



CARIP Carbon Neutral Progress Public Report Attestation

As per the CARIP guidance, the Financial Officer is required to submit this attestation form to attest that:

- On or before **June 2, 2015**, the report generated from the Carbon Neutral Progress Survey submitted online to the Province has been made public.

The Financial Officer must complete and sign the attestation form by the applicable deadline and email a scanned copy to the province at infra@gov.bc.ca.

CARIP Carbon Neutral Progress Public Report Attestation Form — DUE on or before June 2, 2015:

I declare that the 2014 final, complete report generated from the Carbon Neutral Progress Survey submitted online to the Province on May 19, 2015 for (The District of Chetwynd) was made public on May 19, 2015.

Name, Title (print) CFO William Caldwell

Signature:

W J Caldwell

May 19, 2015

Date:

Climate Action Revenue Incentive Program (CARIP) Public Reporting - Carbon Neutral Progress Survey 2014

Created Tuesday, May 19, 2015

<http://fluidsurveys.com/surveys/irpb/carbon-neutral-progress-reporting/29aebb4c2c3a63eb6482d1c6aa4020abdc641759/>

Welcome and Introduction

WELCOME and INSTRUCTIONS

Welcome to the new online format of the Carbon Neutral Progress Survey!

Reporting Process and Key Deadlines

We have made some exciting improvements to the CARIP public reporting process this year by moving to a new online survey format. The online survey format is intended to streamline and enhance the annual CARIP reporting process.

As outlined in the *CARIP Program Guide for 2014 Claims*, B.C. local governments must complete and submit to the Province two online surveys – the *Climate Actions Survey* and the *Carbon Neutral Progress Survey* – and make the reports generated from those surveys public by the following dates:

Climate Actions Survey – **March 8, 2015**

Carbon Neutral Progress Survey – **June 2, 2015**

These two online surveys replace the CARIP Public Reporting Template used in previous years. The surveys provide the same opportunity for local governments to describe actions, undertaken in 2014 and planned for 2015, to reduce GHG emissions and create more complete, compact and energy efficient communities. A CARIP public reporting attestation form, signed by the Financial Officer, must also be completed for each survey and submitted to the Province. For more information on the grant program requirements, please see the *CARIP Program Guide for 2014 Claims* at: <http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

Key Differences in the New Online Carbon Neutral Progress Survey

Prior to completing this Carbon Neutral Progress Survey, please ensure that you are familiar with *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia* available on the BC Climate Action Toolkit website. The Carbon Neutral Progress Survey replaces the Carbon Neutral Progress Reporting worksheet in the previous CARIP Public Reporting Template. Although the information you will be reporting is very much the same as under the previous template, the Survey is organized differently. Key differences are:

Some questions have been reworded and re-ordered.

Two questions related to the purchase of offsets have been deleted.

Two questions related to 'making progress towards' and Green Communities Committee (GCC) Climate Action recognition level have been added.

General Guidance

After reading these instructions, it is recommended that you click through the survey tabs to familiarize yourself with the layout and information needed to complete the survey.

You can navigate through the survey using the 'next' and 'back' buttons at the bottom of each survey page or by clicking on the tabs at the top of each survey page (please do not use the browser's back and forward buttons or your information may not be saved).

The 'save and continue later' button at the bottom of each page allows you to save the survey and complete it later.

There is also a 'Local Government Information' tab. This tab is the last page of the survey and must be completed in full prior to submitting the survey. Use the 'submit' button located on the 'Local Government Information' tab to submit your survey. Please be sure that it is your local government's *complete and final* 2014 Carbon Neutral Progress Survey, and *submit the survey once only*. After submitting your survey, please ensure that you download a copy of the report from the 'Thank You' page and make that report public by the date identified in the *CARIP Program Guide for 2014 Claims* (<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>). You will note that the report generated includes the instructions provided to you in this survey, as a result, you may want to remove these instructions prior to making your report public.

FAQs

How can I save and complete my survey later?

Click on the 'save and continue later' button that is located at the bottom of each page. You will be prompted to provide your email address so that the link to access your saved survey can be emailed to you, and/or you can bookmark or copy the link provided.

How can I send the survey to others to work on?

Follow the instructions above for 'save and continue later', and then forward the link to others to work on. Please note: You may want to save a Word copy of the report for yourself, prior to forwarding the link.

Can multiple people work on the survey at one time?

No, only one person can work on the survey at any one time, or you will risk some of your responses not being processed.

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey. Please be aware however that IP addresses are collected by SurveyMonkey itself, and these IP addresses and other information collected will be stored on SurveyMonkey's servers located outside of Canada. This survey is voluntary and a response is encouraged, not required. Please do not provide any third-party information (i.e. talk about others) in your responses to the survey.

Measuring Corporate GHG Emissions

MEASURING CORPORATE GHG EMISSIONS

Q1. Did you measure your local government's corporate GHG emissions in 2014?

Many local governments use SMARTTool, a web-based inventory and reporting tool, to track and measure their corporate GHG emissions. If your local government has chosen to use another inventory tool, please make sure that you are using the same methodologies and emission factors as SMARTTool. The most recent edition of the *B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions* provides this information and is available on the BC Climate Action Toolkit. If you would like to know more about using SMARTTool to measure GHG emissions, please contact Jennifer Hill at Jennifer.Hill@gov.bc.ca or 250-387-0089.

Survey Navigation Tip: If you are not yet measuring your local government's GHG emissions, a 'no' answer to this question will bring you directly to the 'Making Progress Towards Carbon Neutrality' page of the survey when you click 'Next'.

