Climate Action Revenue Incentive Program (CARIP)

Public Report for 2018

Local Government:
District of Highlands

Report Submitted by:
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Role: Municipal Planner
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Date: May 27, 2019



Hatcher Swamp

The District of Highlands has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

2018 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, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions	
	Participation in Regional Growth Strategy Update
Q 8 Community-Wide Broad Planning Actions Proposed for 2019	
	Local Area Plan for South Highlands

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions	
	Work on Indicator Report as part of Integrated Community Sustainability Plan
Q 11 Corporate Broad Planning Actions Proposed for 2019	
	Continuing work on Indicator Report as part of Integrated Community Sustainability Plan

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	**(Please provide details here)** **PER CAPITA: 20% by 2020, 35% by 2030, 82% by 2050;** **TOTAL: 9% by 2020, 26% by 2030, 80% by 2050**
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	**Yes**
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions Plan	**No**
• Integrated Community Sustainability Plan	**Yes**
• Community- Wide Climate Action Plan	**No**
• Official Community Plan	**Yes**
• Regional Growth Strategy	**Yes**
• Do not have a plan	
• Other:	
Q 15 Does your local government have a corporate GHG reduction plan?	**No**

2018 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.

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions	
Q 18 Community-Wide Building and Lighting Actions Proposed for 2019	

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions	
	LED lights installed in Caleb Pike Heritage Park
Q 21 Corporate Building and Lighting Actions Proposed for 2019	

Building and Lighting 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	
Q 22 Is your local government aware of the BC Energy Step Code?	Yes
Q 23 Is your local government implementing the BC Energy Step Code?	Yes

P5 2018 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.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	
Q 26 Community-Wide Energy Generation Actions Proposed for 2019	

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions	
Q 29 Corporate Energy Generation Actions Proposed for 2019	

Energy Generation	
Q 30 Is your local government developing, or constructing a • district energy system • renewable energy system • none of the above	**Yes**
Q 31 Is your local government operating a • district energy system • renewable energy system • none of the above	**Yes**
Q 32 Is your local government connected to a district energy system that is operated by another energy provider?	**No**
Q 33 Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	**No**

2018 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.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
	Ongoing work on community gardens at Community Hall; Opening of community gardens (first planting season)
	Annual Broom Bash
Q 37 Community-Wide Greenspace Actions Proposed for 2019	
	Annual Broom Bash
	Ongoing work on community gardens at Community Hall

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions	
	Park/trail planning for subdivision park dedication
Q 40 Corporate Greenspace Actions Proposed for 2019	
	Landscaping at Community Hall

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	**No**
Q 35. Does your local government have policies, plans or programs to support local food production?	**Yes**

2018 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.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
Q 44 Community-Wide Solid Waste Actions Proposed for 2019	

Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions	
	Composting public toilet at Eagles Lake
Q 47 Corporate Solid Waste Actions Proposed for 2019	
	Composting public toilet at Eagles Lake

Solid Waste	
Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?	**No**
Q 49 Does your local government have organics reduction/diversion policies, plans or programs?	**No**

2018 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 and public transit, can contribute to reductions in GHG emissions and more livable communities.

Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions	
Q 52 Community-Wide Transportation Actions Proposed for 2019	

Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions	
Q 55 Corporate Transportation - Actions Proposed for 2019	

Transportation	
Q 56 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**
Q 57 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 behaviour)?	**No**
Q 58 Does your local government integrate its transportation and land use planning?	**Yes**

2018 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions	
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019	

Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Annual groundwater monitoring program
Q 64 Corporate Water and Wastewater Actions Proposed for 2019	
	Annual groundwater monitoring program
	Initiating work into groundwater protection implementation and work plan

Water Conservation	
Q 65 Does your local government have water conservation policies, plans or programs?	**Yes**

2018 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.

Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.	
• Warmer winter temperatures reducing snowpack • Changes to temperature and precipitation causing seasonal drought • Heatwaves impacting population health • Increased temperatures increasing wildfire activity • Increased temperatures affecting air quality • Changing temperatures influencing species migration and ecosystem shifts • Changing temperatures influencing ecosystem shifts • Extreme weather events contributing to urban and overland flooding • Sea level rise and storms causing coastal flooding and/or erosion	Yes Yes Yes
Other (please specify):	

Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	No
Risk Reduction Strategies	No
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	No
Beach Nourishment Projects	No
Economic Diversification Initiatives	No
Strategic and Financial Planning	Yes
Cross-Department Working Groups	Yes
Official Community Plan Policy Changes	No
Changes to Zoning and other Bylaws and Regulations	No
Incentives for Property Owners (e.g. reducing storm water run-off)	No
Public Education and Awareness	Yes
Research	Yes
Mapping	No
Partnerships	Yes
Other (please specify):	

