

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 60

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:

Peace River North School District is entering its 21th year of energy conservation. Carbon reduction relationships that have been established over the years will be continued with district personnel seeking to further their knowledge and skills in the operation of building systems. The district continues to face growth pressures and all forms of energy reduction and conservation will be considered and as much as possible be implemented in new and renovated construction.

Peace River North School District will continue on the path of energy monitoring looking for areas of reduction while providing a safe comfortable working environment of all occupants of the buildings and grounds. IT is our purpose to find and secure that happy medium of lower energy use resulting in lower carbon emissions while providing acceptable space in which to live and work. To this end we all must be contributors; not only in mechanical expectations but also in personal purpose.

Emission Reductions: Actions & Plans

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

Each of our schools have also implemented daily routines and programs to encourage and educate staff and students in reducing our Carbon Footprint. Programs such as recycling, outdoor gardening, school yard clean-ups, NEAT programs, walking field trips instead of bussing and other various activities. The district also implements idle free zones, have installed motion light detectors, air dryers instead of paper products and other energy saving practices throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment. Destination Conservation has continued to be a provider of energy use and reduction strategies to staff and students. In the past we have had monetary support for this program from community benefactors and although this year outside funding did not happen the district felt the value of the program necessitated its continuation. Schools are at different levels in the program with some being in their 7th year. Green teams are active and continue to be supported by the program and district personnel. Staff and students are encouraged to bring lunches in reusable containers to reduce garbage. North Peace Senior Secondary continues to monitor and document effects of the solar rooftop panels and uses this information in classroom instruction. This instruction and exercise provide students with the knowledge and choices in their use of all forms of energy. We are planning to provide real time monitoring to further this instruction.

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

The district encourages the use of technologies versus the use of vehicles to travel to site.

C. Paper Consumption

The district air dryers instead of paper products and other paper reducing strategies throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment.

2021 GHG Emissions and Offsets Summary Table:

[Organization Name] 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	$4,371 + 24.3 = 4395.3$
Total BioCO ₂	$38.2 + 8.66 = 46.86$
Total Offsets (tCO ₂ e)	3,332
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	$3,332 + 0 = 3,332$
Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets to be Retired x \$25/tCO ₂ e]	$(3332) \times \$25 = \$83,300.00$

- [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.
- Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.
- 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, School District 60 (**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


2A. Climate Risk Management

The District implements continual upgrades to existing structures to ensure the maximum energy reductions are being achieved. Future projects such as boiler, windows and exterior upgrades to ensure we maintain the best possible outcome to reduce emissions.

2B. Other Sustainability Initiatives

Each of our schools have also implemented daily routines and programs to encourage and educate staff and students in reducing our Carbon Footprint. Programs such as recycling, outdoor gardening, school yard clean-ups, NEAT programs, walking field trips instead of bussing and other various activities. The district also implements idle free zones, have installed motion light detectors, air dryers instead of paper products and other energy saving practices throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment.

Executive Sign-off:

	<u>31. MAY. 22</u>
Signature	Date
<u>C CUSHWAY</u>	<u>PLANT SUPERINTENDENT</u>
Name (please print)	Title

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