

## Survey Template

### For the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*

Local governments are required to submit the *2017 CARIP Climate Action/Carbon Neutral Progress Survey* on or before June 1, 2018.

#### Use Template to Collect Information

In response to local government input, this Survey Template has been created to assist with collecting information for the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*, and follows the same structure as the survey.

Responses entered into this 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 Template, simply add more lines to the tables to report more than five actions.

#### Use Template to Assist with Reporting

Local governments are also required to publicly report the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*. There is no ability for survey respondents to generate a report of survey responses, in turn:

- A PDF copy of your survey responses will be sent to you once your completed survey has been submitted.
- Given that it is challenging to edit the PDF document, you are encouraged to use your populated version of this Template, or your own, to report your CARIP results publicly.
- You may also choose to create a report in another format that contains the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*.

Further information on CARIP can be found on the [Ministry of Municipal Affairs and Housing website](#).

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. Please do not provide any third-party information (i.e. refer to others) in your responses to the survey.

# Climate Action Revenue Incentive (CARIP) Public Report for 2017

**Local Government: City of Prince Rupert**

**Report Submitted by:**

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**Date: May 22, 2018**



The City of Prince Rupert has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

## 2017 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, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
	Performed survey of home energy efficiency throughout the community to inform the home energy efficiency program design
	Continued ongoing review of multi-family density, downtown parking, and other land use regulation
	Updated community information in advance of updates to the OCP
Community-Wide Actions Proposed for 2018	
	Continue implementing the Community Energy and Emissions Plan developed in 2016
	Review and establish direction for multi-family densities, secondary suite policies
	Continue to prepare for the update of the OCP in 2019

Corporate Actions Taken in 2017	
	Began development of an asset management road map
	2030 Sustainable City committee developed policy goals to guide council and the public
Corporate Actions Proposed for 2018	
	Complete and begin implementation of the Asset Management Road Map
	Develop policies in response to recommendations of the 2030 Sustainable City Committee

Broad Planning	
What is (are) your current GHG reduction target(s)?	<b>33% reduction from 2010 levels by 2020</b>

Are you familiar with your community’s community energy and emissions inventory (e.g. CEEI or another inventory)?	<b>Yes</b>
What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions (CEE) Plan	<b>Yes</b>
• Community- Wide Climate Action Plan	<b>No</b>
• Integrated Community Sustainability Plan	<b>No</b>
• Official Community Plan (OCP)	<b>Yes</b>
• Regional Growth Strategy (RGS)	<b>No</b>
• Do not have a plan	<b>No</b>
• Other:	<b>No</b>
Does your local government have a corporate GHG reduction plan?	<b>No</b>

**2017 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.

<b>Community-Wide Actions Taken in 2017</b>	
	Promoted electricity, natural gas, and other efficiency programs through a community-wide mailer
	Surveyed residents on home energy efficiency characteristics
<b>Community-Wide Actions Proposed for 2018</b>	
	Develop home energy efficiency program to support residents in retrofitting their homes
	Develop energy efficiency educational materials for developers to support step code compliance
	Continue promotion of BC Hydro and Pacific Northern Gas efficiency programs

<b>Corporate Actions Taken in 2017</b>	
	Replaced the City’s arena lights with high-efficiency LED lighting
	Installed a dehumidifier and low emissive ceiling in the City’s arena to improve energy efficiency
<b>Corporate Actions Proposed for 2018</b>	

	Replacement of swimming pool hot tub to reduce water and heating waste
	Replacement of mezzanine door in City swimming pool to reduce wasted heat
	Repair and replace swimming pool skylights to reduce wasted heat
	Continue evaluating opportunity for district heating at the City's existing facilities <sup>21</sup>

<b>Building and Lighting</b>	
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	
Is your local government aware of the BC Energy Step Code?	Yes
Is your local government implementing the BC Energy Step Code?	No

**2017 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.

<b>Community-Wide Actions Taken in 2017</b>	
	Continued to participate in SeaBreeze Mount Hays Wind Project working group
<b>Community-Wide Actions Proposed for 2018</b>	
	Continue to participate in the SeaBreeze Mount Hays Wind Project working group

<b>Corporate Actions Taken in 2017</b>	
	Designed the Woodworth Lake Dam to allow for on-site hydro power generation

<b>Corporate Actions Proposed for 2018</b>	
	Begin construction of the Woodworth Lake Dam

<b>Energy Generation</b>	
Is your local government developing, or constructing:	
<ul style="list-style-type: none"> <li>• A district energy system</li> <li>• A renewable energy system</li> </ul>	No Yes
Is your local government operating:	
<ul style="list-style-type: none"> <li>• A district energy system</li> <li>• A renewable energy system</li> </ul>	No No
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 <a href="#">BC Climate Action Toolkit</a> ?	Yes
Are you familiar with the 2017 " <a href="#">List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments</a> ?"	Yes

## 2017 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.

<b>Community-Wide Actions Taken in 2017</b>	
	Applied for Rural Dividend Funding to support the redevelopment of the McClymont Park trail
	Applied for and received funding for the McKay Street Park playground installation
	Continued to support construction of the Rushbrook Trail

<b>Community-Wide Actions Proposed for 2018</b>	
	Continue to work on redevelopment of McClymont Park Trail
	Re-establish Doug Kerr minor softball field
	Complete playground and creation of dog park at McKay St Park.

