

**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](mailto:infra@gov.bc.ca).

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**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 June 16, 2015 for the District of Saanich was made public on June 1, 2015.

Name, Title (print) CFO JALLA TINNEY, DIRECTOR OF FINANCE  
Signature: Jalla Tinney  
Date: June 15/15

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

Created Monday, June 15, 2015

<http://fluidsurveys.com/surveys/irpb/carbon-neutral-progress-reporting/798164e75b1539e20128d6dbf782dba43925806e/>

## 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?***

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#### ***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, tCO<sub>2</sub>e)

4778

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

(in tonnes of carbon dioxide-equivalent, tCO<sub>2</sub>e)

None

**Total Corporate GHG Emissions for 2014 = error tCO<sub>2</sub>e**

### 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**

*(No response)*

**Solar Thermal**

*(No response)*

**Household Organic Waste Composting**

*(No response)*

**Low Emission Vehicles**

*(No response)*

**Avoided Forest Conversion**

*(No response)*

**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
-----------------------	-----------------------

**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)

*(No response)*

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

*(No response)*

**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
  - Set aside funds in a climate action reserve fund
  - 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.	Building heating system retrofits
[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.	New EVs in fleet
[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 projects

#### **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 2 - Measurement*

## Local Government Information

### LOCAL GOVERNMENT INFORMATION

LOCAL GOVERNMENT INFORMATION   Name of Local Government	Saanich, The Corporation of the District of
LOCAL GOVERNMENT INFORMATION   Name of member Regional District (RD)	Capital
LOCAL GOVERNMENT INFORMATION   Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION   Population	100,000+

### Submitted by:

Submitted by:   Name	Mark Boysen
Submitted by:   Position	Sustainability Coordinator
Submitted by:   Email	mark.boysen@saanich.ca
Submitted by:   Telephone # (ten digit)	250-475-5494

**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.

*Somewhat improved*

**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.**



**CARIP Climate Actions Public Report Attestation**

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

- On or before **March 8, 2015**, the report generated from the Climate Actions Survey submitted online to the Province has been made public.

The Financial Officer must complete and sign this attestation form by the applicable deadline and email a scanned copy to the province at [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

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**CARIP Climate Actions Public Report Attestation Form — DUE on or before March 8, 2015**

I declare that the 2014 final, complete report generated from the Climate Actions Survey submitted online to the Province on March 4<sup>th</sup>, 2015 for the District of Saanich was made public on March 4<sup>th</sup>, 2015.

Name, Title (print) CFO VALLA TINNEY, DIRECTOR OF FINANCE  
Signature: Valla Tinney  
Date: March 3, 2015



**Carbon Tax Calculation Form**  
Under the Climate Action Revenue Incentive Program

<b>Local Government Name:</b>	The Corporation of the District of Saanich
<b>Contact Information:</b>	
<b>Name:</b>	Karen Coates
<b>Position:</b>	Accountant
<b>Telephone Number:</b>	250-475-5494 Ext. 3581
<b>Email address:</b>	karen.coates@saanich.ca

**Calculation of carbon tax paid directly by the local government  
for fuel purchased between January 1 and December 31, 2014**

Fuel Type	Unit measure	Units	Tax Rate per unit, January 1, 2014 to December 31, 2014	Carbon Tax paid
<b>Most common fuels in a local government context:</b>				
Gasoline	Litre	454200.49	0.0667	30295.17268
Diesel	Litre	593235.67	0.0767	45501.17589
Bio-Diesel*	Litre	31222.93	0.0767	2394.798731
Natural Gas	Gigajoule <sup>†</sup>	41049.56	1.4898	61155.63449
Natural Gas	m <sup>3</sup> <sup>†</sup>		0.057	0
Propane	Litre	22526.19	0.0462	1040.709978
<b>Other fuels which are taxed:</b>				
Heating Oil	Litre	5663.4	0.0767	434.38278
Locomotive Fuel	Litre		0.0767	0
Heavy Fuel Oil	Litre		0.0945	0
Aviation Fuel	Litre		0.0738	0
Jet Fuel	Litre		0.0783	0
Kerosene	Litre		0.0783	0
Naphtha	Litre		0.0765	0
Methanol	Litre		0.0327	0
Butane	Litre		0.0528	0
Ethane	Litre		0.0294	0
Refinery Gas	m <sup>3</sup>		0.0528	0
Coke Oven Gas	m <sup>3</sup>		0.0483	0
Coal -- Low Heat Value <sup>‡</sup>	Tonne		53.31	0
Coal -- High Heat Value <sup>‡</sup>	Tonne		62.31	0
Coke	Tonne		74.61	0
Petroleum Coke	Litre		0.1101	0
Tires -- shredded <sup>§</sup>	Tonne		71.73	0
Tires -- whole <sup>§</sup>	Tonne		62.4	0
Peat	Tonne		30.66	0

