



File No. 0540-20

CLIMATE CHANGE ACTION COMMITTEE MEETING

June 5, 2014 at 3:30 pm
Location: Council Chambers
2205 Otter Point Road, Sooke, BC

AGENDA

	<i>Item</i>	<i>Page #</i>
1.	Call to Order	
2.	Approval of Agenda	
3.	Approval of the Minutes: December 5, 2013	1
4.	CRD Climate Action Update	
5.	Corporate Energy and Emissions Planning (CEEP) Update	3
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9.	Schedule Next Meeting	
10.	Adjournment	

DISTRICT OF SOOKE

CLIMATE CHANGE ACTION COMMITTEE MEETING

Meeting held Thursday, December 5, 2013 at 3:30 pm
in the Council Chambers
2205 Otter Point Rd

Committee Members Present:

Mayor Wendal Milne
Brent Blackhall, Deputy Director of Finance
Bonnie Sprinkling, Corporate Officer
Laura Byrne, Parks & Environmental Services Coordinator
Steve Sorensen, Fire Chief
Sarah Temple, Finance and Administration Assistant (recorder)

Guest: Liz Ferris, Climate Action Coordinator, CRD

Absent: Councillor Kevin Pearson (Chair)
Councillor Bev Berger
Andrew Moore, T'Sou-ke Nation
Tara Johnson, Planner II

Action

1. **Call to Order**
Mayor Milne called the meeting to order at 3:32 p.m.
2. **Approval of Agenda**
The agenda was approved as circulated.
3. **Approval of Minutes: June 6, 2013**
MOVED and seconded to approve the minutes of June 6, 2013 as circulated.
CARRIED
4. **Community Climate Action Strategy**
Corporate Energy and Emissions Planning (CEEP)
BC Hydro Quick Start Program

Laura Byrne and Liz Ferris provided a PowerPoint presentation that summarized the Community Energy and Emissions Plan (CEEP) and the five "next steps" identified by the CEEP workshops attended by Committee members in October/November.

Committee discussion:

- Estimated costs for public engagement, which is one of the identified next steps. The current Climate Action Committee budget should allow for public engagement to be accomplished, with no additional funds required.
- The Committee would like to see the Executive Summary be further refined before going to Council on January 13, 2014.
- Possible incentives for developers discussed by the Committee could include a light version of Bylaw 408, a "green lane" that fast-tracks environmentally friendly development applications or a District awards program for green initiatives.

**LAURA
BYRNE**

- During public consultation, a discussion of each of these incentives should take place with both developers and potential buyers to determine the anticipated impact of each option.
- “Built Green” initiatives are an economic driver and will attract people to the area.
- Currently \$16 million is being spent by District of Sooke residents on transportation fuels. This is money that could be re-invested in the town of Sooke if fuel consumption was reduced.
- Important to focus on targets that can be impacted by municipal initiatives, such as offering incentives as described above, and working to increase walkability.
- The Committee would like to see a webpage on the District of Sooke website dedicated to the CEEP and its progress.

**BONNIE
SPRINKLING**

MOVED and seconded to receive the Community Climate Action Strategy Corporate Energy Emissions Plan (CEEP) report for information.

AND FURTHER TO recommend to Council to direct staff to schedule input meetings with stakeholders, local businesses and the public.

CARRIED

5. **Public Input**

There was no input from members of the public.

6. **Next Scheduled Meeting:** March 6, 2014

7. **Adjournment**

The meeting adjourned at 4:25 p.m.

Kevin Pearson
Chair

Bonnie Sprinkling
Corporate Officer



File No. 5270-01

Report for Information
Climate Change Action Committee
Meeting Date: June 5, 2014

To: Gord Howie, Chief Administrative Officer
From: Laura Hooper, Parks and Environmental Services Coordinator
Re: **Community Climate Action Strategy
Corporate Energy Emissions Plan (CEEP) Update**

SUGGESTED ACTION:

THAT the Climate Change Action Committee receive this report for information.

1. Executive Summary:

Through the Official Community Plan (OCP) the community has set a goal to reduce community greenhouse gas emissions (GHG) to 33% below 2006 levels by 2020.

On April 4, 2013 Council gave approval for staff to work with the BC Hydro to develop a Corporate/Community Energy Emissions Plan (CEEP) via the Quickstart Program to aide in the achievement of the goals of the OCP. This program enables local government to analyse, rank and plan for future climate-related efforts tailored to their unique circumstances and to accomplish the goals set out in their Official Community Plan (OCP).

In early October, 2013 members of Council, staff and community stakeholders participated in a webinar and workshop facilitated by BC Hydro. The attached document is the draft CEEP developed with the results of this workshop.

In December, 2014 Council gave staff direction to schedule input meetings with stakeholders, local businesses and the public. Public input occurred on via the District's open house on March 25 and via the Sooke Awareness Video presentation on April 9, 2014. Staff will be sending the draft document to stakeholders in the coming weeks.

Laura Hooper, M. Sc. P. Ag.
Parks and Environmental Services Coordinator



File No. 5270-01

REPORT FOR INFORMATION
Climate Change Action Committee
Meeting Date: June 5, 2014

To: Gord Howie, CAO
From: Laura Hooper, Parks and Environmental Services Coordinator
Re: BC Climate Action Revenue Incentive Program (CARIP)

RECOMMENDATION:

THAT THE CLIMATE ACTION COMMITTEE receive the 2013 BC Climate Action Revenue Incentive Program (CARIP) report.

1. Executive Summary:

The purpose of this report is to present to Council the District of Sooke's 2013 BC Climate Action Revenue Incentive Program (CARIP) report (Attachment 1).

2. Background

The District of Sooke (Sooke) is a signatory to the BC Climate Action Charter (Charter). This includes a commitment to take action and develop strategies to achieve three goals:

- Measuring and reporting on community-wide GHG emissions;
- Creating complete, compact and energy-efficient communities; and
- Becoming carbon neutral in respect to corporate operations starting in 2012.

As a signatory to the Charter, the District of Sooke is eligible for the province's Climate Action Revenue Incentive Program (CARIP). This is a conditional grant program that provides funding equivalent to 100% of the carbon taxes that the municipality paid directly the previous year. This funding supports local governments in their efforts to reduce greenhouse gas emissions and move forward on achieving their Charter goals. Sooke has been participating in the CARIP program since 2010.

Local governments are required to report on the quantitative fuel use and on their efforts toward meeting their climate action goals from the preceding year to obtain their CARIP rebate. To be eligible for the conditional grant, local governments are required to report publicly. The 2013 District report, combined with the posting of its attachments on www.sooke.ca, will satisfy the public reporting component of this requirement.

2. Legal Impacts:

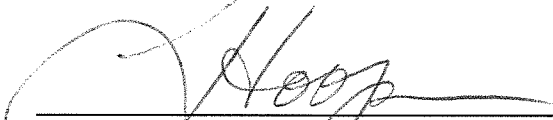
The *BC Climate Action Charter* is a voluntary commitment, with no legal repercussions for non-compliance. Sooke will receive their CARIP rebate for 2013 if the corporation is not carbon neutral as long as all reporting is submitted and posted publicly. It is unknown at this time what will happen in future years.

3. Financial Impacts:

Currently the CARIP rebate is paid into Sooke's general revenue account and is calculated to be \$1,966.14 for 2013 (Attachment 2).

Attached Documents:

1. Sooke CARIP Report for 2013
2. Sooke CARIP Carbon Tax Calculation



Laura Hooper, M. Sc. P. Ag.
Parks and Environmental Services Coordinator

Climate Action Revenue Incentive Program (CARIP) Public Report
Climate Action Revenue Incentive (CARIP)
Public Report for YEAR 2013



Report Submitted by the District of Sooke

March 7, 2014

General Information

Name of Local Government	District of Sooke
Member of Regional District (RD)	Capital Regional District
Regional Growth Strategy (RGS) in region	Capital Regional District
Population	11,435

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Community Wide Actions for 2013

1.1 Measure

Community Wide Measurement Actions

Question	Have you been using the Community Energy and Emissions Inventory (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI?
Answer	Yes
Additional Information	

1.2 Plan

Community Wide Targets

Question	Does your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act (LGA)</i> ? If yes, please identify the targets set. If no or in progress, please comment.
Answer	Yes
Additional Information	The Official Community Plan (2010) commits to reduce GHG emissions to 20% below 2006 levels in 2012, 33% below 2006 levels by 2020 community wide.

1.3 Reduce

Supportive Community Wide Actions

Action Type	Broad Planning
Actions Taken this Year	Draft completion of Community Energy and Emissions Plan (CEEP)
Proposed Actions for Next Year	Completion of the CEEP

Action Type

Building and Lighting	
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type Energy Generation	
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type Green Space	
Actions Taken this Year	None
Proposed Actions for Next Year	Intend to plant approximately 30 street trees in municipal greenspace.

Action Type Transportation	
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type Waste	
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type Water/Sewer	
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Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Other Actions
Actions Taken this Year	None
Proposed Actions for Next Year	None

Direct Community Wide Actions

Action Type	Buildings
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Energy Generation
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Transportation
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Waste
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Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Water/Sewer
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Green Space
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Other Actions
Actions Taken this Year	None
Proposed Actions for Next Year	None

Question	Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.
Answer	None

Corporate Actions for 2013

2.1 Measure

Corporate Measurement Actions

Question	What steps has your local government taken toward completing its corporate emissions inventory?
Answer	Data collection, all public works contracts include the requirement for carbon emissions reporting.

Question	What tool are you using to measure, track and report on your corporate emissions?
Answer	Excel

2.2 Reduce

Supportive Corporate Actions

Action Type	Broad Planning
Actions Taken this Year	Draft CEEP
Proposed Actions for Next Year	Adopt CEEP

Action Type	Building and Lighting
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Energy Generation
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Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Transportation
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Water/Sewer
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Other Actions
Actions Taken this Year	None
Proposed Actions for Next Year	None

Direct Corporate Actions

Action Type	Building and Lighting
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Energy Generation
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Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Fleet
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Waste
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Water/Sewer
Actions Taken this Year	None
Proposed Actions for Next Year	None

Action Type	Green Space
Actions Taken this Year	None
Proposed Actions for Next Year	Planting approximately 30 trees in municipal greenspace/bioswales

Action Type	Other Actions
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Actions Taken this Year	None
Proposed Actions for Next Year	None

2.3 Corporate Innovation

Question	Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.
Answer	

Carbon Neutral Progress Reporting

3.1 Carbon Neutral Progress Reporting

Emissions/Offsets	Tonnes CO2e
Annual corporate emissions using SMARTTool or equivalent inventory tool	72.7
<i>Emissions from services delivered directly by the local government</i>	23.1
<i>Emissions from contracted services</i>	49.6
Less:	0
GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project	
<i>Energy Efficient Building Retrofits and Fuel Switching</i>	0
<i>Solar Thermal</i>	0
<i>Household Organic Waste Composting</i>	0
<i>Low Emissions Vehicles</i>	0
Less:	0
GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects	
<i>Option 2 Project A</i>	0
<i>Option 2 Project B</i>	0
<i>Sum of Other Option 2 Projects (if you have added projects below)</i>	0
Less:	0
<i>Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.</i>	
Balance of corporate emissions for this reporting year. <i>(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)</i>	72.7
Additional "Option 2" Projects	
<i>Option 2 Project C</i>	0
<i>Option 2 Project D</i>	0
<i>Option 2 Project E</i>	0
<i>Option 2 Project F</i>	0
<i>Option 2 Project G</i>	0
<i>Option 2 Project H</i>	0

3.2 Making Progress on Your Carbon Neutral Commitment

Question	If your community has not achieved carbon neutrality for this reporting year please describe the actions that you intend to take next year to move you toward your carbon neutral goal.
Answer	The District of Sooke is working to complete a Community and Corporate Energy and Emissions Plan. Results from this plan will be considered for implementation to achieve these goals.

3.3 Offset Provider Information

Question	Please identify the name(s) of your offset provider(s) (Please answer below):
Answer	

Question	The offsets being claimed in this CARIP Report were purchased from the offset provider(s) indicated above prior to making this CARIP report public (please indicate yes or no):
Answer	

Question	If your community has not achieved carbon neutrality for this reporting year please describe the actions that you intend to take next year to move you toward your carbon neutral goal.
Answer	

Carbon Tax Calculation Form
Under the Climate Action Revenue Incentive Program

Local Government Name:	District of Sooke
Contact Information:	
Name:	Brent Blackhall
Position:	Deputy Director of Finance
Telephone Number:	250-642-1634
Email address:	bblackhall@sooke.ca

**Calculation of carbon tax paid directly by the local government
for fuel purchased between January 1 and December 31, 2013**

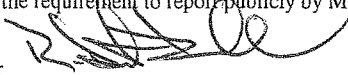
Fuel Type	Unit measure	Units	Tax Rate per unit, January 1, 2013 to June 30, 2013	Units	Tax Rate per unit, July 1, 2013 to December 31, 2013	Carbon Tax paid
Most common fuels in a local government context:						
Gasoline	Litre	3667.41	0.0667	3567.88	0.0667	482.59
Diesel	Litre		0.0767		0.0767	-
Bio-Diesel ⁴	Litre	3200.5	0.0767	3481.3	0.0767	512.49
Natural Gas	Gigajoule ³	369.8	1.4898	282	1.4898	971.05
Natural Gas	m ³ ³		0.057		0.057	0
Propane	Litre		0.0462		0.0462	0
Other fuels which are taxed:						
Heating Oil	Litre		0.0767		0.0767	0
Locomotive Fuel	Litre		0.0767		0.0767	0
Heavy Fuel Oil	Litre		0.0945		0.0945	0
Aviation Fuel	Litre		0.0738		0.0738	0
Jet Fuel	Litre		0.0783		0.0783	0
Kerosene	Litre		0.0783		0.0783	0
Naphtha	Litre		0.0765		0.0765	0
Methanol	Litre		0.0327		0.0327	0
Butane	Litre		0.0528		0.0528	0
Ethane	Litre		0.0294		0.0294	0
Refinery Gas	m ³		0.0528		0.0528	0
Coke Oven Gas	m ³		0.0483		0.0483	0
Coal -- Low Heat Value ⁴	Tonne		53.31		53.31	0
Coal -- High Heat Value ⁴	Tonne		62.31		62.31	0
Coke	Tonne		74.61		74.61	0
Petroleum Coke	Litre		0.1101		0.1101	0
Tires -- shredded ⁵	Tonne		71.73		71.73	0
Tires -- whole ⁵	Tonne		62.4		62.4	0
Peat	Tonne		30.66		30.66	0

Total Carbon Tax Paid: 1,966.14

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 on exemptions see the *Carbon Tax Act* and its Regulations)
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 prorated 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 purchased litres) and bio-diesel would be recorded as 1000 litres (10% of purchased bio-diesel).
3. Marketable Natural Gas may be recorded at either Gigajoules or m³
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 8th using the CARIP Reporting Template.

Signature of Financial Officer



Date

Feb 13/14



DIRECTION REQUEST
Climate Change Action Committee
Meeting Date: June 5, 2014

To: Gord Howie, Chief Administrative Officer
From: Laura Hooper, Parks and Environmental Services Coordinator
Re: Corporate Carbon Neutrality -Topic for Discussion

SUGGESTED ACTION:

THAT CLIMATE CHANGE ACTION COMMITTEE recommend Council confirm its commitment under the BC Climate Action Charter and become carbon neutral in its operations annually;

AND further recommend to Council to reinvest the carbon tax rebate of \$1966.14 to achieve carbon neutrality in its corporate operations.

