

# Climate Action Revenue Incentive Program (CARIP) Public Reporting - Climate Actions Survey 2014

Created Friday, February 20, 2015

Updated Tuesday, February 24, 2015

<http://fluidsurveys.com/surveys/irpb/carip/64173f84a12d0195c58392cff56ca5e6a3f05b18/>

## Welcome and Instructions

### WELCOME and INSTRUCTIONS

Welcome to the new online format of the Climate Actions 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 report 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 Climate Actions Survey

This Climate Actions Survey replaces the Corporate Actions and Community-Wide Actions worksheets in the previous CARIP Public Reporting Template. Although the information you will be reporting is very much the same, the survey is organized differently. Key differences are:

Sectors (e.g. ‘Broad Planning’, ‘Transportation’ etc.) now have their own sector tabs (listed at the top of each page of the survey).

Corporate and community-wide actions are reported under each sector tab and no longer reported separately. The ‘Greenspace’ sector only has a community-wide actions section, as corporate actions are not reported in ‘Greenspace’.

Corporate and community-wide actions are reported according to seven new categories of actions, and no longer reported according to the categories ‘supportive’ and ‘direct’. The seven action categories are:

- Physical Improvements, Construction
- Feasibility Studies, Research, Analysis
- Plans, Policies, Regulations
- Policy Implementation
- Community Education, Engagement (community-wide only)
- Employee Training, Awareness (corporate only)
- Committees, Staffing

## Funding

**Note:** These action categories were developed based on an extensive review of the types of actions reported by local governments in previous CARIP reports. The new categories are intended to improve the organization of information and streamline the reporting process.

For convenience, the 'Action Examples' tab includes a selection of previously-reported CARIP actions that have been categorized according to the *new action* categories. The examples are intended to help local governments understand where their climate actions best fit in the new survey format.

Each sector tab includes one to three simple 'yes/no' type questions. The purpose of the questions is to highlight local government progress on key action items, and to draw attention to relevant tools, guides and other supports available to support local government climate action.

### **Instructions for Completing the Survey**

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

### **FAQ's**

#### ***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.

#### ***Do I have to fill in all the boxes on each of the sector 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 also may vary from year to year for individual communities, and as a result, you are not required to fill in all the boxes on each of the sector tabs.

***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.

If the action is undertaken to reduce energy consumption and GHG emissions in local government corporate operations, then it is a corporate action.

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.

Action Examples**ACTION EXAMPLES**

This section includes a selection of previously-reported CARIP actions that have been categorized according to the new action categories. The examples are provided as a reference and are intended to help local governments understand where their climate actions best fit in the new survey format. For lists of all the corporate and community-wide actions reported under the CARIP in previous years, see: <http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

**CORPORATE– Examples previously reported by local governments in CARIP*****Physical Improvements, Construction***

Building insulation

Solar lighting (signage and trails)

Electric vehicles, bikes

Receptacles for recycling in civic spaces and facilities

Water efficient fixtures in public buildings

Rain gardens at public facilities

***Feasibility Studies, Research, Analysis***

Corporate energy GHG emissions audit

Lighting assessment

District energy feasibility study

GPS monitoring of fleet for fuel efficiency

Waste audit

Monitor flow/rainwater retention from corporate green roof/living wall

***Plans, Policies, Regulations***

Corporate energy and emissions plan

Building energy management plan

Plans for rooftop solar thermal system installation in civic facilities

Right-sizing vehicle policy

Corporate zero-waste policy

Green operations plan including for water use in major city operations

***Policy Implementation***

Eco-friendly procurement

Energy Star compliance

Participate in biofuel boiler district energy system for public pool

Regular maintenance schedule for fuel efficiency (e.g. tire pressure check)

Reused recycled materials in corporate operations (e.g. asphalt, wood chips)

Rainwater harvesting and water reuse in municipal/RD facilities (e.g. vehicle cleaning)

Environmental performance parameters in waste hauling contract

***Employee Training, Awareness***

Dollars to Sense training (NRCAN)

