Climate Action Revenue Incentive (CARIP) Public Report for 2016

Local Government:
District of Highlands

Report Submitted by:
Name: Laura Beckett
Role: Municipal Planner
Email: LBeckett@highlands.ca
Phone: (250) 474-1773

Date: May 24, 2017

The District of Highlands has completed the 2016 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2016 and proposed for 2017 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2016 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 2016	
	Participation in CRD Regional Growth Strategy Review
	Implementation Plan for ICSP Indicators
Community-Wide Actions Proposed for 2017	
	Continue with CRD Regional Growth Strategy Review Finalization

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Broad Planning	
What is (are) your current GHG reduction target(s)?	• **Per capita emission reduction over 2007 amount: 20% by 2020; 35% by 2030; 82% by 2050** • **Total emission reduction over 2007 amount: 9% by 2020; 26% by 2030; 80% by 2050**

Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress?	**No**
What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions (CEE) Plan	
• Climate Action Plan	**Yes**
• Integrated Community Sustainability Plan	**Yes**
• Official Community Plan (OCP)	**Yes**
• Regional Growth Strategy (RGS)	**Yes**
• Do not have a plan	
• Other:	
Does your local government have a corporate GHG reduction plan?	**No**
Does your local government have a climate reserve fund or something similar?	**No**

2016 BUILDINGS 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.

Community-Wide Actions Taken in 2016	
	Continuing to implement Development Permit Area for Energy and Water Conservation and GHG Emission Reduction
Community-Wide Actions Proposed for 2017	
	Continuing to implement Development Permit Area for Energy and Water Conservation and GHG Emission Reduction

Corporate Actions Taken in 2016	
	Planning of addition to West Fire Hall

Corporate Actions Proposed for 2017	
	West Fire Hall new addition: LED lights inside; upgraded electric furnace to heat pump
	LED lighting at Heritage Park in Museum (which has electric connection to School House) and in parking lot
	Replace single street lamp with LED fixture

2016 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.

Community-Wide Actions Taken in 2016	
Community-Wide Actions Proposed for 2017	

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Energy Generation	
Is your local government developing, or constructing: • A district energy system • A renewable energy system	 **No** **No**
Is your local government operating: • A district energy system • A renewable energy system	 **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 BC Climate Action Toolkit?	**No**

2016 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.

Community-Wide Actions Taken in 2016	
	Start up on Community Garden project by community group with in-kind support from District
Community-Wide Actions Proposed for 2017	
	Continuation of Community Garden project

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Greenspace	
Does your local government have urban forest policies, plans or programs?	**No**

2016 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.

Community-Wide Actions Taken in 2016	
Community-Wide Actions Proposed for 2017	

Corporate Actions Taken in 2016	

Corporate Actions Proposed for 2017	

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	**Yes**
Does your local government have organics reduction/diversion policies, plans or programs?	**Yes**

2016 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.

Community -Wide Actions Taken in 2016	
Community-Wide Actions Proposed for 2017	

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Transportation	
Does your local government have policies, plans or programs to support: • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify)	 **Yes** **Yes** **Yes** **Yes**
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 have policies, plans or programs to support local food production (thus reducing transportation emissions)?	**Yes**

2016 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 2016	
	Ongoing implementation of Development Permit Area for Promotion of Energy and Water Conservation and the Reduction of GHGs
Community-Wide Actions Proposed for 2017	
	Ongoing implementation of Development Permit Area for Promotion of Energy and Water Conservation and the Reduction of GHGs

Corporate Actions Taken in 2016	

Corporate Actions Proposed for 2017	
Water Conservation	
Does your local government have water conservation policies, plans or programs?	**Yes**

2016 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation Actions

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both "hard" and "soft" solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Climate Change Adaptation Actions Taken in 2016	
Climate Change Adaptation Actions Proposed for 2017	

Resources you have used to support climate change adaptation (e.g. Plan2Adapt, Preparing for Climate Change: Implementation Guide)	

In 2016 did you consider climate change impacts in any of the following areas? (check if yes)	
Risk reduction strategies	
Risk and Vulnerability assessment	
Asset management	
Infrastructure upgrades (e.g. stormwater system upgrades)	
Cross-department working groups	
Emergency response planning	
Land-use policy changes (eg. OCP, DPA)	
Economic diversification initiatives	
Ecosystem-based approaches (incl. shorelines)	
Incentives (e.g. property owner reducing stormwater run-off)	
Public education and awareness	
Research (e.g.mapping, participation in studies)	√
Other (Please Identify):	

2016 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 2016	
Community-Wide Actions Proposed for 2017	

Corporate Actions Taken in 2016	

Corporate Actions Proposed for 2017	

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC)?	**No**
Have you used CLIC?	**No**

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction or climate change adaptation activity that your local government has undertaken and that has had or has the potential to have a significant impact. 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.

