

Climate Action Revenue Incentive Program (CARIP) – COVID-19 response

REVISED PROGRAM GUIDE - 2019



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Climate Action Revenue Incentive Program (CARIP)

In light of the ongoing COVID-19 pandemic and in response to a high volume of requests from local governments, CARIP reporting requirements are waived for the 2019 reporting year. This Program Guide has been revised to reflect the changes.

Climate action is a provincial priority and local governments are key partners in helping to reduce greenhouse gas emissions (GHGs) and increase climate resilience through their role in creating complete, compact, and energy efficient communities and reducing corporate emissions.

CARIP is a conditional grant program that provides funding to local government [BC Climate Action Charter \(Charter\)](#) signatories equivalent to one hundred percent of the carbon taxes that they pay directly. This funding is used by local governments to support their efforts to reduce GHGs, address climate impacts, and move forward on achieving their Charter goals.

Eligibility Requirements

To be eligible for the conditional grant, local governments must:

- Have signed the Charter, committing them to take action to achieve the following three goals:
 - being carbon neutral in their corporate operations;
 - measuring and reporting on their community GHG emissions profile; and
 - creating complete, compact, and energy efficient communities.

Reporting Requirements

In light of the ongoing COVID-19 pandemic and in response to a high volume of requests from local governments, CARIP reporting requirements are waived for the 2019 reporting year:

- **No requirement** for local governments to submit a carbon tax calculation form or signed attestation form (now combined);
- **No requirement** for public reporting and;
- **No requirement** for local governments to submit the CARIP survey.

While there are no reporting requirements for the 2019 reporting year, the Ministry would be pleased to receive surveys on a voluntary basis. If a sufficient number are received by October 1, 2020, an abridged 2019 Annual CARIP Report may be prepared.

Completing the Survey

Guidance in this section of the report is provided for local governments who choose to report qualitatively on their climate actions and/or quantitatively on their corporate GHG emissions for the 2019 reporting year.

Using the CARIP Survey Software

The 2019 CARIP Survey uses SimpleSurvey software. Please note:

- Local government Financial Officers were sent an email directly from SimpleSurvey with a link to the CARIP survey.

- Local governments may use the [Survey Template](#), or their own template, as a tool to gather and record responses to the survey questions before inputting them into the survey instrument.
- Local governments may make public the PDF (or Word) version of survey results generated by SimpleSurvey. Simply click to select either a PDF or Word version at the end of the survey. Alternatively, the template survey format may be used for purposes of the public report.

Instructions for Completing the Survey

- After reading these instructions, it is recommended that you look through the [Survey Template](#) to familiarize yourself with the information needed to complete the survey.
- If using, gather and record in the [Survey Template](#) all the information needed to complete the survey.
- Once in the survey, you can navigate through the survey using the ‘save and continue later’ and ‘previous page’ buttons at the bottom of each page.
- To create a PDF or Word version of the completed survey, click on the link provided on the last page of the survey.
- If you want to make changes to your survey after it is submitted, contact PLUM@gov.bc.ca and a link will be sent.
- If making your local government’s report public, you are encouraged to use your populated version of the Survey Template, or your own document, to report your CARIP results publicly.

Survey Sections

The survey is divided into three Parts as follows:

Part 1: Local Government Information

In this section, the name, population and other basic information for your local government is documented.

Part 2: Narrative Focus

In this section, local governments are to report on the corporate, community-wide and adaptation actions they undertook in 2019.

This part of the survey is divided into the following sectors: Buildings and Lighting; Energy Generation; Greenspace; Planning and Land Use; Solid Waste; Transportation; Water and Wastewater; and Adaptation Actions. It includes both open-ended questions related to actions taken and specific required questions.

Part 3: Reporting on Progress Toward Carbon Neutrality

The joint Provincial-UBCM Green Communities Committee (GCC) has developed the Carbon Neutral Framework in order to support BC Climate Action Charter signatories in meeting their Charter commitment to work towards carbon neutrality in their corporate operations. Under the CN Framework, local governments are required to reduce, measure, balance or offset and report on their yearly corporate emissions. More information on the GCC CN Framework is available in the following documents:

- [The Workbook – Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations](#);
- [Becoming Carbon Neutral – A Guidebook for Local Governments in British Columbia](#); and
- [Becoming Carbon Neutral – Guidance on Including Contracted Emissions in Local Government Corporate Inventories](#)

In this section of the survey, local governments are asked to report on the following:

A – Total Corporate GHG Emissions (from direct and contracted services)

B – Reductions from Option 1 Projects such as:

- Energy Efficient Retrofits
- Solar Thermal
- Household Organic Waste Composting
- Low Emission Vehicles
- Avoided Forest Conversion
- Trenchless Technology

C – Reductions from Option 2 Projects

D – Offsets purchased

E – Emissions reductions eligible for carry over to next year.