**Total Carbon Tax Paid: 140821.8745**

1. Only list fuels that were purchased for the local government's own use, on which carbon tax was paid, and where that carbon tax was not refunded or recovered from another party (e.g., through a lease arrangement). Also do not include any fuels that were exempted from carbon tax (for more information
2. Bio-diesel blends must be prorated in order to claim the diesel and bio-diesel portions on the appropriate line. The proportion of the blend (B5, B10, B15 etc) that is conventional hydrocarbon-based diesel is included on the diesel line; consequently, the bio-diesel pro-rated amount must be entered on the bio-diesel line. For example, a 10,000 litre purchase of B10, which is 10% bio-diesel and 90% hydrocarbon-based diesel, would be recorded as 9,000 litres hydrocarbon-based diesel (90% of 10,000
3. Marketable Natural Gas may be recorded at either Gigajoules or m<sup>3</sup>
4. Low Heat Value Coal includes Sub-Bituminous Coal; High Heat Value Coal includes Bituminous Coal
5. Only include tires if they are combusted

I declare that the information contained in this Carbon Tax Calculation Form is true and correct and based on actual accounting records and not estimates. I am also aware of the requirement to report publicly by March 8, 2015 using the report generated from the Climate Actions Survey and by June 2, 2015 using the report generated from the Carbon Neutral Progress Survey.

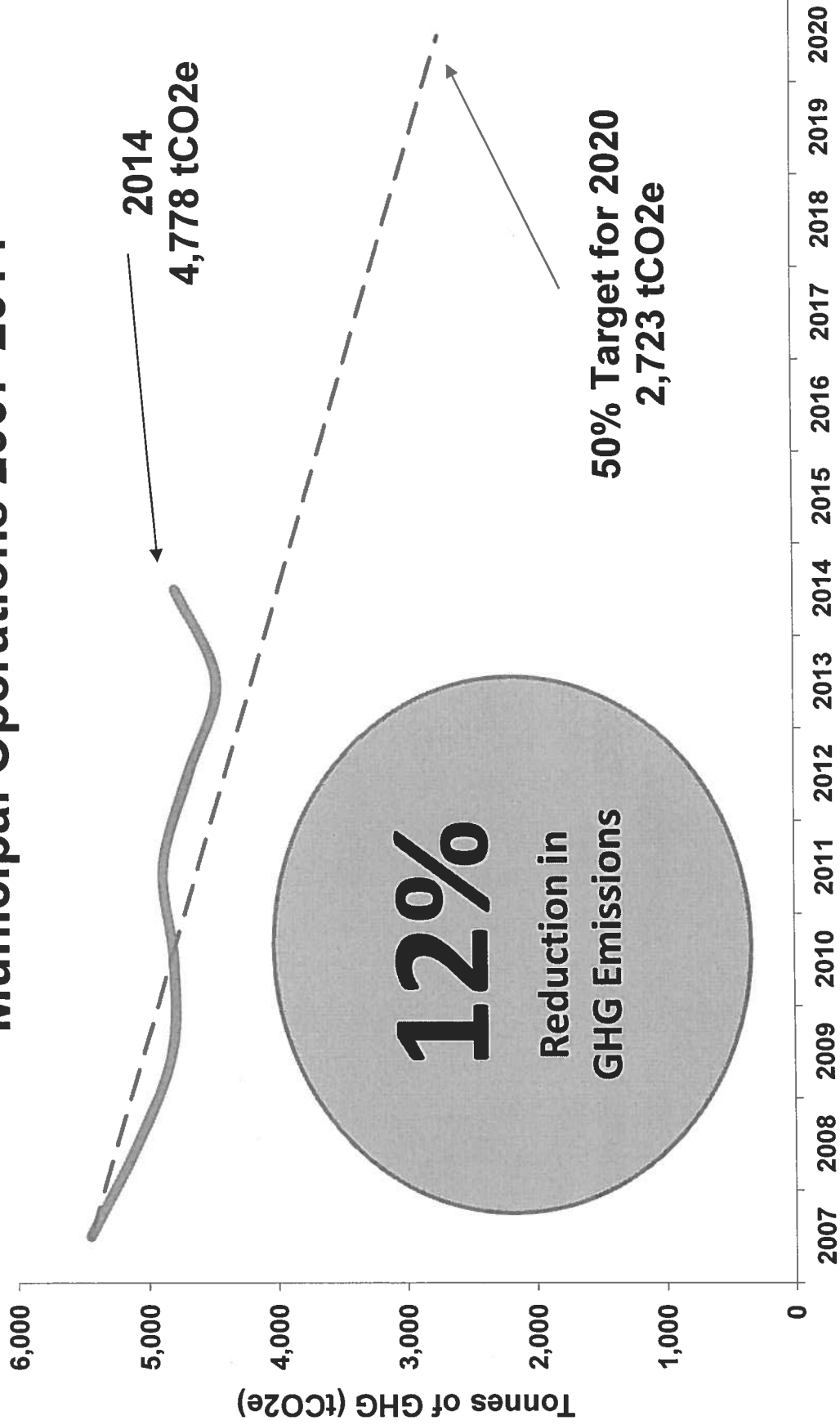
Signature of Financial Officer

*Jana Tinney*

Feb 11/15



# Saanich GHG Inventory for Municipal Operations 2007-2014



**12%**

Reduction in  
GHG Emissions

50% Target for 2020  
2,723 tCO<sub>2</sub>e

2014  
4,778 tCO<sub>2</sub>e





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

Created Saturday, February 28, 2015

Updated Monday, March 02, 2015

<http://fluidsurveys.com/surveys/irpb/carip/8b3b560da534a25379a8f41e0a54f176da8d4252/>

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## 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>).

