

Municipal Government Carbon Calculator - Checklist

Before you start, compile all the information needed to successfully complete this carbon calculator. This information will include:

- Energy bills for municipal buildings and outdoor lighting
- Fuel costs for municipal vehicles and equipment
- Average waste and recycling generated at municipal buildings
- Energy bills and fuel bills for any services provided to your municipality by another entity

1. Buildings

Enter the total energy cost for each individual building that is owned or leased by your municipal government.

Note: Leave blank if not applicable to your municipality.

Note: If one building serves two or more purposes, allocate cost to one building (e.g. If your fire hall is in your town hall).

Building	Electricity Total Annual Cost (\$)	Heating Oil Total Annual Cost (\$)
Town Hall		
Community Centre		
Fire Hall		
Heritage Center		
Tourism Chalet		
Municipal Depots		
Heavy Equipment		
Solid Waste		
Waste Water		
Drinking Water Treatment		
Sports Facilities		
Stadium		
Swimming Pool		
Softball/Soccer Field Buildings		
Other (please specify)		

2. Providing building space *(Complete if your municipality leases or rents out space in one of the buildings above to another entity - e.g. another municipality, business or organization)*

Estimate the percentage of the buildings that you rent or lease out to another entity.

Building	Estimated Percentage Occupied by Another Entity (%)
Town Hall	
Community Centre	
Fire Hall	
Heritage Center	
Tourism Chalet	
Municipal Depots	
Heavy Equipment	
Solid Waste	
Waste Water	
Drinking Water Treatment	
Sports Facilities	
Stadium	
Swimming Pool	
Softball/Soccer Field Buildings	
Other (please specify)	

3. Receiving Building Space (Complete if your municipality leases or rents space **from another entity** - e.g. another municipality, business or organization)

Enter the total energy cost from the buildings that you share or rent from another entity and estimate the percentage of these buildings that can be attributed to your municipality.

Building	Electricity Total Annual Cost (\$)	Heating Oil Total Annual Cost (\$)	Estimated Percentage Occupied by Your Municipality (%)
Town Hall			
Community Centre			
Fire Hall			
Heritage Center			
Tourism Chalet			
Municipal Depots			
Heavy Equipment			
Solid Waste			
Waste Water			
Drinking Water Treatment			
Sports Facilities			
Stadium			
Swimming Pool			
Softball/Soccer Field Buildings			
Other (please specify)			

4. Outdoor lights

Enter the total annual energy cost for outdoor lights in your municipality.

Lights	Electricity Total Annual Cost (\$)
Street Lights	
Traffic Lights	
Softball/Soccer Field Outdoor Lights	
Other (please specify)	

5. Vehicle Fleet

Note: If you enter your total fuel bill you will **not be** able to subtract any services you may provide to neighboring municipalities.

Enter your total annual fuel costs.

OR

Enter your total annual fuel costs by each group of vehicles in your municipal fleet.

	Gasoline Total Annual Cost (\$)	Diesel Total Annual Cost (\$)
Total fuel cost for all vehicles		

OR

Vehicle Group	Gasoline Total Annual Cost (\$)	Diesel Total Annual Cost (\$)
Town/City Vehicles (e.g. pick-up trucks)		
Town Services		
Garbage Truck(s)		
Snow-Clearing Equipment		
Street Sweeping Equipment		
Fire Truck(s)		
Heavy Equipment (e.g. excavators, backhoes)		
Other (please specify)		

6. Services that you provide *(Complete if your municipality provides services to a neighboring municipality)*

Estimate the percentage of your services that were used by another municipality in the past year.

Vehicle Group	Estimated Percentage Used by Another Municipality (%)
Town/City Vehicles (e.g. pick-up trucks)	
Town Services	
Garbage Truck(s)	
Snow-Clearing Equipment	
Street Sweeping Equipment	
Fire Truck(s)	
Heavy Equipment (e.g. excavators, backhoes)	
Other (please specify)	

7. Shared services that you provide *(Complete if your municipality receives any services from another municipality, private company or individual. Contact your service provider to find out the total annual fuel for the applicable service)*

For the services that your municipality receives from another municipality or private company, enter the total annual fuel costs incurred by the provider for the services and estimate the percentage of these services that were used by your municipality in the past year.

Vehicle Group	Gasoline Total Annual Cost (\$)	Diesel Total Annual Cost (\$)	Percentage of Fuel Used by Your Municipality
Town/City Vehicles (e.g. pick-up trucks)			
Town Services			
Garbage Truck(s)			
Snow-Clearing Equipment			
Street Sweeping Equipment			
Fire Truck(s)			
Heavy Equipment (e.g. excavators, backhoes)			
Other (please specify)			

8. Air Travel

Enter the total number of annual **return** flights taken by all municipal councilors and staff.

Length of Flight (one-way)	Number of Flights
Short Flights (0-2 hours)	
Medium Flights (2-5 hours)	
Long Flights (5-8 hours)	
Extra Long Flights (8+ hours)	

9. Waste

Enter the total number of bags of waste and recycling generated through your municipal operations per **week**.

Building	Number of Bags Per Week
Town Hall	
Community Centre	
Fire Hall	
Heritage Center	
Tourism Chalet	
Municipal Depots	
Heavy Equipment	
Solid Waste	
Waste Water	
Drinking Water Treatment	
Sports Facilities	
Stadium	
Swimming Pool	
Softball/Soccer Field Buildings	
Other (please specify)	

10. Recycling *(Complete if you recycle at your municipal buildings)*

Which of the following do you recycle?

- a. Newsprint
- b. Fine paper
- c. Cardboard
- d. Aluminum
- e. Glass
- f. Plastics

Enter the total number of bags of recycling generated through your municipal operations per **month**.

Building	Number of Bags Per Month
Town Hall	
Community Centre	
Fire Hall	
Heritage Center	
Tourism Chalet	
Municipal Depots	
Heavy Equipment	
Solid Waste	
Waste Water	
Drinking Water Treatment	
Sports Facilities	
Stadium	
Swimming Pool	
Softball/Soccer Field Buildings	
Other (please specify)	