

## 2018 CARIP Climate Action/Carbon Neutral Progress Survey – Instructions and FAQs

### Reporting Process and Key Deadlines

As outlined in the [CARIP Program Guide for 2018 Claims](#), B.C. local governments must complete the online *2018 CARIP Climate Action/Carbon Neutral Progress Survey*, make the information public and submit a public report attestation form, signed by the Financial Officer, to the Province on or before **June 1, 2019**.

For more information about the CARIP conditional grant program requirements, please see the [CARIP Program Guide for 2018 Claims](#).

### Eligibility

To be eligible for a 2018 CARIP grant, local governments are required to complete the online *2018 CARIP Climate Action/Carbon Neutral Progress Survey* using SurveyMonkey® software and publicly report the contents of the survey on or before **June 1, 2019**.

### Template

A [Survey Template](#) has been provided to help local governments complete the survey and report its contents. The template can be used to:

- gather and record survey responses before inputting data into the survey; and/or;
- create the public report.

Alternatively, a local government may choose to use a template or format of their own design. Note that links to all reference material mentioned in the survey can be found in the [Survey Template](#).

### Survey Sections

Local governments may find it useful to copy/print this reference to the survey sections and the following definitions while completing the survey.

1. WELCOME PAGE  
LOCAL GOVERNMENT INFORMATION
2. BROAD PLANNING ACTIONS
3. BUILDING AND LIGHTING ACTIONS
4. ENERGY GENERATION ACTIONS
5. GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS
6. SOLID WASTE ACTIONS
7. TRANSPORTATION ACTIONS
8. WATER AND WASTEWATER ACTIONS
9. CLIMATE CHANGE ADAPTATION ACTIONS

10. OTHER CLIMATE ACTIONS
11. INNOVATION AND PEER LEARNING
12. CARBON NEUTRAL REPORTING
13. REPORTING REDUCTIONS AND OFFSETS
14. GREEN COMMUNITIES CLIMATE ACTION RECOGNITION PROGRAM

## Definitions

**COMMUNITY-WIDE ACTIONS:** Actions undertaken to reduce GHG emissions in the community at-large (e.g. not related to corporate operations).

**CORPORATE ACTIONS:** Actions undertaken to reduce GHG emissions produced as a result of a local government’s delivery of “traditional services”, including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

## Instructions for Completing the Survey

- Prior to completing the 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](#).
- After reading these instructions, it is recommended that you look through the [Survey Template](#) to familiarize yourself with the information needed to complete the survey.
- If using, gather and record in the [Survey Template](#) all the information needed to complete the survey.
- Once in the survey, you can navigate through the survey using the ‘save’ and ‘previous’ buttons at the bottom of each survey.
- To save your page, click the ‘save’ button.
- 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* 2018 survey.
- You can make changes to your survey by using the original link sent to you via SurveyMonkey®. If you are unable to find the original link, please contact [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)
- Make your local government’s report public on or before June 1, 2019. Recognizing that local governments may wish to format or edit their public reports you are encouraged to use your populated version of this Survey Template, or your own, to report your CARIP results publicly.
- Once you have made your report public, submit the [CARIP Public Report Attestation Form](#) to [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

## Frequently Asked Questions (FAQs)

### **1. How can I save and complete my survey later?**

Click on the 'save' button that is located at the bottom of each page. You can go back into your survey using the link sent to you by SurveyMonkey®.

### **2. How can I send the survey to others to work on?**

Save your survey and then forward the link sent to you by SurveyMonkey® to others to work on. The link can also be obtained by contacting [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

### **3. 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. This is why we created the [Survey Template](#). You are encouraged to use the [Survey Template](#) to gather information and then cut and paste it into the online survey.

### **4. Do I have to use the Survey Template?**

No, the [Survey Template](#) has been created in response to the request of those local governments that prefer to gather data offline before putting it into the online survey. However, given that the SurveyMonkey® format does not enable survey respondents to create their own report you are encouraged to use the [Survey Template](#) or one of your own design, to gather information and report.

### **5. Do I have to fill in all the boxes on each of the category 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. Filling in all the boxes is not necessary. However, there are some required questions. These are marked.

### **6. 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 (e.g. energy efficiency related grants to homeowners, actions reducing resident vehicle use).

If the action is undertaken to reduce energy consumption and GHG emissions in local government corporate operations, then it is a corporate action (e.g. installing energy efficient lighting in municipally owned buildings and streetlights, introducing energy efficient vehicles to corporate fleet).

### **7. What if my local government uses an inventory tool other than SMARTTool?**

If your local government has chosen to use an inventory tool other than SMARTTool, 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 [B.C. Climate Action Toolkit](#).

**8. What is included in a local government's corporate GHG emissions?**

A local government's total corporate GHG emissions include direct and contracted emissions that result from the delivery of "traditional services". More information about traditional services is available in the [Carbon Neutral Workbook](#) and the [Becoming Carbon Neutral - Guidance on Including Contracted Emissions in Local Government Corporate Inventories](#).

**9. What if I have questions that are not answered here?**

Send an email to: [infra@gov.bc.ca](mailto:infra@gov.bc.ca).