1. Executive Summary:

The District of Sooke (Sooke) is a signatory to the BC Climate Action Charter (Charter). This includes a commitment to take action and develop strategies to achieve three goals:

1. Measuring and reporting on community-wide GHG emissions;
2. Creating complete, compact and energy-efficient communities; and
3. Becoming carbon neutral in respect to corporate operations starting in 2013.

This report focuses on the requirements for Sooke to fulfill its commitment of the third goal of the Charter- becoming carbon neutral in respect to corporate operations starting in 2013.

Provincial guidance has indicated that signatories can choose the way that they become carbon neutral – including the tools used to measure emissions, how the local government balances their emissions, and the timeline for achieving carbon neutrality. Ultimately, fulfilling the obligations under the Charter is focused on *continued measurable progress*. To date, the District of Sooke has committed to Goal 2 as outlined above.

2. Background

Climate Action Revenue Incentive Program

As a signatory to the Charter, the District of Sooke is eligible for the province's Climate Action Revenue Incentive Program (CARIP). This is a conditional grant program that provides funding equivalent to 100% of the carbon taxes that the municipality paid directly the previous year. This funding supports local governments in their efforts to reduce greenhouse gas emissions and move forward on achieving their Charter goals.

To be eligible for the conditional grant, local governments are required to report publicly on their efforts toward meeting their climate action goals by December 31 of each year. Additionally, local governments are required to report on the quantitative fuel use from the preceding year to obtain their CARIP rebate. Sooke has been participating in the CARIP program since 2010.

Carbon Neutral Reporting Requirements

Under the BC Climate Action Charter, becoming carbon neutral includes a commitment to take action and develop strategies to undertake these four *annual* steps, starting in the 2013 reporting year:

1. **Measuring** total corporate energy and greenhouse gas (GHG) emissions;
2. **Reducing** corporate energy and emissions where possible;
3. **Balancing** remaining emissions through purchasing offsets and/or through investments in measureable community-wide GHG reduction projects; and
4. **Reporting** to taxpayers and decision makers on annual efforts.

Reducing emissions is the most important element of this four step process. The Sooke Corporate Climate Action Committee, established in 2009, has continued to recommend and implement a series of actions to reduce the District's corporate carbon footprint wherever possible. This includes lighting retrofits, fleet vehicle fuel efficiency, and fuel switching of fire apparatus.

To achieve neutrality (or zero net carbon emissions associated with operations), the Joint Provincial-UBCM Green Communities Committee (GCC) established under the Climate Action Charter has provided three options for local governments:

- Option 1: Undertaking a GCC-supported local project. It is important to note that these projects would be outside of the local governments' corporate (or traditional services) boundary. Potential GCC supported local projects include: fuel switching for non-corporate vehicles, community building energy efficiency retrofits, solar hot water retrofits, and organic waste diversion programs.
- Option 2: Developing an alternative local government project that provides measurable GHG reductions in the community. The GCC must approve these projects in advance.
- Option 3: Purchasing offsets from a credible provider. Although local governments have choice in where they purchase offsets, they must meet certain international standards to assure they are high quality, credible offsets. This option is the most simple and cost effective way for most local governments to offset their corporate emissions.

Sooke did not undertake any of these options in the 2013 year. Therefore if the District chooses to be carbon neutral, they would have to purchase verified offsets, as noted in Option 3. In future, the CRD may develop region-wide projects in Option 1 or Option 2 that would benefit Sooke by reducing its carbon liability and the number of offsets required to purchase each year.

The GCC announced in 2011 that local governments who need more time to reach carbon neutrality can "make progress". Local governments are still required to measure, reduce and report on climate actions and emissions. There are no implications on Charter signatory status or carbon tax rebate program, but one cannot claim carbon neutrality.

District of Sooke Corporate Carbon Liability

Estimates based on previous reporting years indicate that Sooke's annual corporate carbon liability is estimated at 75 tonnes of carbon dioxide equivalents (tCO₂e) for 2013. This total could slightly increase or decrease as internal reporting processes are refined and potential contracted service come into scope.

While drinking, storm and waste water operations as well as recycling collection and recreation centre services are included in scope for measurement, the CRD will be accounting for and neutralizing these emissions in its own portfolio.

In order for Sooke to measure corporate GHG emissions within the provincial methodology, they use a free excel based tool which was developed based on the province's greenhouse gas reporting methodology. This is integrated into staff's current CARIP reporting process, but the Director of Finance is responsible for quality assurance of the tool each year and sign-off.

3. Analysis:

As acknowledgement of the ongoing efforts of local leaders, the GCC is offering the Climate Action Recognition Program for BC local governments. This is a multi-level program that will provide the GCC with an opportunity to review and publicly recognize the progress and achievements of each Charter signatory.

Recognition will be 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. All local governments who demonstrate progress on fulfilling one or more of their Charter commitments will receive a letter from the GCC acknowledging their accomplishments.
- Level 2: Measurement. Local governments who have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2013' logo, for use on websites, letter head and similar. The District is currently at this level.
- Level 3: Achievement of Carbon Neutrality. Local governments who achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2013' logo, for use on websites, letter head and similar.

