

2022 PUBLIC SECTOR ORGANIZATION CLIMATE CHANGE ACCOUNTABILITY REPORT (PSO CCAR)

- Timelines, Instructions & Template -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2022 Climate Change Accountability Report (PSO CCAR) in accordance with the [Climate Change Accountability Act \(CCAA\), section 8.1](#) and the [Carbon Neutral Government Regulation \(CNGR\)](#). The information provided by PSOs through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

This guidance document includes three sections:

- 1) **Timelines** for the 2022 Reporting Year;
- 2) **Instructions** for completing the 2022 PSO CCAR; and the
- 3) **Template** for the 2022 PSO CCAR.

Questions?

Please contact the Clean Government team at the Climate Action Secretariat (CAS) with any questions related to the PSO CCAR by emailing us at Carbon.Neutral@gov.bc.ca. Kindly use the subject line: "CCAR – [PSO name] – [nature of question]"

For Reference - CNG webpages

- [Public sector organizations and climate action](#) - High-level summary of public sector climate action, including CNG program reports
- [Carbon Neutral Government program requirements](#) - CNG program timelines and requirements, including guidance and templates (see right-hand side)
- [Public sector Climate Change Accountability Reports](#) - Highlights from 2021 reporting year and link to all PSO CCARs from past years

1) TIMELINES FOR THE 2022 REPORTING YEAR

The following timelines are applicable to all PSOs under the Carbon Neutral Government (CNG) program, including **Small Emitters***.

Due Date	Description
April 28, 2023	<ul style="list-style-type: none"> ✓ PSOs must enter all of their 2022 consumption data in the Clean Government Reporting Tool (CGRT). ✓ PSOs must complete the Self-Certification Checklist questionnaire in CGRT. ✓ CGRT closes to data entry.
Mid-to-late May 2023	<ul style="list-style-type: none"> ✓ PSOs receive an invoice from CAS with the number of offsets to be paid for the 2022 reporting year.
May 31, 2023	<ul style="list-style-type: none"> ✓ PSOs must submit their signed PSO CCAR by email to: Carbon.Neutral@gov.bc.ca. ✓ PSOs complete and submit the Public Sector Climate Leadership Survey (PSCL Survey) through SimpleSurvey.
June 30, 2023	<ul style="list-style-type: none"> ✓ The Ministry of Environment and Climate Change Strategy must: <ul style="list-style-type: none"> ○ Post all PSO CCARs on the Carbon Neutral Government website; and ○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2022 reporting year. ✓ PSOs must complete payment on their 2022 offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca. ✓ PSOs are encouraged to post their PSO CCAR to their own website.

***Small Emitters:** PSOs that reported less than 600 tonnes CO₂e during the 2021 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca in early 2023, confirming their status as a Small Emitter for the 2022 reporting year. Small Emitters are required to follow the timelines and legislated reporting requirements as outlined above, but may complete simplified versions of the PSO CCAR template and PSCL Survey as follows:

- **PSO CCAR template:** Small Emitters must complete Part 1 Legislative Reporting Requirements and the Executive Signature section of the template; completion of other sections is encouraged, but not required.
- **PSCL Survey:** Small Emitters may skip the questions or sections in the survey identified as "Optional for Small Emitters", as these questions are less material for Small Emitters.

2) INSTRUCTIONS FOR COMPLETING THE PSO CCAR

CONTEXT

The CCAA and CNGR require that all PSOs prepare and make public an annual Climate Change Accountability Report, documenting their organization's emissions and offsets, the actions they have taken to reduce emissions, and their plans to reduce future emissions.

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

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

REPORT FORMAT

The PSO CCAR should be written with a public audience in mind. PSOs have full ownership over the look and formatting of the PSO CCAR, as well as any additional information they wish to include. PSOs are encouraged to include a cover page, photos, graphics, etc. although this is optional. PSOs may use the Carbon Neutral logo ([available for download](#)) in their report. The PSO CCAR template provided below includes instructions and guidance in grey italics; please ensure to delete these instructions and guidance before finalizing your report.

REPORT CONTENT - MINIMUM REPORT REQUIREMENTS

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

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

SMALL EMITTERS

Small Emitters must complete, at minimum, the following sections of the PSO CCAR template:

- Title and Organization Name;
- Part 1 Legislative Reporting Requirements; and
- Executive Sign-off.

