Committee

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	Yes
Q 35. Does your local government have policies, plans or programs to support local food production?	No

2018 SOLID WASTE ACTIONS

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.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
	RDEK owns/operates the transfer stations and landfill facility
Q 44 Community-Wide Solid Waste Actions Proposed for 2019	
	Continue to support the Regional District of East Kootenay (RDEK) initiatives regarding solid waste and recycling
	RDEK owns/operates the transfer stations and landfill facility

Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions	
Q 47 Corporate Solid Waste Actions Proposed for 2019	

Solid Waste	
Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Q 49 Does your local government have organics reduction/diversion policies, plans or programs?	No

2018 TRANSPORTATION ACTIONS

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 and public transit, can contribute to reductions in GHG emissions and more livable communities.

Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions	
	Annual sidewalk rehabilitation program and capital road programs; in the Annual Capital Roads program we use a warm mix asphalt and 10% to 20% Recycle Asphalt Product
	Free transit pass for low income residents through the Leisure Access Program
	Missing sidewalk links program
	Citywide cycle network
Q 52 Community-Wide Transportation Actions Proposed for 2019	
	Annual sidewalk rehabilitation program and capital road programs; in the Annual Capital Roads program we use a warm mix asphalt and 10% to 20% Recycle Asphalt Product
	Continuation of promoting public awareness of the transit program and encouraging ridership
	Free transit pass for low income residents through the Leisure Access Program
	Development of more cycling and walking trails

Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions	
	Continuation of Fleet GPS for fuel consumption and fuel tracking software
	Idle reduction devices in fleet vehicles
	Considering vehicle fuel efficiency in the purchasing process
Q 55 Corporate Transportation - Actions Proposed for 2019	
	Continuation of Fleet GPS for fuel consumption and fuel tracking software
	Idle reduction devices in fleet vehicles
	Multi-year strategy to fully link all corners of City through a Bicycling network of on and off road pathways
	Continuation of missing sidewalk links program
	Continuation of Citywide cycle network

Transportation	
Q 56 Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) 	Yes Yes Yes No No
Q 57 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 behaviour)?	No
Q 58 Does your local government integrate its transportation and land use planning?	No

2018 WATER AND WASTEWATER ACTIONS

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 GHG emissions.

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Continuation of the Water Smart Ambassador Program
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019	
	Continuation of the Water Smart Ambassador Program
	Free Lawn and Garden Water Assessments

Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Install of PID controls for aeration blowers at lagoon blower building
	Continuation of the water smart ambassador program
	Continuation of night time pressure reduction of potable water

Q 64 Corporate Water and Wastewater Actions Proposed for 2019	
	Continuation of the water smart ambassador program
	Continuation of low flow toilet program in city buildings and facilities
	Continuation of night time pressure reduction of potable water
	Sanitary flow real time monitoring
	Creek flow real time monitoring
	Continuation of night time pressure reduction of potable water
	Water Quality and supply master plan
	Sanitary line re-lining program

Water Conservation	
Q 65 Does your local government have water conservation policies, plans or programs?	Yes

2018 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Changes to temperature and precipitation causing seasonal drought • Heatwaves impacting population health • Increased temperatures increasing wildfire activity • Increased temperatures affecting air quality • Changing temperatures influencing species migration and ecosystem shifts • Changing temperatures influencing ecosystem shifts • Extreme weather events contributing to urban and overland flooding • Sea level rise and storms causing coastal flooding and/or erosion 	Yes Yes Yes
Other (please specify):	
Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	No
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	No
Strategic and Financial Planning	No

Cross-Department Working Groups	Yes
Official Community Plan Policy Changes	No
Changes to Zoning and other Bylaws and Regulations	No
Incentives for Property Owners (e.g. reducing storm water run-off)	No
Public Education and Awareness	Yes
Research	No
Mapping	No
Partnerships	No
Other (please specify):	

Q 68 Climate Change Adaptation Actions Taken in 2018	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
	Continuation of staff awareness on energy consumption and energy conservation initiatives
	Storm Water Risk Assessments
Q 69 Climate Change Adaptation Actions Proposed for 2019	
	Continuation of staff awareness on energy consumption and energy conservation initiatives
Q 70 For more information please contact	

Q 71. The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?	
Indicators of Climate Change for British Columbia Plan2Adapt Climate Projections for Metro Vancouver Climate Projections for the Capital Region Climate Projections for the Cowichan Valley Regional District Province of BC's BC Adapts Video Series Preparing for Climate Change: Implementation Guide for Local Governments Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) Sea Level Rise Adaptation Primer BC Regional Adaptation Collaborative Webinars Retooling for Climate Change Water Balance Model Water Conservation Calculator Funding: National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Municipalities for Climate Innovation Program (MCIP) Climate Adaptation Partner Grants (FCM) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund	Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Useful Useful Useful Useful Useful Useful Useful
Other (please specify)	

2018 OTHER CLIMATE ACTIONS

Other Climate Actions

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

Q 72 Community-Wide Other Actions Taken in 2018	
	Interface hazard mitigation work on city and crown land to reduce fire threat
Q 73 Corporate Other Actions Taken in 2018	

Other	
Q 74 Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	No
Q 75 Is your local government using the CLIC tool?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight 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.

Communities that have conducted innovative initiatives may want to consider making applications to [CEA’s Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM’s National Measures Report](#).

Q 76 Community-Wide Innovation Action
Q 77 Corporate Innovation Action
Q 78 For more information on actions described above contact

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 box below separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding	
CBT Grant for the install of 15kw solar PV system at the library building	

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding	

2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) 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 portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2018?	Yes
Q 82 If your local government measured 2018 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)	1850.13

Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	5.87
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	1856 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	tCO₂e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO2e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	tCO2e

Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2018 reporting year:

NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.

Offset Provider Name	OFFSETS
Offsets (tCO2e)	
Offset Provider Name	
Offsets (tCO2e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	tCO2e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 0 tCO2e

Corporate GHG Emissions Balance for 2018

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

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 1856 tCO2e

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

Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO2e)

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO2e

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	Yes

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee 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 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve carbon neutrality in the reporting year.

Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input checked="" type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	✓
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME: