



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]"

2021 PSO Climate Change Accountability Report

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: *School District 64 (Gulf Islands)*

PART 1. Legislative Reporting Requirements

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.

Emission Reductions: Actions & Plans

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

- 1) *Our organization, through the five-year capital plan, when renewing Stationary Sources like HVAC systems will apply for funding for heat pumps. This is intended to reduce our fossil fuel use in heating and cooling and ventilation units.*
- 2) *In the current year aged HVAC systems were replaced with a Heat Pump at two school sites.*

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

- 1) *In spring of 2021 the school district ordered a 24-passenger electric school bus for a new route. Expected delivery in fall of 2022 and the corresponding charging station was installed.*
- 2) *The Board has committed to replacing diesel school buses, when they meet the kilometer and years requirement for replacement through the 5-year capital plan, with electric units. The district will use operating or accumulated surplus to fund the differential in cost between the replacement funding for a new diesel and the cost of an electric school bus. (In Spring of 2022 two full size electric buses were ordered and will be put into service when delivered.)*

C. Paper Consumption

- 1) *The organization has an informal approach to the overall reduction in printing and providing agendas etc digitally. Many office workstations are equipment with two computer monitors to reduce the incentive to print documents to read during digital meetings or regular daily tasks.*
- 2) *The organization has committed to paying for the picking up and recycling of all regularly recyclable paper products the district produces.*

2021 GHG Emissions and Offsets Summary Table:

School District 64 Gulf Islands 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	$399 + 0 = 399$
Total BioCO ₂	$6.83 + 1.44 = 8.27$
Total Offsets (tCO ₂ e)	243
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	$243 + 0 = 243.00$
Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets to be Retired x \$25/tCO ₂ e]	$(243 + 0) \times \$25 = \$6,075.00$

- 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, School District 64 Gulf Islands (**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

- 1) Our organization is in the early stages of this work. A climate action working group has been formed. The groups current focus is assessing areas that the district is currently reducing carbon emissions in and areas it could adjust to further improve and communicating those findings. In the future this working group may focus on the risk to the organization from climate change and the impact on weather, land, and buildings.
- 2) When HVAC systems are replaced Heat Pumps has been chosen as the replacement approach. This is to reduce fossil fuel emissions and to provide the option for cooling in schools during hotter weather attributed to climate change.

2B. Other Sustainability Initiatives

- 1) The district has committed to using operating funds to have all paper recycling in our district collected and recycled off island. The region does not have commercial garbage, recycling or composting provided by a regional district or a municipality.
- 2) Composting and recycling of all other materials is encouraged at the school level. If a school is interested in this approach, they are welcome to use district provided school flex funds for this initiative.
- 3) Each school site has a minimum of 1 reusable water bottle filling station to reduce the use of single use plastic water bottle by students and staff. (Larger school sites have additional units installed.)
- 4) Every elementary school in the district has an outdoor classroom for teaching and learning and sheltered outside recreation.
- 5) At two school sites this year hardy trees have been planted to provide shade and stabilization of land.
- 6) The district has an outdoor education school with room for 12 grade 9-12 students. This program has a strong ecology component built into the curriculum, and operates out of an off grid school site comprised of 2 dorm buildings, a classroom/kitchen facility and a supervisors cabin.

2C. Success Stories

Actions taken in the district have been addressed in earlier sections.

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.]

APPENDIX 1

Below are instructions to populate your organization's CCAR 2021 GHG Emissions and Offsets Summary table in the PSO CCAR template above.

- a. Access the Clean Government Reporting Tool (CGRT) at <https://gov-bc.mythinkstep.com/login>. **Note, you must be a registered Site Administrator or Data Collector for your organization to access CGRT.** Contact the Clean Government team at Carbon.Neutral@gov.bc.ca if you require assistance.

- b. Once successfully logged into the CGRT homepage, follow these steps to access the "CCAR – With Estimates" Report:

1	Click on the 'Analytics' menu tab and select 'Intelligence Center' from the drop-down menu.
2	Within the Intelligence Center search for, then click on , the report titled "CCAR – With Estimates". Note: This report will have an orange Published tag applied.
3	Click the circle icon containing three horizontal dots to expand the selections.
4	Click the computer monitor icon to view the report. The report will open in a new window.
5	Click the icon containing two circular arrows at the very top left of the window to "refresh" the report. The report will generate a key analytic (see Figure 1 below). Note: If an analytic is large, it may take some time to complete; it will process in the background and appear in the job tray.
6	To export the report to Excel: <ul style="list-style-type: none"> Click the download button at the top right of the report and save the report to excel at any time (e.g. you can save to Excel while the analytics are calculating). Once a blue banner appears at top of window you may close the window and the report will appear in the job tray. Note: if you log out of CGRT before the report is complete it will be emailed to you directly.

- c. Locate the "2021 PYA Calculation" spreadsheet, available on the CGRT welcome page, under the Files section (on the right-hand side).
- d. Using the results of the "CCAR – With Estimates" report and the "2021 PYA Calculation" spreadsheet, populate your 2021 GHG Emissions and Offsets Summary table by referring to the cells identified in Figures 1 and 2 below.
 - a. Cells A through E are identified through the "CCAR – With Estimates" report;
 - b. Cell F is identified through the "2021 PYA Calculation" spreadsheet; please follow the instructions within that spreadsheet to generate Cell F.
- e. Lastly, make sure to complete the Offset Investment (\$25 per tCO2e) section by manually multiplying Grand Total Offsets (tCO2e) by \$25. You **must** round "Grand Total Offsets to be Retired" to a whole number (i.e. no decimal places) **before** multiplying by \$25 (e.g. 43.2 = 43, 43.5 = 44).