The District of Sooke has an opportunity to demonstrate leadership across BC by becoming fully carbon neutral in its operations.

4. Legal Impacts:

Sooke's Official Community Plan, 2010 has listed corporate carbon neutrality as a goal for 2012 (see section 4.3.1). As well, the District aimed to implement a carbon trading/carbon offsetting/carbon neutral/zero foot print, etc. incentives program(s) is noted as Action Item 4.3.4 (e).

The BC Climate Action Charter is a voluntary commitment, with no legal repercussions for non-compliance. Sooke will receive their CARIP rebate for 2013 if the corporation is not carbon neutral, as long as all reporting is submitted. It is unknown at this time what will happen in future years.

5. Strategic Relevance:

Sooke's *Official Community Plan, 2010* has listed corporate carbon neutrality as a goal for 2012 (see section 4.3.1). Implementing a carbon trading/carbon offsetting/carbon neutral/zero foot print, etc. incentives program(s) is noted as Action Item 4.3.4 (e).

Sooke is one of the 180 local governments or regional districts who are a signatory of the BC Climate Action Charter. The other 13 municipalities and the CRD are all under the same commitments. In the capital region to date, the CRD, the Town of Sidney and the City of Victoria, have decided be carbon neutral as per the provincial framework for the 2013 reporting year. The other municipalities are in process for decision.

District of Sooke is given special consideration when applying for 'green' grants (from sidewalks, roads and trails) from the Provincial government as signatories of the Climate Action Charter.

6. Financial Impacts:

The proceeding year's budget would be affected should Sooke choose to be carbon neutral annually.

- CARIP rebate for 2013: \$1966.14
- Corporate carbon liability for 2012: 75 tCO₂e
- Carbon offset cost for 2013 (based on \$25 B.C. based offsets) calculated: \$1875.00

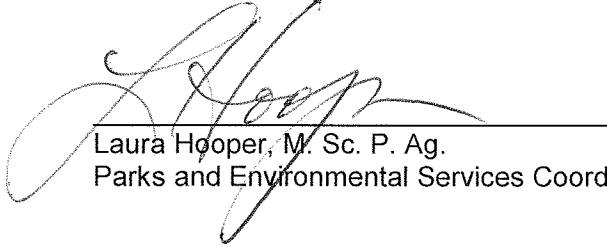
Currently the CARIP rebate is paid into Sooke's general revenue account. By using the CARIP rebate, the investment to achieve 2013 carbon neutrality is calculated at \$0.

As the District continues to reduce the amount of energy and fuel it uses and improves the accounting for fuel associated with contracted services, the cost to achieve neutrality may decrease or increase.

Regardless in future years, a greenhouse gas inventory will need to be completed annually. Additional staff time will be required to complete and review the inventory, investigate community reduction projects or offset purchases, and undertake public reporting.

Attached Documents:

1. Carbon Neutral Local Government: Summary
2. Sooke Climate Action Charter



Laura Hooper, M. Sc. P. Ag.
Parks and Environmental Services Coordinator

Carbon Neutral Local Government: Summary

Adapted from Provincial Climate Action ToolKit Website
March 2012

The CRD, local municipalities and the Islands' Trust are signatories to the BC Climate Action Charter. This includes a commitment to take action and develop strategies to achieve three goals:

- Measuring and reporting on community-wide GHG emissions
- Creating complete, compact and energy-efficient communities
- Becoming carbon neutral in respect to corporate operations starting in 2012

This summary document speaks to the third goal - becoming carbon neutral in respect to corporate operations starting in 2012. The CRD Climate Action Program is currently working with local government staff to provide information and assistance in determining the best way to fulfill this obligation for each municipality.

Annual Steps to Achieving Carbon Neutral Operations:

- 1. Measure corporate emissions within a given scope**
This involves calculating energy use and fuel consumption and then converting information into tonnes of CO₂ equivalents. Measurement is typically done in the first quarter to quantify emissions for the previous calendar year. See below for more information on what is included in the scope.
- 2. Implement actions to reduce corporate emissions**
Local governments provide services that consume energy and fossil fuels. While it is not likely that you will eliminate all energy use, there are a number of technologies, practices, policies, and systems that can be put into place to reduce corporate emissions. The CRD climate action program can help you identify opportunities, funding sources and tools to determine the best return on investment.
- 3. Invest, outside of the organization, to get to "zero"**
The organization invests in actions, outside of the organization, that will reduce *the equivalent amount of emissions* to achieve a neutral balance.
- 4. Annual reporting on progress**
Climate Action Charter signatories are required to provide quantitative and qualitative reports on an annual basis in order to receive their annual carbon tax rebate and fulfill their obligations under the charter.