Purchasing Credible Offsets

Local governments that intend to purchase credible offsets and claim them against their 2019 corporate emission inventory must do so prior to submitting their *2019 CARIP Survey*, should report publicly, and no later than October 1, 2020. The *2019 CARIP Survey* provides space to identify your local government's offset provider(s).

For further information or questions about completing the *2019 CARIP Survey* please contact PLUM@gov.bc.ca

Public Reporting

For the 2019 reporting year, local governments choosing to report publicly on their plan and progress toward meeting their climate action goals, including progress toward carbon neutrality have the following options to generate a report for public reporting purposes:

- Create a Word or PDF version of survey results using SimpleSurvey software by clicking on the links at the end of the survey.
- Create a report based on the populated [Survey Template](#).
- Create a report in another format that contains the information submitted in the *2019 CARIP Survey*.

Due to the diversity of BC local governments, it is recognized that the type and number of actions reported in the CARIP survey will vary between communities and may vary from year to year for each community.

The information collected on the climate change initiatives being undertaken by BC local governments will enable sharing of best practices and highlighting of local government progress on corporate carbon neutrality and other climate actions. Local governments are requested, if feasible, to make the report available on their website to support openness, transparency, and sharing of best practices.

Additional Resources

The BC Climate Action Toolkit website

The [BC Climate Action Toolkit \(Toolkit\)](#) provides BC communities with the latest news, best practices and practical advice to help reduce greenhouse gas emissions and implement Charter commitments. The resources available on the Toolkit may also assist local governments to complete the *2019 CARIP Survey* by helping to generate more ideas for both corporate and community-wide climate actions. Particularly relevant Toolkit links include:

- [Carbon Neutral Local Government](#);
- [Community-wide action](#); and,
- [Community-wide measurement](#).

Clean Government Reporting Tool and Carbon Emissions Inventory Reporting

The Clean Government Reporting Tool (CGRT) is a GHG emissions inventory and reporting tool developed to provide a standardized approach to calculating and reporting an organization's corporate greenhouse gas emissions. Local governments who previously used SMARTTool are being onboarded to the CGRT which will be available for former SMARTTool clients for the 2019 reporting year. Recognizing that some communities may choose not to use the CGRT, the Green Communities Committee has enabled the use of other GHG emissions inventory and reporting tools as part of the common approach to carbon neutrality for the purposes of the Climate Action Charter.

To ensure methodology, emission factors and outputs from other tools are consistent and comparable with CGRT results, a local government choosing to use another inventory and reporting tool is required to:

- Use the same corporate boundaries as described in the [Workbook](#);
- Use the same emission factors and methodologies employed by the GCRT as detailed in the [Methodology for Reporting BC Local Government Greenhouse Gas Emissions](#);
- Complete and adhere to the [CGRT business processes checklist](#); and
- Report on annual total corporate emissions as calculated by the alternative tool, broken down by fuel type, using the [Alternative Tool GHG Reporting Template](#)

For more information about the CGRT please contact the Carbon Neutral Government Program at Carbon.Neutral@gov.bc.ca.

Ministry's Carbon Neutral Revenue Incentive Program (CARIP) web page

The Ministry's [CARIP webpage](#) provides the following key climate action resources for the years 2010 to 2018:

- CARIP Annual Summary Reports;
- Lists of Community-wide Actions; and
- Lists of Corporate Actions.

The Green Communities Committee Climate Action Recognition Program – *suspended for 2019 reporting year*

The GCC Climate Action Recognition Program was launched in 2012 to provide the GCC with an opportunity to publicly recognize the progress and achievements of each Climate Action Charter signatory. Recognition is typically provided to local governments that 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, 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 (i.e. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund or investing in another corporate or community-wide GHG reduction project(s), new or ongoing, that, in the view of the local government, reflects a significant investment of time or financial resources and is intended to result in significant GHG reduction).

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

The recognition program will be suspended for the 2019 year. More information about the GCC Climate Action Recognition Program can be found [here](#). If you have any questions about the program, please contact PLUM@gov.bc.ca

Appendix A: Definitions

ADAPTATION ACTIONS

The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm or exploit beneficial opportunities. In some natural systems, human intervention may facilitate adjustment to expected climate and its effects.

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. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

COMMUNITY-WIDE CLIMATE ACTIONS

Actions undertaken to reduce community-wide GHG emissions (i.e. not related to corporate operations such as local food production, renewable energy generation and planning for public transit).