<b>Corporate Actions Taken in 2017</b>	
	Continued environmental remediation of City-owned industrial site
	Continued treatments of invasive plant species within the community
<b>Corporate Actions Proposed for 2018</b>	
	Complete remediation of City-owned industrial site
	Undertake planning for decommissioning of former federal military fuel tanks on City parkland

<b>Greenspace</b>	
Does your local government have urban forest policies, plans or programs?	<b>No</b>
Does your local government have policies, plans or programs to support local food production?	<b>No</b>

## 2017 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.

<b>Community-Wide Actions Taken in 2017</b>	
	Registered for the MMBC waitlist to implement a community curbside recycling program
	Supported the Rubbish Roundup community cleanup day
	Applied for funding to replace existing collection vehicle with dual-bay for recyclable collection
<b>Community-Wide Actions Proposed for 2018</b>	
	Receive approval from MMBC to begin curbside collection of recyclable material

	Continue developing curbside recycling plan

<b>Corporate Actions Taken in 2017</b>	
	Began design of new West Berm landfill expansion
	Began construction on secondary leachate treatment lagoon
<b>Corporate Actions Proposed for 2018</b>	
	Complete leachate lagoon and west berm landfill construction
	Work with regional district to examine purchase of a Styrofoam densifier for commercial collection

<b>Solid Waste</b>	
Does your local government have construction and demolition waste reduction policies, plans or programs?	<b>Yes</b>
Does your local government have organics reduction/diversion policies, plans or programs?	<b>No</b>

## 2017 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, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

<b>Community -Wide Actions Taken in 2017</b>	
	Conducted a design workshop for the downtown, which examined improvements to street design
	Continued to support development of the Rushbrook Trail
	Applied for Rural Dividend Funding for the redevelopment of McClymont Park Trail
	Supported Bike to Work Week
	Improved pedestrian crossing lights at key intersections
<b>Community-Wide Actions Proposed for 2018</b>	
	Continue to support local area trail development
	Provide support for Complete Streets for Prince Rupert to install trial pedestrian safety measures
	Improve pedestrian controlled lighting at key highway intersections




Corporate Actions Taken in 2017	
	Investigated the installation of electric vehicle charging stations within the City
	Continued to participate in the Tsimshian Access Corridor planning group
	Shifted the schedule for the airport ferry to reduce sailings and fuel costs
Corporate Actions Proposed for 2018	
	Continue to replace the City's aging fleet vehicles with new efficient replacements
	Work with private partners to install electric vehicle charging stations at their businesses

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	No
• Cycling	No
• Transit Use	Yes
• Electric Vehicle Use	No
• Other (please specify)	No
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 integrate its transportation and land use planning?	No

## 2017 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 Actions Taken in 2017	
	Completed design of new potable water reservoir dam
	Began construction of new potable water supply line and access road
	Continued to implement the City's water conservation plan

<b>Community-Wide Actions Proposed for 2018</b>	
	Complete construction of new potable water supply line and access road
	Begin construction of Woodworth Lake Dam for potable water supply reservoir
	Inform residents about safe drinking water practices for homes and businesses
	Design and implement a community water quality sampling program

<b>Corporate Actions Taken in 2017</b>	
	Performed SCADA assessment to improve the City's water and sewer system efficiency & reliability
	Continued to take part in the Marine Environmental Water Quality monitoring program
	Continued development of the final phase of the City's Liquid Waste Management Plan
	Designed and commenced construction on improvements to the City's landfill leachate lagoon
<b>Corporate Actions Proposed for 2018</b>	
	Complete Phase 3 of the City's Liquid Waste Management Plan
	Perform water network assessment for future system improvements
	Complete construction of the City's Landfill Leachate Lagoon Upgrades

<b>Water Conservation</b>	
Does your local government have water conservation policies, plans or programs?	<b>Yes</b>

## 2017 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.

<b>Please identify the THREE climate impacts that are most relevant to your Local Government.</b>	
<ul style="list-style-type: none"> <li>• Changing temperatures influencing species migration and ecosystem shifts</li> <li>• Extreme weather events contributing to urban and overland flooding</li> <li>• Sea level rise and storms causing coastal flooding and/or erosion</li> </ul>	
Other:	