New options for local governments to Fulfill Obligations Under the Charter:

- 1. Choice in measurement tools** - Local governments can choose from a number of tools to calculate their greenhouse gas emissions. SmartTool is available for purchase from the Province of BC – this is a modified version of what all Provincial Ministries and Public Sector Organizations use for their own reporting. Regardless of the specific tool your local government chooses, you must ensure the emission factors; scope; and outputs are consistent and comparable to the Methodology provided by the Province of BC each year.
- 2. Choice in how you get to zero** – Local governments can choose to invest in community "GHG balancing projects" or purchase verified offsets to achieve neutrality each year. Detailed information is below.
- 3. Choice on carbon neutral timeline** – The timeline specified in the Charter indicates carbon neutrality starting in 2012. This means by March 2013, the participating local government will have completed all four of the above steps. For some municipalities, this is an ambitious goal. For those who need it, local governments can choose to "make progress". This option is intended to be short term and still requires three of four steps identified above (measure, reduce and report) to be completed. There are no implications on Charter signatory status or carbon tax rebate program, but your local government would not be carbon neutral.

Scope for Carbon Neutral Operations:

The boundaries for calculating carbon neutrality are based on the operation and maintenance of traditional local government services. The traditional services included are:

- Fire Protection
- Solid waste collection, transportation and diversion
- Arts, recreation and cultural services
- Road and traffic operations
- Drinking, Storm and Waste Water
- Administration and Governance

Carbon emissions will be counted based on the energy/fuel used by mobile combustion sources (e.g., equipment such as backhoes, garbage trucks or lawnmowers), or stationary combustion sources (e.g., heat or electricity used in buildings, for equipment or for structures such as traffic lights).

Some of the emissions will be from direct sources, for example the combustion of natural gas for heating, or combustion of gasoline or diesel in vehicle fleets. Other emissions would be from in-direct or upstream sources, such as the generation of electricity that is used. Finally, a small portion would be fugitive emissions that escape (e.g., through coolants used in arenas).

Contracted Services

If a local government has a contractual or partnership arrangement to deliver these services, some of the emissions from these same services operated by the contractor/partner would also be included. This will apply to new contracts, contract renewals and contracts over \$25,000 in annual value. The rationale for including contracted services was to establish a level playing field amongst all local governments. A guidebook will be released Spring 2012 from the province describing the calculation procedure.

Sharing Emissions Responsibility

If a local government has a contractual or partnership arrangement with another local government or regional government to deliver one of the above services, then the parties can create an agreement to share the energy and emissions responsibility of that service or allocate it entirely to one party. Generally, consideration for responsibility should be to the owner/operator/or primary organization that is in charge of the service.

Exclusions

Your community only accounts for activities that are in the traditional services listed above. Social housing, tree farms, airports, or police services are not included.

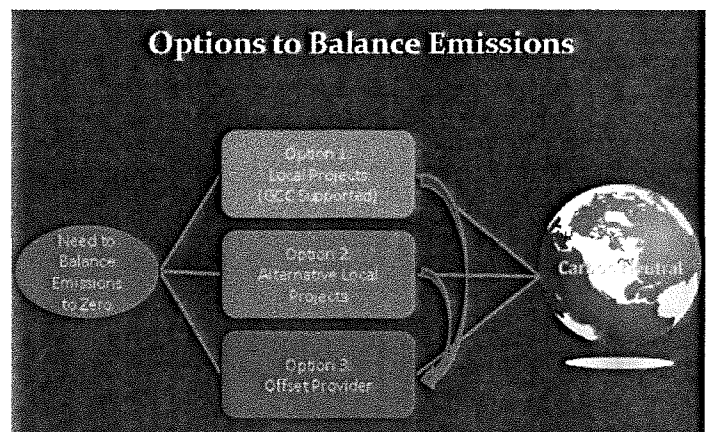
Achieving Neutrality: The Becoming Carbon Neutral Guidebook

The Joint Provincial-UBCM Green Communities Committee (GCC) was established under the *Climate Action Charter* to assist local government signatories in achieving these commitments.

As part of its mandate, the GCC has developed a *Local Government GHG Reduction Framework* to provide local governments with more options to meet their commitment to become carbon neutral.

Based on accepted offset criteria, the framework proposes three options for local governments to achieve carbon neutrality:

- **Undertaking a GCC supported local project in your community**
- **Developing an alternative local government project in your community**
- **Purchasing offsets from a credible provider**



Essentially the balancing framework allows your municipality to undertake a measureable GHG reduction project in the community and *apply the net reductions against its corporate carbon liability*. This will reduce (or potentially eliminate) the costs associated with getting to neutral.

Option 1: GCC Supported Projects

Option 1 provides opportunities for local governments to select from a list of measurable GHG reduction projects, established by GCC, which could be undertaken in their communities to counterbalance their corporate emissions. This option addresses local governments' interest in investing locally, yet ensures that the GHG reductions from these projects are real and measurable and that the project adheres to criteria established by GCC. It is important to note that these projects would be outside of the local governments' corporate (or traditional services) boundary.

GCC supported balancing projects include:

- Fuel switching for vehicles
 - Example: Airport fleet, police vehicles, buses
- Building energy efficiency retrofits
 - Example: Social housing, residential, commercial, airports
- Solar hot water retrofits
 - Example: Social housing, residential, commercial, airports
- Roadside organic waste diversion

Option 2: Alternative Local Projects

Option 2 recognizes that local governments will have additional ideas (beyond Option 1) for measurable emission reduction projects that could be undertaken outside their corporate emissions boundary.