Q 68 Climate Change Adaptation Actions Taken in 2018 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.	
	Continued participation and cooperation with CRD Climate Action Office and Program
Q 69 Climate Change Adaptation Actions Proposed for 2019	
	Continued participation and cooperation with CRD Climate Action Office and Program
	Undertake groundwater implementation and work plan
	Climate adaptation risk assessment
Q 70 For more information please contact	
	LBeckett@highlands.ca

Q 71. 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?	
Indicators of Climate Change for British Columbia	Haven't Used
Plan2Adapt	Useful
Climate Projections for Metro Vancouver	Haven't Used
Climate Projections for the Capital Region	Useful
Climate Projections for the Cowichan Valley Regional District	Haven't Used
Province of BC's BC Adapts Video Series	Useful
Preparing for Climate Change: Implementation Guide for Local Governments	Useful
Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)	Haven't Used
Sea Level Rise Adaptation Primer	Haven't Used
BC Regional Adaptation Collaborative Webinars	Useful
Retooling for Climate Change	Useful
Water Balance Model	Useful
Water Conservation Calculator	Haven't Used
Funding:	
National Disaster Mitigation Program (NDMP)	Haven't Used
Community Emergency Preparedness Fund (CEPF)	Useful
Municipalities for Climate Innovation Program (MCIP)	Haven't Used
Climate Adaptation Partner Grants (FCM)	Haven't Used
Infrastructure Planning Grants (MAH)	Haven't Used
Federal Gas Tax Fund	Useful
Other (please specify)	

2018 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.

Q 72 Community-Wide Other Actions Taken in 2018
Q 73 Corporate Other Actions Taken in 2018

Other	
Q 74 Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC)?	**No**
Q 75 Is your local government using the CLIC tool?	**No**

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 highlight 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 making applications to CEA's Climate and Energy Action Awards, FCM Sustainable Communities Awards or to FCM's National Measures Report.

Q 76 Community-Wide Innovation Action
Q 77 Corporate Innovation Action

Q 78 For more information on actions described above contact

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 separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding

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CLIMATE ACTION REVENUE INCENTIVE PROGRAM

2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the B.C. 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 Workbook and 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 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

Q 81 Did your local government measure corporate GHG emissions for 2018?	**Yes**
Q 82 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	**26**
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	**40**
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	**66 tCO2e**

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 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

For more information about options to balance or offset corporate GHG emissions please refer to Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia.

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO2e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO2e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO2e))	23.6
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO2e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO2e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	23.6 tCO2e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO2e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	tCO2e

Offsets

Q 93 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 2018 reporting year:

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

Offset Provider Name	OFFSETS
Community Carbon Market (Duncan)	43
Offsets (tCO2e)	
Offset Provider Name	
Offsets (tCO2e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	43 tCO2e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 66.6 tCO2e

Corporate GHG Emissions Balance for 2018

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsetable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 0 tCO2e

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

Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO2e)

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	**tCO2e**

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	**No**

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee 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 (e.g. 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.

Q 100 Based on your local government's 2018 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	

Q 101 Related to 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 and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

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: Nikki Elliott Title: Climate Action Program Coordinator Phone:250.360.3048 Email: nelliott@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. Although the incentive program is over, CRD manages the diversion from waste hauler's serving the industrial, commercial, and institutional (ICI) and private residential sectors. The haulers have been notified of the CRD's intention to claim the credits. - Approximately 7,982 tonnes of additional kitchen scraps were diverted from the ICI and private residential sector in 2018.
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

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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.

Nelson Chu — 4/12/2019

Designate Signature — Date

Title: Chief Financial Officer

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

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 Financial Officer Phone: 250-360-3645 Email: nchan@crd.bc.ca
Project Contact	Provide a Project Contact name if different from above Name: Nikki Elliott Title: CRD Climate Action Coordinator Phone: 250-360-3048 Email: nelliott@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: 3967.1 tonnes Timeframe: From January 2018 to December 2018
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: 4/12/2019

2018 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:

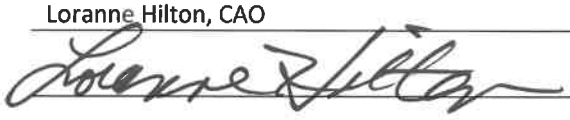
- **On or before June 1, 2019,** the information reported in the 2018 CARIP Climate Action/Carbon Neutral Progress Survey submitted online to the Province has been made public.

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.

2018 CARIP Climate Action/Carbon Neutral Progress Survey Public Report Attestation Form — Survey Submission Deadline: On or before June 1

I declare that the information contained in the *2018 CARIP Climate Action/Carbon Neutral Progress Survey* submitted online to the Province on *May 27, 2019* for District of Highlands was made public on May 28, 2019.

Name, Title (print) Loranne Hilton, CAO

Signature: 

Date: May 27, 2019