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#### ***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.

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## 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	Development of Strategic Energy Management Plan.	Implementation of Strategic Energy Management Plan
Policy Implementation	Sustainable Purchasing Program Development. Supported work on the CRD Regional Sustainability Strategy (RSS)	Sustainable Purchasing Program Implementation.
Employee Training, Awareness		
Committees, Staffing	New Sustainable Energy Planner position established.	
Funding		

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

	Actions taken in 2014	Actions proposed for 2015
Feasibility Studies, Research, Analysis	Sea-level rise coastal risk assessment.	

Plans, Policies, Regulations	Sustainability Checklist updated to include new climate action initiatives for development.
Policy Implementation	Climate change section added to Council reports from Planning.
Community Education, Engagement	
Committees, Staffing	New Sustainable Community Planner position established.
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?	Yes
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### **CORPORATE - Buildings**

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	Improved webcasting for meeting rooms. Now have removed 10 of 12 heating oil tanks from Saanich properties.	Recommendations for mechanical and lighting improvements from the 2014 energy studies will be implemented. Boiler replacement and heating system upgrades planned for Gordon Head Recreation Centre and the Saanich Municipal Hall.
Feasibility Studies, Research, Analysis	Energy studies were completed for Saanich's 4 recreation centres and the Municipal Hall under the BC Hydro Energy Manager Program. Boiler replacement and heating system upgrade studies were conducted for Gordon Head Recreation Centre and the Saanich Municipal Hall.	
Plans, Policies, Regulations		
Policy Implementation		
Employee Training, Awareness	Encouraged proper maintenance home heating oil tank systems with heating oil tank brochure.	Update will be made to heating oil tank brochure and awareness will be increased in the community.
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		Developing home energy coaching program.



## 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?	Yes
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	Initial install of a 6kW solar PV system at Saanich Commonwealth Place (SCP).	SCP 6kW solar PV system will be fully installed.
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	Approved construction of new community garden in Gorge area.	Complete construction of new community garden in Gorge area.
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation	Continue to implement Urban Forest Strategy.	Continue to implement Urban Forest Strategy.
Community Education, Engagement		
Committees, Staffing		
Funding		

## 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		Waste management at facilities will be upgraded including signage and awareness.
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	New Greener Garbage program added composting service for residents.	
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
Community Education, Engagement		
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)	(No response)
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 response)
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	(No response)

### CORPORATE - Transportation

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	New pooled fleet at Municipal Hall which includes the prioritization of 4 EVs.	Add additional EVs to the pooled fleet.
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	Preparation for installation of DC fast charging station for EVs at Uptown. 3km of new bike lanes and 2km of new sidewalk.	Complete installation of DC fast charging station for EVs at Uptown. 3km of new bike lanes and 2km of new sidewalk.
Feasibility Studies, Research, Analysis	Work with BC Transit to implement rapid transit.	Work with BC Transit to implement rapid transit.
Plans, Policies, Regulations		
Policy Implementation		



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Community  
Education,  
Engagement

Installation of new bike kitchen for residents to use.

Install 6 new bike kitchens across the municipality.

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Committees,  
Staffing

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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		
Feasibility Studies, Research, Analysis		
Plans, Policies, Regulations		
Policy Implementation		
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		Corporate asset management program.
Plans, Policies, Regulations		
Policy Implementation	Started implementation of the sustainable purchasing program.	New purchasing policy will include support for the sustainable purchasing program.
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.

*The Saanich Carbon Fund continues to be a key tool in enabling departments to reduce their carbon footprint.*

*Saanich reports on each departments carbon footprint in our budgeting process.*

#### **COMMUNITY-WIDE - Innovation**

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

*Additional information can be found in the 2014-2018 Saanich Strategic Plan  
(<http://www.saanich.ca/services/docs/documents/StrategicPlan2014-2018Brochure.pdf>).*

## Local Government Information

### LOCAL GOVERNMENT INFORMATION

LOCAL GOVERNMENT INFORMATION   Name of Local Government	Saanich, The Corporation of the District of
LOCAL GOVERNMENT INFORMATION   Name of member Regional District (RD)	Capital
LOCAL GOVERNMENT INFORMATION   Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION   Population	100,000+

### Submitted by:

Submitted by:   Name	Mark Boysen
Submitted by:   Position	Sustainability Coordinator
Submitted by:   Email	mark.boysen@saanich.ca
Submitted by:   Telephone # (ten digit)	250-475-5494

**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.**