

2021 PUBLIC SECTOR ORGANIZATION (PSO) CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR PUBLIC SECTOR ORGANIZATIONS -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2021 Climate Change Accountability Report (CCAR) in accordance with BC's [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#). Information provided through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

2021 REPORTING YEAR TIMELINES

April 30, 2022	<ul style="list-style-type: none"> ✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2021 reporting year. ✓ Self-Certification Checklist questionnaire must be completed in CGRT.
Mid-May 2022	<ul style="list-style-type: none"> ✓ PSOs receive an invoice with the amount of offsets to be purchased for the 2021 reporting year.
May 31, 2022	<ul style="list-style-type: none"> ✓ PSO CCAR must be signed and submitted by email to: Carbon.Neutral@gov.bc.ca. ✓ CCAR Survey must be completed and submitted online. ✓ See notes below regarding streamlined requirements for Small Emitters*.
June 30, 2022	<ul style="list-style-type: none"> ✓ Ministry of Environment and Climate Change Strategy must: <ul style="list-style-type: none"> ○ Post all PSO CCARs on the BC Government's CNG website; and ○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2021 reporting year. ✓ PSOs must complete payment on their offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca. ✓ PSOs are encouraged to post their CCAR to their own website.

***Small Emitters:** PSOs that emitted less than 600 tonnes CO₂e during the 2020 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca by January 31, 2022, confirming their status as a Small Emitter for the 2021 reporting year. Small Emitters are required to follow the same timelines and reporting process as all PSOs, but have the option of completing simplified versions of the PSO CCAR template and Survey as follows:

- PSO CCAR: Part 1 and the Executive Signature section
- Survey: Sub-set of questions as identified in the survey

INSTRUCTIONS FOR COMPLETING THE PSO CCAR

The PSO CCAR template below sets out the required content to:

- 1) Achieve legislated CNG requirements; and
- 2) Support public sector climate leadership.

Your report should be written with a public audience in mind. You have full ownership over the look and formatting of your PSO CCAR, as well as any additional information you wish to include. We encourage organizations to include a cover page, photos, graphics, etc. although this is optional.

The PSO CCAR must include the following minimum components as set out in the PSO CCAR template:

- i. Title
- ii. Organization name
- iii. Declaration Statement
- iv. Actions taken to minimize emissions
- v. Plans to continue reducing emissions
- vi. Emissions and Offsets Summary Table
- vii. Retirement of Offsets Statement
- viii. Signature by a senior official such as CEO, COO or Superintendent

Small Emitters are only required to complete the following sections of the PSO CCAR template, but are encouraged to complete other sections as appropriate:

- Part 1 Legislative Reporting Requirements
- Executive Sign-off

The final, signed version of your PSO CCAR must be submitted by May 31, 2022 by email to:
Carbon.Neutral@gov.bc.ca.

The Clean Government team will post PSO CCARs to the BC Government's CNG website by June 30, 2022 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

Questions?

Any questions related to PSO CCARs should be emailed to Carbon.Neutral@gov.bc.ca. Please use the subject line: "CCAR – [PSO name] – [nature of question]"

PSO CCAR TEMPLATE

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: SCHOOL DISTRICT 84 – VANCOUVER ISLAND WEST

PART 1. Legislative Reporting Requirements

[Information provided in this section will complete PSOs' legislative reporting requirements under the [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#).

Part 1 must be completed in full by all PSOs, including Small Emitters.]

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2021 to December 31, 2021 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our GHG emissions, and our plans to continue reducing emissions in 2022 and beyond.

[OPTIONAL:] By June 30, 2022 SCHOOL DISTRICT 84-VANCOUVER ISLAND WEST final 2021 Climate Change Accountability Report will be posted to our website at www.XXXX.ca.

Emission Reductions: Actions & Plans

[Please describe actions taken by your organization in 2021 to minimize emissions and plans to continue reducing emissions in future years. Refer to the guiding questions below, as applicable, for each emissions source category.]

A. Stationary Sources (e.g. buildings, power generation)

ADDED MORE SOLAR PANESL TO KESS

ADDED TWO MORE TESLA POWERWALLS TO KESS

CONVERTED LIGHTING AT CMESSE AND KESSS TO LED

REPLACED DIESEL BOILERS AT GRSS WITH HIGH EFFICEINCY ELECTRIC BOILERS

B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

REPLACED UNIT 9 BUS – DIESEL WITH AN ELECTRIC BUS

LESS TRAVEL OUTSIDE OF DISTRICT – MORE ONLINE MEETINGS

C. Paper Consumption

MOVING TOWARDS PAPERLESS WORK ORDER SYSTEM

CONVERTED TO PAPERLESS LEAVE MANAGEMENT SYSTEM

INCREASING THE MOUNT OF ONLINE DOCUMENT FILING INSTEAD OF PAPER

2021 GHG Emissions and Offsets Summary Table:

[NOTE: this section separates BioCO₂ from total emissions. Please see [Appendix 1](#) for instructions on populating the table.]

[Organization Name] 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021 <i>[See Appendix 1 for instructions on how to access your 2021 emissions data from the Clean Government Reporting Tool (CGRT). Cells A through E below are identified in Figure 1; cell F is identified in Figure 2.]</i>	
Total Emissions (tCO ₂ e)	138
Total BioCO ₂	4.44023
Total Offsets (tCO ₂ e)	111
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2021 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2021 Reporting Year	111
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets to be Retired x \$25/tCO₂e]</i>	2775

- i. *[Note, BioCO₂ is included in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets will not equal Total Emissions minus Total BioCO₂ because offset exempt emissions for buses are included within Total Emissions.]*
- ii. *Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.*
- iii. *You must round "Grand Total Offsets to be Retired" to a whole number (no decimal places) before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, [Organization Name] (the **Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2021 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the **Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

PART 2. Public Sector Leadership

[Information provided in this section will support continued planning for emissions reduction and climate change adaptation initiatives across the public sector, as well as inform high-level reporting in the annual provincial Climate Change Accountability Report. This section is optional for Small Emitters.]

2A. Climate Risk Management

NONE

2B. Other Sustainability Initiatives

NONE

2C. Success Stories

INSTALLED 65KW SOLAR ARRAY ON ONE OF OUR SCHOOLS – WE HAVE NOT CALCULATED THE EMISSION REDUCTION AS OF YET.

Executive Sign-off:

[All PSOs, including Small Emitters, must have their final report signed by a senior official, such as CEO, COO or Superintendent]

Signature

Date

Name (please print)

Title

[Please email your signed, completed report to Carbon.Neutral@gov.bc.ca by no later than May 31, 2022.]