Community-Wide Innovative Action
Corporate Innovative Action

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Programs and Funding
The Green Municipal Fund (financed through Government of Canada and administered by Federation of Canadian Municipalities) supported in part the OCP amendment (2013) that brought about the Development Permit Area for Promotion of Energy and Water Conservation and Reduction of GHGs

2016 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 survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially Becoming Carbon Neutral: A Guide for Local Governments in British Columbia.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2016?	**Yes**
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered directly by your local government:	24.41
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from contracted services:	39.55
TOTAL A: CORPORATE GHG EMISSIONS FOR 2016	**63.96 tCO2e**

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	64
Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2016	**64 tCO2e**

If applicable, please report the names and 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2016	**tCO2e**

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2016 reporting year:

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

OFFSET PROVIDER NAME	OFFSETS

TOTAL D: OFFSETS PURCHASED FOR 2016	**tCO2e**

TOTAL REDUCTIONS AND OFFSETS FOR 2016 (Total B+C+D) = 64 tCO2e

Corporate GHG Emissions Balance for 2016

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 2016 = (A – (B+C+D)) = 0 tCO2e

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

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.

This year a new recognition level has been added – **Level 3: Accelerating Progress on Charter Commitments**–. 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 the Community Energy and Emissions Inventory (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 (ie: 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:

PROJECT NAME:

Based on your local government's 2016 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

	Level 1 – Demonstrating Progress on Charter Commitments	
	Level 2 – Measuring GHG Emissions	
	Level 3 – Accelerating Progress on Charter Commitments	
	Level 4 - Achievement of Carbon Neutrality	√
	Not Sure	

Option 1D: Organic Waste Composting Project Self-Certification

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and claiming GHG reductions from the project described in this Template. Capital Regional District, District of Central Saanich, City of Colwood, Town of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Town of Sidney, District of Sooke, City of Victoria, Town of View Royal and the Islands Trust.
Project Designate appointed to sign off on the Self-Certification Template	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO) Name: Nelson Chan Title: CRD Chief Administrative Officer Phone: 250-360-3645 Email: nchan@crd.bc.ca
Project Contact	Provide a Project Contact name if different from above Name: Amanda Broad Title: CRD Climate Action Coordinator (Acting) Phone: 250-360-3048 Email: abroad@crd.bc.ca
Project Information	
Project title	Provide project title and attach a copy of the original Project Plan previously made public. Option 1 D: Organic Waste Composting Project_ ☑ Copy of Project Plan attached
Timing and Amount of reductions being claimed	Indicate the amount of GHG reductions, expressed in tonnes, being claimed from the project and the timeframe during which the emission reductions being claimed occurred. Amount of GHG reductions: 3307.8 tonnes Timeframe: From January 2016 to December 2016
Certification that the required work occurred	☑ I declare that the project work required to achieve the GHG reductions from this project as estimated by the project profile used, actually occurred during the year in which they are being claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.
Self Certification Template: Authorization and Sign off	
Project Designate *The information provided in this Self Certification Template is to the best of my knowledge correct and complete.* Designate Signature Title: Chief Financial Officer	Date: Apr. 19, 2017