Yes

Reporting Corporate GHG Emissions and Reductions

REPORTING CORPORATE GHG EMISSIONS AND REDUCTIONS

A local government's Total Corporate GHG Emissions include direct and contracted GHG emissions that result from the delivery of "traditional services".

Traditional services - services that are commonly provided by a majority of local governments and include: administration and governance; drinking, storm and waste water; solid waste collection, transportation and diversion; roads and traffic operations; arts, recreation and cultural services; and fire protection.

Direct GHG emissions - emissions that are generated by the delivery of a traditional service by local government staff or a subsidiary organization.

Contracted GHG emissions - emissions that are generated by the delivery of traditional services by contractors on behalf of local governments.

For more information, see *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia* and *The Workbook: Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations*.

Reporting Emissions

Q2. What were your local government's 2014 corporate GHG emissions from services delivered directly by your local government?

(in tonnes of carbon dioxide-equivalent, tCO₂e)

1156.21

Q3. What were your local government's 2014 corporate GHG emissions from contracted services?

(in tonnes of carbon dioxide-equivalent, tCO₂e)

n/a

Total Corporate GHG Emissions for 2014 = error tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must:

balance their TOTAL corporate GHG emissions by undertaking Option 1 (GCC-supported) or Option 2 (alternative) community GHG emissions reduction projects that meet project eligibility requirements; and/or;

purchase carbon offsets from a credible offset provider.

Q4. If applicable, please report the 2014 GHG emissions reductions being claimed from Option 1 GHG Reduction Projects.

Energy Efficient Building Retrofits

0

Solar Thermal

0

Household Organic Waste Composting

0

Low Emission Vehicles

0

Avoided Forest Conversion

0

Reductions from Option 1 Projects = error tCO₂e

Q5. If applicable, please list the names of and report the 2014 GHG emissions reductions being claimed from Option 2 GHG Reduction Projects.

Option 2 Project Name	GHG Emissions Reduced
Visitor Information Centre	0
New Municipal Hall	0
New Medical CLinic	0

Reductions from Option 2 Projects = error tCO₂e

Q6. If applicable, please report the number of offsets you purchased from an offset provider for the 2014 reporting year.

NOTE: Please do not include any climate action reserve funds in your response. Some local governments have put funds that they would otherwise use to purchase offsets into climate action reserve funds. A climate action reserve fund is a way of setting aside funding for emission reduction projects, and worth publicly reporting, but does not get a local government to carbon neutrality under the GCC's Carbon Neutral Framework.

(in tonnes of carbon dioxide-equivalent)

Q7. If you have purchased offsets, please identify the name of your offset provider.

n/a

Total Reductions from Projects and Offsets for 2014 = error

Corporate GHG Emissions Balance

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.

Corporate GHG Emissions Balance for 2014 = error

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

Survey Navigation Tip: If your local government is carbon neutral for 2014, you can skip directly to the GCC Climate Action Recognition Program survey page by clicking on that tab in the list of tabs at the top of the page.

Making Progress Towards Carbon Neutrality

MAKING PROGRESS TOWARDS CARBON NEUTRALITY

Even if your local government did not measure corporate GHG emissions or achieve carbon neutrality for the 2014 reporting year, by identifying and committing to taking actions next year to bring you closer to carbon neutrality, your local government is meeting the spirit of the Climate Action Charter.

Q8. If you did not achieve carbon neutrality in 2014, did you undertake any of the following commonly reported corporate GHG reduction activities?

-
- Undertook civic building energy efficient retrofits
 - Developed a corporate operations GHG emissions reduction plan
-

Q9. If you did not achieve carbon neutrality in 2014, please identify up to three key actions for 2015 that will help you make progress towards becoming carbon neutral.

[Actions_2015.0] Q9. If you did not achieve carbon neutrality in 2014, please identify up to three key actions for 2015 that will help you make progress towards becoming carbon neutral.	Energy Management Systems in new buildings
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[Actions_2015.1] Q9. If you did not achieve carbon neutrality in 2014, please identify up to three key actions for 2015 that will help you make progress towards becoming carbon neutral.	Solar panels at greenhouse
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[Actions_2015.2] Q9. If you did not achieve carbon neutrality in 2014, please identify up to three key actions for 2015 that will help you make progress towards becoming carbon neutral.	LED lighting on pedestrian paths
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Q10. Are you familiar with the Community Energy and Emissions Inventory (CEEI)?

Familiarity with your community's CEEI helps qualify you for Level 2 of the GCC Recognition Program. For more information about CEEI, please see:
<http://www.toolkit.bc.ca/community-energy-and-emissions-inventory-initiative>

Yes

GCC Climate Action Recognition Program

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 (L1): for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 - Measurement (L2): 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 (L3): for local governments who achieve carbon neutrality in the reporting year

Q11. Based on your local government's 2014 CARIP Public Report, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 - Progress on Charter Commitments

Local Government Information

LOCAL GOVERNMENT INFORMATION

LOCAL GOVERNMENT INFORMATION Name of Local Government	Chetwynd, District of
LOCAL GOVERNMENT INFORMATION Name of member Regional District (RD)	Peace River
LOCAL GOVERNMENT INFORMATION Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION Population	0-4,999

Submitted by:

Submitted by: Name	William Caldwell
Submitted by: Position	Director of Financial Administration
Submitted by: Email	bcaldwell@gochetwynd.com
Submitted by: Telephone # (ten digit)	250-401-4106

This year we replaced the CARIP Public Reporting Template with two online surveys 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 Carbon Neutral Progress Survey and the new survey process compares to the previous year's process.

Neutral

Before submitting your survey, please ensure that it is your local government's complete and final 2014 Carbon Neutral Progress Survey. Please submit this survey only once.

Is this your local government's complete and final 2014 Carbon Neutral Progress Survey?

Yes

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.