These projects would also have to be outside of the local governments' corporate (or traditional services) boundary. Local governments wanting to undertake their own projects under this option would first have to submit a project proposal to GCC for review and also agree to apply the same criteria used to develop the GCC supported list of projects.

Among other criteria, this would include ensuring the GHG emissions are additional, real, and measurable and are validated by a designated professional. These projects would likely take a significant amount of time and effort on local governments' part to demonstrate credibility and meet the criteria, but to ensure flexibility and encourage innovation GCC wanted to provide this option.

Option 3: Purchasing Offsets

The third option enables local governments to offset their corporate emission by purchasing offsets from a credible offset provider. Although local governments have choice of where they purchase offsets, they must meet certain international standards noted by the GCC to assure they are high quality, credible offsets. Option 3 is the most simple and cost effective way for most local governments to offset their corporate emissions.

Consideration of the Options:

It is important to note that both Option 1 and Option 2 have been created for local governments in British Columbia. These balancing projects are not the equivalent to developing a verified offset in the carbon market and selling the credits to an organization like the Pacific Carbon Trust or other purchaser.

While every effort has been made to ensure options for local projects are practical, Option 1 and 2 would still require a certain degree of effort to ensure they meet the project criteria established under the framework and demonstrate credibility. It is also important to note that the cost per tonne of GHG reductions achieved through a local project under Option 1 or 2 may be significantly more than what it would cost to purchase the same number of tonnes of GHG reductions from a credible offset provider.

However, these projects would have the benefit of keeping investments in GHG reduction projects local and would also result in broader community benefits beyond the environmental benefits of the GHG reductions (e.g. foster green jobs and technological innovation, conserve energy, reduce operating costs, enhance community sustainability, raise public awareness regarding climate change, etc.).

For some communities, the option to purchase offsets from an approved offset provider may, in fact, be more practical and cost effective. It will be up to each local government to determine the avenue to achieve neutrality that best meet their corporate goals and objectives.

Each community is different.

There is no "better option" to fulfill the Climate Action Charter obligations towards carbon neutrality – just different options.

THE BRITISH COLUMBIA CLIMATE ACTION CHARTER
BETWEEN
THE PROVINCE OF BRITISH COLUMBIA (THE PROVINCE)
AND
THE UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM)
AND
SIGNATORY LOCAL GOVERNMENTS
(THE PARTIES)

- (1) **The Parties share the common understanding that:**
- (a) Scientific consensus has developed that increasing emissions of human caused greenhouse gases (GHG), including carbon dioxide, methane and other GHG emissions, that are released into the atmosphere are affecting the Earth's climate;
 - (b) the evidence of global warming is unequivocal and the effects of climate change are evident across British Columbia;
 - (c) reducing GHG emissions will generate environmental and health benefits for individuals, families, and communities;
 - (d) climate change and reducing GHG emissions are issues of importance to British Columbians;
 - (e) governments urgently need to implement effective measures to reduce GHG emissions and anticipate and prepare for climate change impacts;
 - (f) protecting the environment can be done in ways that promote economic prosperity; and
 - (g) it is important to take action and to work together to share best practices, to reduce GHG emissions and address the impacts of climate change.
- (2) **The Parties acknowledge that each has an important role in addressing climate change and that:**
- (a) The Province has taken action on climate change, including commitments made in the 2007 Speech from the Throne, the BC Energy Plan, and the Western Climate Initiative on climate change;
 - (b) Local Governments have taken action on climate change, including planning livable, sustainable communities, encouraging green developments and transit oriented developments, and implementing innovative infrastructure technologies including landfill gas recapture and production of clean energy; and

- (c) these actions create the foundation for the Parties to be leaders in affecting climate change.

(3) This Charter acknowledges that:

- (a) The interrelationship between each Order of Government's respective jurisdictions and accountabilities with respect to communities, and activities related to and within communities, creates both a need and an opportunity to work collaboratively on climate change initiatives;
- (b) both Orders of Government have recognized a need for action, both see that the circumstances represent a Climate for Change in British Columbia, and both are responding; and
- (c) the actions of each of the Parties towards climate change will be more successful if undertaken jointly with other Parties.

(4) The Parties share the common goals of:

- (a) Fostering co-operative inter-governmental relations;
- (b) aiming to reduce GHG emissions, including both their own and those created by others;
- (c) removing legislative, regulatory, policy, or other barriers to taking action on climate change;
- (d) implementing programs, policies, or legislative actions, within their respective jurisdictions, that facilitate reduced GHG emissions, where appropriate;
- (e) encouraging communities that are complete and compact and socially responsive; and
- (f) encouraging infrastructure and a built environment that supports the economic and social needs of the community while minimizing its environmental impact.

(5) In order to contribute to reducing GHG emissions:

- (a) Signatory Local Governments agree to develop strategies and take actions to achieve the following goals:
 - (i) being carbon neutral in respect of their operations by 2012, recognizing that solid waste facilities regulated under *the Environmental Management Act* are not included in operations for the purposes of this Charter.
 - (ii) measuring and reporting on their community's GHG emissions profile; and
 - (iii) creating complete, compact, more energy efficient rural and urban communities (e.g. foster a built environment that supports a reduction in car dependency and

energy use, establish policies and processes that support fast tracking of green development projects, adopt zoning practices that encourage land use patterns that increase density and reduce sprawl.)