RETScreen training

Staff working sessions on district energy

Driving for fuel efficiency training

Green events - equipment for 4-stream collection bins available to borrow

Water Smart ambassador

***Committees, Staffing***

Corporate Energy Manager

Manager of Environmental Building Construction Services

Corporate Climate and Energy Committee

Corporate Zero-Waste Coordinator

***Funding***

Gas Tax funding

BC Transit's ProPass

**COMMUNITY-WIDE – Examples previously reported by local governments in CARIP**

***Physical Improvements, Construction***

Energy efficient senior's and social housing

Small-scale wind turbine demonstration project

Park expansion

Sidewalk improvements

On-street recycling facilities

Storm/rainwater retention (e.g. permeable paving, bioswales)

***Feasibility Studies, Research, Analysis***

Residential densification study

Community Energy and Emissions Modeling (CEEM)

District energy feasibility assessment

Tree inventory

Feasibility study for installation of electric vehicle charging infrastructure

Waste composition study

Water metering assessment; source to tap assessment

***Plans, Policies, Regulations***

Climate action plan

Passive solar siting policy

Solar Hot Water Ready Regulation

Master parks and open space plan

Policy for bike facilities in all new developments

Landfill gas management plan

Permeability policy and regulation, e.g. for parking lots

***Policy Implementation***

Smart growth/green building checklist

Fast-tracked high performance buildings

Enforced solar ready requirements

Grow-a-Tree Program

Improved transit service (e.g. increased hours)

Increased residential waste collection service

Watering restrictions and enforcement

***Community Education, Engagement***

Energy symposium

Building energy labelling

Hosted training session/tour of solar hot water installations

Nature programming

Bike/Walk to Work/School Week

Community garage sale events

Drinking Water Week; Rainwater Harvesting Best Practices Guide

***Committees, Staffing***

Community Energy Manager

Community Energy Committee

Worked with Regional District to identify future green energy generation projects

Communities in Bloom Committee

Hired a Transportation Demand Management Coordinator

Hired specialized position for waste reduction

Water Resource Action Committee

***Funding***

Green Municipal Fund

Green Building Rebates

Incentives for homeowners who install solar hot water heating

TD Green Streets Grant

Class Rides Free Program (transit)

Funding to elementary school program focused on zero waste

Washing machine rebates (BC Hydro partner)

## Broad Planning

### **BROAD PLANNING**

Broad Planning refers to the high level, strategic planning that sets the stage for GHG reductions. Land use planning that focuses on Smart Growth principles (compact, complete, connected and centred) plays an especially important role in energy and GHG reduction. Plans that relate to a certain sector should be included in that sector, e.g. transportation plans in the 'Transportation' sector.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

	Yes	No	Please specify or comment
Since initially establishing OCP targets, policies, and actions for the reduction of greenhouse gas (GHG) emissions, as required by the Local Government Act, has your local government updated those targets, policies and actions?	False	True	
Does your local government use the Community Energy and Emissions Inventory (CEEI) to measure progress?			Yes
Has your local government established Development Permit Areas (DPAs) for climate action (i.e. energy conservation, water conservation and/or GHG emission reduction)?			No

### **CORPORATE - Broad Planning**

	Actions taken in 2014	Actions proposed for 2015
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing	Environment Advisory Committee	
Funding		

### **COMMUNITY-WIDE - Broad Planning**

	Actions taken in 2014	Actions proposed for 2015
Feasibility Studies, Research, Analysis	Feasibility study for installation of electric vehicle charging infrastructure	
Plans, Policies, Regulations		
Policy Implementation	Implemented Zoning Amendment to enable secondary suites (detached)	

Community Education,  
Engagement

Public information regarding curbside garbage, recycling, and  
yard waste programs

Committees, Staffing

Funding

Buildings**BUILDINGS**

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 viewed over the long term.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Does your local government have green building/construction policies, plans or programs?	(No response)
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**CORPORATE - Buildings**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	Installed efficient LED lighting at Shaw Centre Arena	
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Buildings**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement		
Committees, Staffing		
Funding		

Energy Generation**ENERGY GENERATION**

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.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Has your local government undertaken district energy projects in 2014?	No
Has your local government undertaken renewable energy projects 2014?	No
Are you aware of the integrated resource recovery (IRR) guidance page on the BC Climate Action Toolkit? ( <a href="http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr">http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr</a> )	Yes

**CORPORATE - Energy Generation**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Energy Generation**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement		
Committees, Staffing		
Funding		

Greenspace**GREENSPACE**

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. Greenspaces support climate change mitigation (reducing emissions by absorbing and sequestering GHG) and adaptation (providing shade, cooling, deflecting strong wind, and improving air quality).