<b>In 2017 has your local government addressed the impacts of a changing climate using any of the following?</b>	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency response planning	Yes
Asset management	Yes
Natural/Eco asset management strategies	No
Infrastructure upgrades (e.g. storm water system upgrades)	No
Beach Nourishment projects	No
Economic diversification initiatives	Yes
Strategic and financial planning	Yes
Cross-department working groups	No
OCP policy changes	No
Changes to zoning and other bylaws and regulations	No
Incentives for property owner (e.g. reducing storm water run-off)	No
Public education and awareness	No
Research	No
Mapping	Yes
Partnerships	No
Other:	

<b>Climate Change Adaptation Actions Taken in 2017</b>	
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.	
	Completed RFP to select a consultant to prepare a Tsunami Risk Assessment
	Designed the Woodworth Lake Dam to restore it to original height
<b>Climate Change Adaptation Actions Proposed for 2018</b>	
	Complete the Tsunami Risk Assessment
	Begin construction of Woodworth Lake Dam to original height
<b>For more information please contact:</b>	

<p>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?</p>	
<p><a href="#">Indicators of Climate Change for British Columbia, 2016</a>  <a href="#">Plan2Adapt</a>  <a href="#">Climate Projections for Metro Vancouver</a>  <a href="#">Climate Projections for the Capital Region</a>  <a href="#">Climate Projections for the Cowichan Valley Regional District</a>  <a href="#">Province of BC's BC Adapts Video Series</a>  <a href="#">Preparing for Climate Change: An Implementation Guide for Local Governments</a>  <a href="#">The Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) protocol</a>  <a href="#">Sea Level Rise Primer</a>  <a href="#">BC Regional Adaptation Collaborative Webinars</a>  <a href="#">www.ReTooling.ca</a>  <a href="#">Water Balance Model</a>  <a href="#">The Water Conservation Calculator</a></p> <p>Funding:  <a href="#">National Disaster Mitigation Program (NDMP)</a>  <a href="#">Community Emergency Preparedness Fund (CEPF)</a>  <a href="#">Municipalities for Climate Innovation Program (MCIP)</a>  <a href="#">Climate Adaptation Partner Grants (FCM)</a>  <a href="#">Infrastructure Planning Grants (MAH)</a>  <a href="#">Federal Gas Tax Fund</a></p>	<p>Useful  Haven't Used  Not Useful  Not Useful  Not Useful  Haven't Used  Useful  Haven't Used  Haven't Used  Haven't Used  Useful  Haven't Used  Useful</p> <p>Useful  Useful  Useful  Useful  Useful  Useful</p>
<p>Other:</p>	

## 2017 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.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2017	

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Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2017	

Other	
Are you familiar with the <a href="#">Community Lifecycle Infrastructure Costing Tool (CLIC)</a> ?	<b>Yes</b>
Have you used CLIC?	<b>No</b>

## 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 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.

Communities that have conducted innovative initiatives may want to consider raising their profile through applications to [CEA's Climate and Energy Action Awards](#), [UBCM Climate and Energy Action Award](#), [FCM Sustainable Communities Awards](#) or through submissions to [FCM's National Measures Report](#).



## 2017 CARBON NEUTRAL 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 (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 [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 greenhouse gas (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

Did you measure your local government's corporate GHG emissions in 2017?	<b>No</b>
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	
<b>TOTAL A: CORPORATE GHG EMISSIONS FOR 2017</b>	<b>tCO<sub>2</sub>e</b>

### Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2017 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

**If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 1 GHG Reduction Projects:**

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	

Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
<b>TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017</b>	<b>tCO2e</b>

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
<b>TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017</b>	<b>tCO2e</b>

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 2017 reporting year:

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

OFFSET PROVIDER NAME	OFFSETS
<b>TOTAL D: OFFSETS PURCHASED FOR 2017</b>	<b>tCO2e</b>



**TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = tCO2e**

### Corporate GHG Emissions Balance for 2017

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 2017 = (A – (B+C+D)) = tCO2e**

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

If applicable, please record any emissions reductions you will be carrying over for future years and the source of the emissions reductions, including the year they were earned (E.g., Organics diversion, 2016 100 tCO2e).

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
<b>BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR</b>	<b>tCO2e</b>

Carbon Neutral Reporting	
Does your local government have a climate reserve fund or something similar?	<b>Yes/No</b>

## 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 – 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 (i.e: 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.

**For purposes of 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 or financial resources and is intended to result in significant GHG reductions:**

<b>PROJECT NAME:</b>

**Based on your local government's 2017 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 type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	