(b) The Province and the UBCM will support local governments in pursuing these goals, including developing options and actions for local governments to be carbon neutral in respect of their operations by 2012.

(6) **The Parties agree that this commitment to working together towards reducing GHG emissions will be implemented through establishing a Joint Provincial-UBCM Green Communities Committee and Green Communities Working Groups that support that Committee, with the following purposes:**

(a) To develop a range of actions that can affect climate change, including initiatives such as: assessment, taxation, zoning or other regulatory reforms or incentives to encourage land use patterns that promote increased density, smaller lot sizes, encourage mixed uses and reduced GHG emissions; development of GHG reduction targets and strategies, alternative transportation opportunities, policies and processes that support fast-tracking of green development projects, community gardens and urban forestry; and integrated transportation and land use planning;

(b) to build local government capacity to plan and implement climate change initiatives;

(c) to support local government in taking actions on becoming carbon neutral in respect of their operations by 2012, including developing a common approach to determine carbon neutrality for the purposes of this Charter, identifying carbon neutral strategies and actions appropriate for the range of communities in British Columbia and becoming reporting entities under the Climate Registry; and,

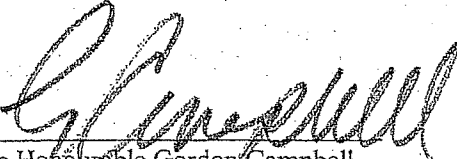
(d) to share information and explore additional opportunities to support climate change activities, through enhanced collaboration amongst the Parties, and through encouraging and promoting climate change initiatives of individuals and businesses within communities.

(7) Once a common approach to carbon neutrality is developed under section (6)(c), Signatory Local Governments will implement their commitment in 5 (a) (i).

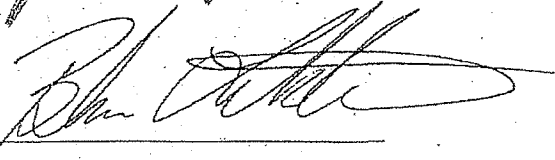
(8) To recognize and support the GHG emission reduction initiatives and the climate change goals outlined in this Charter, Signatory Local Governments are invited by the other Parties to include a statement of their initiatives and commitments as an appendix to this Charter.

(9) This Charter is not intended to be legally binding or impose legal obligations on any Party and will have no legal effect.

SIGNED on behalf of the PROVINCE OF BRITISH COLUMBIA by:


The Honourable Gordon Campbell
Premier of British Columbia

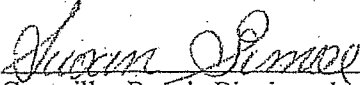
Date: September 26, 2007


Honourable Blair Lekstrom
Minister of Community Development

Date: ~~September 26, 2007~~

August 5, 2008

SIGNED on behalf of the UNION OF BRITISH COLUMBIA MUNICIPALITIES by:

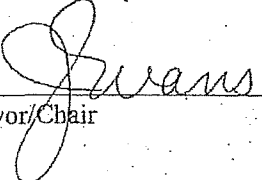

~~Councillor Brenda Binnie~~ and
President of the Union of British
Columbia Municipalities

Date: September 26, 2007

SIGNED on behalf of the SIGNATORY LOCAL GOVERNMENT:

DISTRICT OF SOOKE
(NAME OF LOCAL GOVERNMENT)

by:


Mayor/Chair

Date February 12/08

Appendix
GHG reduction initiatives or commitments of Signatory Local Government

Note: Local Governments that choose to become Signatories may also choose to provide a statement of their individual commitments in a customized addendum to the main body of the Charter. Below is a sample version of the proposed addendum

SAMPLE

Addendum to
The British Columbia Climate Change Action Charter

For

[Name of Local Government]

is committed to

1. Implementing existing plans

Local Governments could list here plans they have developed and are in the process of implementing; for example:

- Community energy plan
- Greenhouse gas emissions inventory
- Official Community Plan – Smart Growth
- Community Action on Energy Efficiency Initiative (CAEE)
- Partners for Climate Protection, Federation of Canadian Municipalities
- District Energy System
- Eco-Industrial Project
- Transit Oriented Development Plan
- Landfill Gas Utilization

2. Continue to pursue activities

Local Governments could list here recent projects they have implemented; for example:

- Bio-diesel fleet vehicle conversion
- E3 Fleet Program
- Greenhouse Gas Reduction Strategy
- Carbon Neutral Municipal Operations
- Organics Recovery
- Recycling and waste management plan

- Greenhouse gas local action plan
- Energy Efficient Municipal Operations
- Employee car-pooling
- Air quality planning

3. Preparing new plans, bylaws, policies, etc.

Local Governments could list here plans, bylaws, policies they are committed to develop; for example:

- Plan for being carbon neutral in respect of their operations by 2012
- Anti-idling bylaw
- Green Buildings BC for Local Governments
- Smart Growth Development Checklist
- Green Building Program – Built Green and LEED standards
- Micro-generation projects (hydro, wind power, etc)
- Sustainable Community Servicing Plan
- Green Roof Policy
- Greywater recycling policy and standards
- Pedestrian and transit friendly community design
- Local Purchasing Policy
- Streamlined Green Building Application Process