In the appropriate boxes below, please record all community-wide actions taken in 2014 and proposed for 2015 (Note: the 'Greenspace' sector only has a community-wide actions section). Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Does your local government have urban forest policies, plans or programs?	Yes
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**COMMUNITY-WIDE - Greenspace**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation	Implemented elements of Greenways Strategy and OCP	Continued implementation of elements of Greenways Strategy and OCP
Community Education, Engagement	Promote Greenways Promote Active Recreation	
Committees, Staffing	Greenways Liaison Committee	
Funding	Funding to Shuswap Trail Alliance	

Solid Waste**SOLID WASTE**

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.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

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

**CORPORATE - Solid Waste**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Solid Waste**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis	Conducted a trial Curbside Yard Waste Pick Up that diverted 11.55 metric tonnes of material to composting	
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement	Promoted yard waste composting	
Committees, Staffing		
Funding		

Transportation**TRANSPORTATION**

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.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Does your local government have policies, plans or programs to support alternative modes and technologies of transportation (e.g. walking, cycling, transit, electric vehicles)	Yes
Does your local government have a transportation demand management (TDM) strategy? ( <a href="http://www.toolkit.bc.ca/resource/transportation-demand-management-small-and-mid-sized-communities-toolkit">http://www.toolkit.bc.ca/resource/transportation-demand-management-small-and-mid-sized-communities-toolkit</a> )	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	Yes

**CORPORATE - Transportation**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Transportation**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	New sidewalk installation - 11 Avenue from Broadview Villa to 30 Street NE – approximately 55m	Expect to install an EV charging station, and additional sidewalk upgrades
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement		
Committees, Staffing		

Funding

Water and Wastewater**WATER and WASTEWATER**

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.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Does your local government have water conservation policies, plans or programs?	Yes
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**CORPORATE - Water and Wastewater**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Water and Wastewater**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	75 Ave NE sanitary upgrade (gravity sewer installed, replacing pump station)	foreshore sanitary main replacement Phase 1, Zone 5 Booster Station, and trenchless installation of watermain along the TCH
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation	More efficient infrastructure maintenance techniques utilized (directional drilling)	
Community Education, Engagement		
Committees, Staffing		
Funding		

Other Climate Actions**OTHER CLIMATE ACTIONS**

This section is intended to give local governments a chance to record other climate actions that could not be captured in the above sectors, including climate change adaptation actions and air quality actions.

In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Has your local government begun to integrate the impacts of a changing climate (adaptation) into its planning and operations?	Yes
Are you aware of the climate change adaptation guidance page on the BC Climate Action Toolkit? ( <a href="http://www.toolkit.bc.ca/adaptation-challenges-and-opportunities">http://www.toolkit.bc.ca/adaptation-challenges-and-opportunities</a> )	Yes

**CORPORATE - Other Climate Action**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness		
Committees, Staffing		
Funding		

**COMMUNITY-WIDE - Other Climate Action**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement		
Committees, Staffing		
Funding		

Innovation

**INNOVATION**

This section is intended to give your local government an opportunity to describe any energy and GHG emission reduction activities that have been undertaken over the past year(s) that your local government is particularly proud of and would like to share with other local governments.

**CORPORATE - Innovation**

Please describe any innovative corporate actions taken in 2014 and add links to additional information where possible.

*(No response)*

**COMMUNITY-WIDE - Innovation**

Please describe any innovative community-wide actions taken in 2014 and add links to additional information where possible.

*(No response)*

Local Government Information**LOCAL GOVERNMENT INFORMATION**

LOCAL GOVERNMENT INFORMATION   Name of Local Government	Salmon Arm, City of
LOCAL GOVERNMENT INFORMATION   Name of member Regional District (RD)	Columbia-Shuswap
LOCAL GOVERNMENT INFORMATION   Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION   Population	10,000-49,999

**Submitted by:**

Submitted by:   Name	Chris Larson
Submitted by:   Position	Planning & Development Officer
Submitted by:   Email	clarson@salmonarm.ca
Submitted by:   Telephone # (ten digit)	250-803-4000

**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 Climate Actions Survey and the new survey process compares to the previous year's process.

*Somewhat improved*

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

Is this your local government's complete and final 2014 Climate Actions 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.**