REPORT SUBMISSION - BY MAY 31, 2023

PSOs are required to submit their signed PSO CCAR by email to Carbon.Neutral@gov.bc.ca by no later than May 31, 2023.

CAS will post all PSO CCARs to the BC Government's CNG website by June 30, 2023 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

2022 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

Title: 2022 PSO Climate Change Accountability Report

Organization: *Fraser-Cascade School District 78*

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2022 to December 31, 2022 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2022 to minimize our GHG emissions, and our plans to continue reducing emissions in 2023 and beyond.

Emission Reductions: Actions & Plans

The School District is continuing with it's reduction plans of 20% over 5 years

The School District has increased the solar net metering capacity at BBESS to 100kw

The School District has installed a 100kw solar net metering system at Kent Elm

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

The School District will continue to upgrade the Building Automation Systems to expand and enhance the opportunities for control to reduce carbon footprint.

The School District will continue with opportunities for alternate energy to reduce emissions, ie solar and geo/mass boilers

The School District will continue with the desire to reduce carbon footprint by 20% over 5 years

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

The School District's replacement vehicle and equipment program ensures that all purchases consider the opportunities for emissions reduction when determining the needs.

C. Paper Consumption

The increasing opportunity with technology has allowed the School District to communicate effectively and efficiently to all those it is possible. The School District encourages this as well as the use of recycled paper when required.

2022 GHG Emissions and Offsets Summary Table

Fraser-Cascade School District 78 2022 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2022	
Total BioCO ₂	10.3
Total Emissions (tCO ₂ e)	762
Total Offsets (tCO ₂ e)	580
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2022 Reporting Year	
Grand Total Offsets to be Retired for 2022 Reporting Year (tCO ₂ e)	$580 + 0 = 580$
Offset Investment (\$)	$(580 + 0) \times \$25 = \$14,500$

- i. [Note, BioCO₂ is included in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets might 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 is rounded to 43, while 43.5 is rounded 44).]

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Fraser-Cascade School District 78 (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2022 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 Climate Leadership

2A. Climate Risk Management

- 1) Continue provisions for alternate energy systems
- 2) Continue installations of new and enhanced building fire suppression systems
- 3) Continued development and utilization of online learning/teaching platforms
- 4) Recognition that educational facilities may operate as community resource centers during climatic events
- 5) Recognition of the cost impacts of climatic events
- 6) Continue to work with consultants on school facility renewal projects with risk management climatic concerns as a priority

2B. Other Sustainability Initiatives

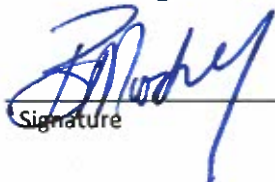
The School District is endeavoring to ensure all conventional gas fired roof top heating and cooling units are replaced with heat pump types to reduce carbon foot print.

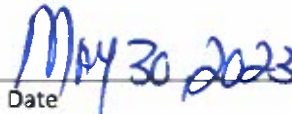
The School District will use Building Automation to alter set points for heating and cooling control to reduce energy consumption in both occupied and unoccupied conditions.

2C. Success Stories

The School District has 100kw solar net metering systems at BBESS and Kent Elm

Executive Sign-off:


Signature


Date

BALAN MOORTHY

Name (please print)

SUPERINTENDENT OF SCHOOLS

Title



CCAR 2022 report

CCAR Tot GHG & BioGHG

School District 78 - Fraser - Cascade
2022

t Bio CO2e, GHG, All	
GHG Inventory Activity Data	10.3
GHG Inventory Estimates	
Total	10.3 <i>CELL A</i>
t CO2e, GHG, All	
GHG Inventory Activity Data	752
GHG Inventory Estimates	
Total	752
Total	762 <i>CELL B</i>

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CCAR Tot Offsets

CCAR Tot Offsets

Offset Required t CO ₂ e, GHG, All		2022
GHG Inventory Activity Data		580
GHG Inventory Estimates		
Total		580 <i>ELLC</i>

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2022 PYA

2022 PYA

	2021
School District 78 - Fraser - Cascade	
t CO2e, GHG, All	
PYA Stationary Energy Use	0
PYA Mobile Energy Use	0.0
PYA Other Sources	0
PYA GHG Inventory Estimates	0
Total	0.0 LECD

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