

2015 CARBON NEUTRAL ACTION REPORT INSTRUCTIONS AND TEMPLATE FOR BROADER PUBLIC SECTOR PSOs

This document provides guidance to provincial public sector organizations (PSOs) to help them prepare their 2015 Carbon Neutral Action Report in accordance with BC's [Greenhouse Gas Reduction Targets Act](#) and the [Carbon Neutral Government Regulation](#).

REPORTING DEADLINES

May 16 th , 2016	✓	Self-certification checklist must be completed, signed and submitted by email to: climateactionsecretariat@gov.bc.ca
May 31 st , 2016	✓	The final, signed version of the CNAR Overview must be submitted by email to: climateactionsecretariat@gov.bc.ca
	✓	The CNAR Survey Form must be completed and submitted online
June 30 th , 2016	✓	Ministry of Environment must post a final CNAR for each organization on the BC Government's CNG website and each PSO is encourage to post the report on their website.

SMALL EMITTERS

PSOs that emitted less than 600 tonnes CO₂e during the **2014 reporting year** have the option of using [the Small Emitters Form](#) for their CNAR. This is a simplified CNAR that reflects the materiality of their emissions. CAS will notify a PSO if they are newly eligible to report as a Small Emitter or if they no longer qualify for this reporting option by early 2016 via email. The above deadlines still apply to Small Emitters.

CARBON NEUTRAL ACTION REPORTING: CNAR AND SURVEY

1. CNAR: Required components of a PSO's Carbon Neutral Action Report:

a) Carbon Neutral Action Report Overview

The *CNAR Overview* is intended to be an executive summary or introduction to your report and should be written with a public audience in mind. You have full ownership over the look and formatting of the *Overview*, as well as additional information in the CNAR. We encourage organizations to include a cover page, photos, graphics, etc., keeping in mind, the following six (6) mandatory components:

- i. Title: 2015 Carbon Neutral Action Report
- ii. Organization Name
- iii. Declaration Statement (see template on pg.3 below)
- iv. Overview (see template on pg.3 below)
- v. Emissions and Offset Summary Table (see template on pg.3 below)
- vi. Signature by a senior official such as CEO, COO or Superintendent

b) Carbon Neutral Action Report Survey Form

The survey is divided into two parts;

Part 1 will be part of your organization's public document and will be appended to the Overview document by CAS staff on your behalf. This section collects details about actions taken or planned to reduce emissions.

Part 2 will NOT be made public. This information will be used internally to inform CAS staff with planning for emissions reductions initiatives.

Note: A URL link to the CNAR Survey Form will be emailed to your primary contact on January 29 2016. This link is unique to your organization.

c) **Emissions Source Report** (as of May 16, 2016)

The Climate Action Secretariat will generate this report on your behalf, and append it to your organization's CNAR Overview, when posted on the BC Government's CNG [website](#) on June 30 2016. It is a graphical representation of your organization's GHG emissions by source and a statement of the total emissions that must be offset to become carbon neutral, based on consumption/activity data entered into [SMARTTool](#).

2. Additional information (optional)

PSOs may choose to include other information in their CNAR such as additional emissions details, targets, photos, other sustainability activities, links to other green initiative metrics, etc. The following links provide examples from 2013 & 2014 CNARs of additional details and innovative designs:

- [Fraser Health Authority \(2013\)](#)
- [BC Liquor Distribution \(2014\)](#)
- [BC Lottery Corporation \(2013\)](#)
- [School District 36 \(Surrey\)\(2014\)](#)
- [British Columbia Institute of Technology \(BCIT\) \(2013\)](#)

3. Submit your CNAR Overview & Survey Form by May 31, 2016

The final, signed version of the CNAR Overview must be submitted by email to: climateactionsecretariat@gov.bc.ca. The final completed survey form must be submitted online through FluidSurvey.

4. Public Reporting:

Final CNARs (comprised of the Overview, Part 1 of the Survey and the Emission Source Report) will be posted on the BC Government's CNG website by June 30, 2016. PSOs are encouraged to post their own CNAR documents to their own websites by the same date.

5. Questions?

CNAR questions should be emailed to climateactionsecretariat@gov.bc.ca.

Title: 2015 Carbon Neutral Action Report

Organization name: Transportation Investment Corporation

Declaration statement: This Carbon Neutral Action Report for the period January 1st, 2015 to December 31st, 2015 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2015 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2016 and beyond.

By June 30, 2016 Transportation Investment Corporations' final *Carbon Neutral Action Report* will be posted to our website at www.XXXX.com.

Overview: Over the period covering January 2015 to December 2015 Transportation Investment Corporation reduced paper consumption by conducting the following steps;

Paper

- Regular double sided printing
- Reviewing more documents digitally rather than printing

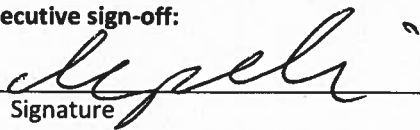
Emissions and Offset Summary Table:

[Organization X] GHG Emissions and Offset for 2015 (TCO2E)	
GHG Emissions created in Calendar Year 2015	
Total Emissions (tCO ₂ e)	79
Total Offsets (tCO ₂ e)	79
Adjustments to GHG Emissions Reported in Prior Years	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2015 Reporting Year	
Grand Total Offsets (tCO ₂ e)	79

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *Transportation Investment Corporation (the Organization)* is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment 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.

Executive sign-off:



Signature

6/6/2016

Date

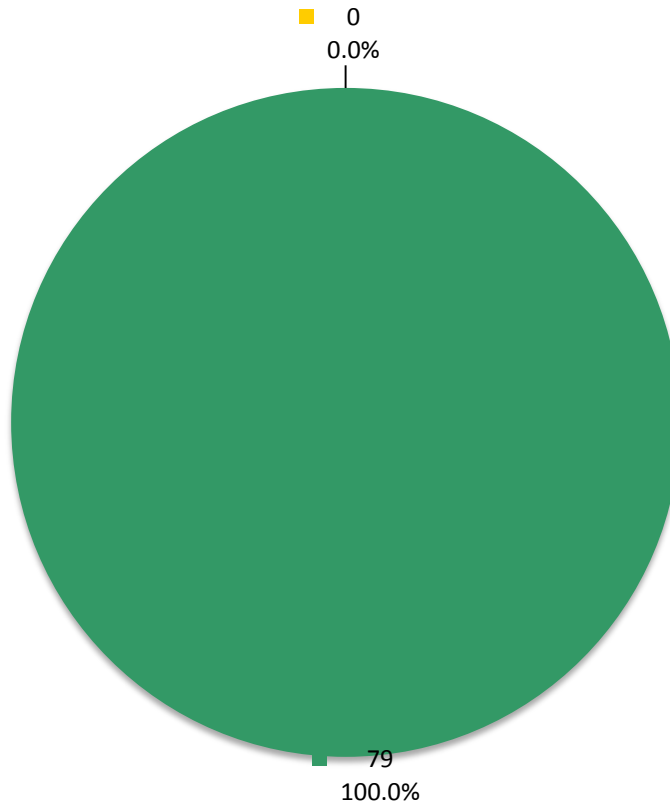
MARIO PISCITELLI

Name (please print)

EXECUTIVE DIRECTOR FINANCE & CFO

Title

**Transportation Investment Corporation
Greenhouse Gas Emissions by Source
for the 2015 Calendar Year (tCO₂e*)**



Total Emissions: 79

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity ■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2015 (Generated May 25, 2016 8:54 AM)

Total offsets required: **79**. Total offset investment: **\$1,975**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.