COMPLETE, COMPACT, ENERGY EFFICIENT COMMUNITIES

These communities are characterized, in part, by the following components:

- **Complete** and mixed land use that supports the efficient movement of people, goods and services and contributes to business efficiency and quality of life.
- **Compact** development that avoids sprawl, is appropriate for the local context, and supports access and affordability.

These communities may also include **centred** focal points that support business, commerce, festivals and gatherings and serve as transportation hubs and have **connected** development nodes linked by transit and active transportation routes and public spaces that contribute to social connectedness and community safety.

CORPORATE CLIMATE 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.

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, 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.

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 and other naturally occurring assets.

MITIGATION ACTIONS

A human intervention to reduce the sources or enhance the sinks of [greenhouse gases \(GHGs\)](#).

OFFSETS

A reduction in GHG emissions for which the ownership of those verifiable GHG emission reductions can be transferred and used to meet an emission reduction obligation elsewhere. Usually measured in tonnes CO₂e.

OPTION 1 PROJECT

Option 1—Invest in a GCC Supported Project—allows local governments to invest locally while also ensuring that the projects are credible and result in measurable GHG reductions. The GCC has identified six types of emission reduction projects (energy efficient building retrofits / fuel switching, solar hot water, household organic waste composting, low emission vehicles, avoided forest conversion, and trenchless technology) that local governments could undertake and has provided simplified formulas to assist in measuring the GHG reductions from these projects.

OPTION 2 PROJECT

Option 2—Invest in Alternate Community GHG Reduction Projects— recognizes that local governments will have additional ideas (beyond Option 1) for measurable emission reduction projects that could be undertaken outside their corporate emissions boundary.

PLANNING ACTIONS

Planning refers to high-level planning that sets the stage for GHG emissions reductions, including Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Planning and land use that focuses on enabling compact, complete, and energy efficient communities can lead to reduced GHG reductions.

SOLID WASTE ACTIONS

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

TRADITIONAL SERVICES

To ensure equity amongst all local governments, carbon neutrality is defined in relation to those services that are most commonly provided by most local governments. These common services are referred to as “traditional services”, which 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.

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 GHG emissions and more livable communities.

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. By focusing the definition of corporate operations on a traditional services model it ensures that most local governments are counting and offsetting the same emissions.

Appendix B: Frequently Asked Questions (FAQs)

1. 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 can go back into your survey using the link sent to you by SimpleSurvey.

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

Save your survey and then forward the link sent to you by SimpleSurvey to others to work on. The link can also be obtained by contacting PLUM@gov.bc.ca.

3. Can multiple people work on the survey at one time?

To ensure responses are processed and saved properly, only one person can work on the survey at a time. Please use the [Survey Template](#) to gather information, which can then be cut and pasted into the online survey.

4. Do I have to use the Survey Template?

No, the template has been created in response to requests by local governments that prefer to gather data offline before putting it into the online survey. You are encouraged to use the [Survey Template](#) or one of your own design, to gather information prior to reporting online via SimpleSurvey.

Note that once the online survey is complete, SimpleSurvey enables respondents to create and save a PDF or Word version.

5. Do I have to fill in all the boxes on each of the category tabs?

Due to the diversity of B.C. local governments, it is recognized that the type and number of actions will vary between communities and may vary from year to year for each community. However, required questions are marked.

6. How do I know if an action belongs under Corporate or Community-wide Actions?

If the action is undertaken to reduce energy consumption and GHG emissions in the community-at-large, then it is a community-wide action (e.g. energy efficiency related grants to homeowners, actions reducing resident vehicle use, local food production, and planning for public transit).

If the action is undertaken to reduce energy consumption and GHG emissions in local government corporate operations, then it is a corporate action (e.g. installing energy efficient lighting in municipally owned buildings and streetlights, introducing energy efficient vehicles to corporate fleet, fire protection, and solid waste management).

7. What if my local government uses an inventory tool other than the Clean Government Reporting Tool?

If your local government has chosen to use an inventory tool other than the Clean Government Reporting Tool (CGRT), please make sure that you are using the same methodologies and emission factors as the CGRT. The most recent edition of the [B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions](#) provides this information and is available on the [B.C. Climate Action Toolkit](#).

8. What is included in a local government's corporate GHG emissions?

A local government's total corporate GHG emissions include direct and contracted emissions that result from the delivery of "traditional services". More information about traditional services is available in the [Carbon Neutral Workbook](#) and the [Becoming Carbon Neutral - Guidance on Including Contracted Emissions in Local Government Corporate Inventories](#).

9. What if I have questions that are not answered here?

Send an email to: PLUM@gov.bc.ca