Option 1D: Organic Waste Composting Project Plan

Project Proponent Information	
Name of Local Government Project Proponent(s)	Provide the name of the local government(s) involved in the project and that will be claiming GHG reductions from the project under Option 1. *Capital Regional District, District of Central Saanich, City of Colwood, Town of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Town of Sidney, District of Sooke, City of Victoria, Town of View Royal, and the Islands Trust.*
Project Designate appointed to sign off on Project Plan	Provide the name, phone and e-mail of the Project Designate duly authorized and having the legal capacity to sign off on this Template (e.g., CAO, CFO) Name: Nelson Chan Title: Chief Financial Officer Phone: 250-360-3645 Email: nchan@crd.bc.ca
Project Contact	Provide a Project Contact name if different from above Name: Amanda Broad Title: Climate Action Program Coordinator (Acting) Phone:250.360.3048 Email: abroad@crd.bc.ca
Project Information	
Project title	Provide project title Organic Waste Composting Project
Option 1 Project Profile	Confirm which Option 1 project and project profile you are implementing. Check only one per Project Plan Template submitted: ☐ Project 1A: Low Emission Vehicles ☐ Project 1B: Energy Efficient Building Retrofits and Fuel Switching ☐ Project 1C: Solar Thermal ☑ Project 1D: Household Organic Waste Composting ☐ Project 1E: Avoided Forest Conversion Project (AFCP)
Project description and objectives	Briefly summarize the project in terms of what, where, how when and why (max 4-5 sentences or bullets). - The CRD has implemented a kitchen scraps waste diversion program on behalf of the region. - In 2013, the CRD implemented an incentive program to encourage residents and businesses to divert their kitchen scraps from the landfill. The haulers have been notified of the CRD's intention to claim the credits. - Approximately 6655 tonnes of additional kitchen scraps were diverted from the industrial, commercial, institutional, and private residential sector in 2016.
Project co-benefits (Optional)	Beyond the reducing GHG emissions, describe any anticipated community and/or sustainability co-benefits that this project will provide (*e.g., energy cost savings, stimulation of the local economy through green job growth, foster technological innovation, raise public awareness of climate change/energy conservation)* - *Raise public awareness of climate change and waste diversion.* - *Reduces amount of waste entering landfill, saving space.* - *Allows for better end use products of kitchen scraps (i.e. compost, soil amenders, etc.)*
Project start date	Indicate the project start date: January 2013

Making a difference...together

File: 5220-20
Greenhouse Gas Credits
Organics Waste Diversion (Project Profile 1D)

Project Transparency: Accountability and Reporting	
Scope	☑ The Project Designate certifies that the project outlined in this Project Plan is outside the LG (local government) corporate emissions boundary (as defined in the Carbon Neutral Workbook), within the local government's jurisdiction and BC, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.
Counted Once	☑The GHG reductions claimed from this project under the Carbon Neutral Framework have not been, and will not be, committed or sold as an emission reduction under any other alternate emission-offset scheme, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.
Measurement (***For Project 1E: AFCPs only***) ***Not Applicable***	☐ The Project Designate certifies that in the case of a Project 1E: Avoided Forest Conversion Project (AFCP) the eligible projects lands are owned by the local government and have been reserved or dedicated as park under section 30 of the *Community Charter* after the initial signing of the Climate Action Charter in 2007, and that a Forest Management Plan, to be updated every 10 years or more frequently, must be in place within six months of making public the first completed annual Self-Certification Template.
Ownership	☑ The local government proponent(s) claiming emission reductions from the Option 1 project outlined in this Project Plan have exclusive right to the legal and commercial benefits that arise from the GHG reductions from the Option 1 project, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.
Verification	☑ The Project Designate understands that he/she will be required to sign off the annual Verification Template Report for this project to verify that the estimated GHG reductions from this project actually occurred during the year in which they will be claimed, as per the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.
BAU	☑ The Project Designate certifies that the Project meets Beyond Business as Usual (BAU) requirements a , b and c as per the GCC Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook. If the Project referred to in this Project Plan is an Option 1, Avoided Forest Conversion Project, the Project Designates certifies that in addition, the AFCP meets criteria "d" of the BAU requirements.
Reports	☑The Project Designate, is aware of the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) and that after January 1, 2012, the CARIP reports will be revised to include information on total annual corporate emissions , the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2) , and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as the Project Eligibility Requirements outlined in Appendix 1 of the *Becoming Carbon Neutral* guidebook.

Project Plan: Authorization and Sign Off

Project Designate

The information provided in this Project Plan, including the accountability and reporting requirements, is to the best of my knowledge correct and complete.

Designate Signature

Apr. 19, 2017
Date

Title: Chief Financial Officer

Ministry of **Community, Sport and Cultural Development**

2016 CARIP Climate Action/Carbon Neutral Progress Survey 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 1, 2017,** the information reported in the 2016 CARIP Climate Action/Carbon Neutral Progress 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.

2016 CARIP Climate Action/Carbon Neutral Progress Survey Public Report Attestation Form — DUE on or before June 1, 2017

I declare that the information contained in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey submitted online to the Province on *May 24, 2017* for District of Highlands was made public on May 25, 2017.

Name, Title (print) CFO: Loranne Hilton, CAO, CFO

Signature: Loranne Hilton

Date: May 24, 2017