



emailed April 28 2021

CARBON NEUTRAL GOVERNMENT 2020

- SELF-CERTIFICATION CHECKLIST -

2020 Greenhouse Gas Emissions Measurement & Reporting for BC Carbon Neutral Public Sector Organizations subject to the *Climate Change Accountability Act*.

Please review the following statements and circle the most appropriate answer based on whether you agree 'Yes' or disagree 'No' with the statement in the context of the Carbon Neutral Government Regulation (CNGR) and the Climate Change Accountability Act (CCAA). In the case where 'No' is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

Submissions Deadline: May 14, 2021

1.	I am familiar with requirements of the Carbon Neutral Government Regulation, the <i>Climate Change Accountability Act</i> , and the geographic, organizational and operational boundaries under the legislation as interpreted in the <u>Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2.	The personnel involved in the organization's greenhouse gas (GHG) measurement and reporting process understand the legislation and related geographic, organizational and operational boundaries and have received appropriate training to fulfill their roles.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3.	The organization's inventory of emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete relative to the geographic and organizational boundaries described in the <u>Scope Summary</u> and accurately configured in the Clean Government Reporting Tool (CGRT).	<input checked="" type="radio"/> Yes	<input type="radio"/> No
4.	The organization's business processes for capturing energy, vehicle fuel and paper consumption/activity data have been designed to ensure completeness relative to the operational boundaries described in the <u>Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5.	The organization's consumption/activity data has been reviewed and reconciled for completeness, consistency and reasonableness prior to upload into the Clean Government Reporting Tool (CGRT).	<input checked="" type="radio"/> Yes	<input type="radio"/> No
6.	The 2020 CNAR report generated by CGRT has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7.	Documentation representing the organization's 2020 emission source inventory, related consumption/activity data and supporting business processes have been filed and will be retained for 7 years.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8.	In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into CGRT.	<input checked="" type="radio"/> Yes	<input type="radio"/> No

For use by organizations subject to the *Climate Change Accountability Act* (2007)

As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the Carbon Neutral Government Regulation under the *Climate Change Accountability Act*. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.

		April 28, 2021
Signature (CFO, Secretary-Treasurer or Sr. official)		Date
Jesse Guy	Secretary-Treasurer	
Name (please print)	Title	
SD 64 (Gulf Islands)		
Organization		

Please email completed form to Carbon.Neutral@gov.bc.ca

SMALL EMITTERS FORM [TEMPLATE]

[Text in yellow italics should be removed and/or replaced with information specific to your organization.]

A. Please fill in the required information below

Organization Name:

School District 64

Contact name & title:

Jesse Guy Secretary
Treasurer

[Organization X] 2020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
<i>[See the Appendix for instructions on how to access your 2020 emissions data from the Clean Government Reporting Tool (CGRT).]</i>	
Total Emissions (tCO ₂ e)	Cell A + Cell B 327
Total BioCO ₂	Cell C + Cell D 306.60
Total Offsets (tCO ₂ e)	Cell D 208
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	Cell E 2.31
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	Cell D + Cell E 210
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets x \$25/tCO₂e]</i>	(Cell D + Cell E) X \$25 \$5,250.00

- [Note, BioCO₂ is reported 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.]*
- Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.*
- You must round Grand Total Offsets (Cell D + Cell E), if decimals are included, before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*

B. To enable comparison across B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of December 31, 2020? 200
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 30,658 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? education
4. How many motor vehicles did your organization own or lease as of December 31, 2020? 13 bus
12 vehicles
27

C. Briefly describe the top three actions taken by your organization in 2020 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. continued upgrading of lighting to LED.
2. installed heat pump at Pender island school.
3. upgrade of boiler at SSE.

D. Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

applied for a electric bus thruought the 5 year capital plan.



E. Describe any actions your organization took during 2020 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long-term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

purchased and sent emergency power generators to remote schools.

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 2020 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 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.

Executive Sign-off [To be signed by a senior official, such as **CEO, COO or Superintendent**].

Signature

Date

April 28, 2021

Jesse Gray

Secretary - Treasures

Name (please print)

Title

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca