



2016 CARIP Climate Action/Carbon Neutral Progress Survey – Instructions and FAQs

Reporting Process and Key Deadlines

As outlined in the *CARIP Program Guide for 2016 Claims*, B.C. local governments must complete the online *2016 CARIP Climate Action/Carbon Neutral Progress Survey*, make the information public and submit a public report attestation form, signed by the Financial Officer on or before **June 1, 2017**.

For more information about the CARIP grant program requirements, please see the *CARIP Program Guide for 2016 Claims* at: <http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

New CARIP Survey Software

This year's CARIP Climate Action/Carbon Neutral Progress Survey uses SurveyMonkey® software. SurveyMonkey® acquired FluidSurveys™, which is the survey software that was used for CARIP reporting for the past 2 years.

As in 2015, the 2016 CARIP reporting process consists of a single online survey. The survey questions and format are also very similar. However, there are some changes in format and functionality.

Key Changes From Past Years

- *No ability for respondents to generate a report of survey responses. You are therefore encouraged to:*
 - use the [Survey Template](#) as a tool to gather and record responses to the survey questions before inputting them into the survey; and;
 - use the populated [Survey Template](#) to report your CARIP results publicly.
- *Live links can only be found on the first page of the survey.*
 - Given the challenge of navigating back to the survey after clicking on a live link, live links have only been included on the introduction page.
 - Links to all reference material mentioned in the online survey can be found in the [Survey Template](#).
- *Parts of survey have been reorganized.*
 - Local government information has been moved to the first page.
 - Navigation tabs are no longer available (a list of sections, with page numbers, is provided below).
- *No automatic calculations.*
 - Numbers related to GHG emissions and Carbon Neutral reporting will no longer be automatically calculated.



- *A new recognition level has been added to the Climate Action Recognition Program:*
 - Recognition levels have been adjusted to include a new level of recognition: **Level 3: Accelerating Progress on Charter Commitments.**
 - Level 1 and 2 are retained and Achievement of Carbon Neutrality is now Level 4. The new Level 3 is available to those local governments that, in addition to achieving Level 1 and 2, demonstrate that they have undertaken one or more of the following activities in the reporting year:
 - A GCC (option 1 or option 2) reduction project; and/or
 - Another corporate or community wide GHG reduction project(s), new or ongoing, that, in the view of the local government, reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions; and/or
 - Partially offsetting the local government's carbon footprint by purchasing offsets from a credible offset provider, as outlined in the Carbon Neutral guidance material; and/ or
 - Contributing to a reserve fund established by the local government dedicated to climate action activities.

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.
- 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* 2016 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 contact infra@gov.bc.ca
- Make your local government's report public on or before the date identified in the [CARIP Program Guide for 2016 Claims](#). You are strongly encouraged to use the Survey Template.
- Local governments are required to report survey information publicly and can generate a report in the following ways:
 - creating a report based on the populated Survey Template; or,



- creating a report in another format that contains the information submitted in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey.
- Once you have made your report public, submit the [CARIP Public Report Attestation Form](#) (.DOC, 63 KB) to 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 infra@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 would like 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 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 tabs is not necessary.

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.

If the action is undertaken to reduce energy consumption and GHG emissions in local government corporate operations, then it is a corporate action.

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".

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

Send an email to infra@gov.bc.ca