

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

## SMALL EMITTERS

PSOs that emitted less than 600 tonnes CO<sub>2</sub>e 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](mailto: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](mailto:climateactionsecretariat@gov.bc.ca).

## CNAR OVERVIEW

**Title:** “2015 Carbon Neutral Action Report”

**Organization name:** School District No. 22 (Vernon)

**Declaration statement:** This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2015 to December 31<sup>st</sup>, 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 School District No. 22 (Vernon)’s final *Carbon Neutral Action Report* will be posted to our website at [www.sd22.bc.ca](http://www.sd22.bc.ca).

### Overview:

Our District actively promotes anti-idling, recycling, composting and waste-reduction programs at our schools and sites. We continue to retrofit our fleet and buildings with Green technology as available including the use of: light sensors, automatic timers, Co2 sensors and Orca energy management systems. We routinely incorporate green decision making into purchasing and buy energy star rated appliances and recycled paper and other products where feasible. We promote carpooling among staff and provide Pro-D and on the job training that incorporates energy conservation such as the Smart Driver Training Program.

### Emissions and Offset Summary Table:

<b>[Organization X] GHG Emissions and Offset for 2015 (TCO2E)</b>	
<b>GHG Emissions created in Calendar Year 2015</b>	
Total Emissions (tCO <sub>2</sub> e)	1,786
Total Offsets (tCO <sub>2</sub> e)	1,786
<b>Adjustments to GHG Emissions Reported in Prior Years</b>	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2015 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e)	1,786

### Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *School District No. 22 (Vernon)* (**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 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:**



May 20, 2016

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Signature

Date

Adrian Johnson

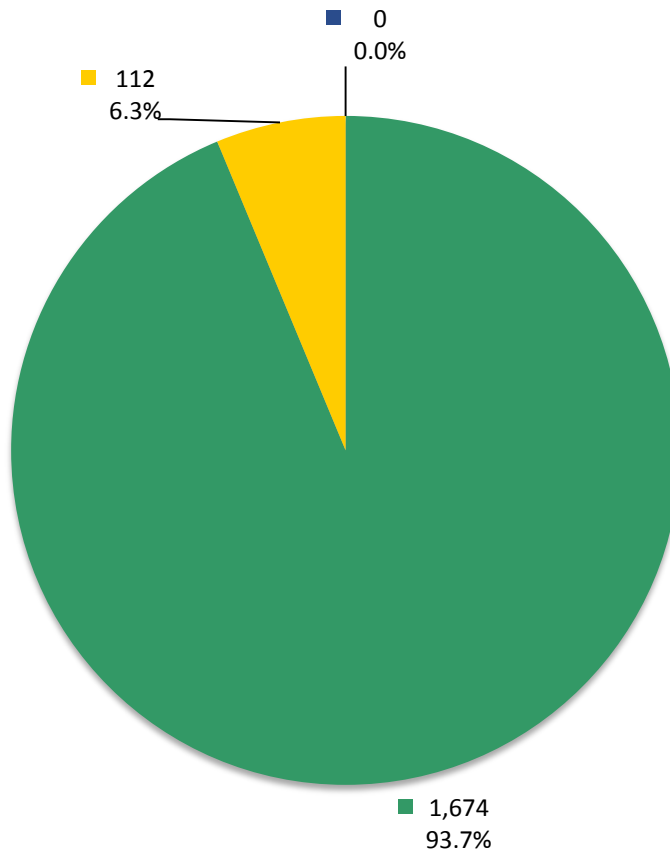
Assistant Secretary-Treasurer

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Name (please print)

Title

**School District 22 - Vernon  
Greenhouse Gas Emissions by Source  
for the 2015 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 1,786**

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

**Offsets Applied to Become Carbon Neutral in 2015 (Generated May 25, 2016 9:52 AM)**

Total offsets required: **1,786**. Total offset investment: **\$44,650**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.

# 2015 Carbon Neutral Action Report Survey

Organization Name:

*School District No. 22 (Vernon)*

Please select your sector:

- School District

1) Stationary Sources (Buildings, Power Generators, Ext. Lighting) Fuel Combustion, Electricity use, Fugitive Emissions:

Please indicate which actions your PSO took in 2015:

Have developed an overall strategy/plan to reduce energy use in your organization's buildings inventory:

*No*

If Yes, please describe:

*(No response)*

Undertook evaluations of building energy use:

*Yes*

Performed energy retrofits on existing buildings:

*Yes*

Built or are building new LEED Gold or other "Green" buildings:

*Yes*

Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from buildings:

*(No response)*

2) Mobile Sources (Fleet, Off-road/Portable Equipment) Fuel Combustion:

Indicate which actions your PSO took in 2015:

Have put in place an operations policy/program to support systematic reductions in fleet related emissions:

(e.g., program to convert fleet to renewable fuels)

*No*

If Yes, please describe:

*(No response)*

Replaced existing vehicles with more fuel efficient vehicles (gas/diesel):

*Yes*

Replaced existing vehicles with hybrid or electric vehicles:

*No*

Took steps to drive less than previous years:

*Yes*

Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from fleet combustion:

*(No response)*

3) Supplies (Paper):

Indicate which actions your PSO took in 2015:

Have put in place an operations policy/program to facilitate a systematic reduction in paper-related emissions:

(e.g., policy to purchase 100% Recycled Content; default to double-sided printing)

*No*

If yes, please describe:

*(No response)*

Have put in place an operations policy/program to facilitate behavioural changes from paper use:

(e.g. awareness campaign to reduce paper use):

*No*

If yes, please describe:

*(No response)*

Used only 100% recycled paper:

*No*

Used some recycled paper:

*Yes*

Used alternate source paper:

(e.g., bamboo, hemp, wheat etc.)

*No*

Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from paper supplies:

*(No response)*



4) Other Sustainability Actions:

Please note that this section is optional

Business Travel

Created a low-carbon travel policy or travel reduction goal:

(low-carbon = lowest emission of greenhouse gas per kilometer per passenger)

*(No response)*

Encouraged alternative travel for business:

(e.g. bicycles, public transit, walking)

*(No response)*

Encouraged or allow telework/working from home:

*(No response)*

Other:

*(No response)*

Education Awareness

Have a Green/Sustainability/Climate Action Team:

*(No response)*

Supported green professional development:

(e.g. workshops, conferences, training)

*(No response)*

Supported or provided education to staff about the science of climate change, conservation of water, energy and/or raw materials:

*(No response)*

Other:

*(No response)*

## Adaptation Planning for Climate Risks

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:

*(No response)*

Have incorporated these anticipated changes in climate into your organization's planning and decision making:

*(No response)*

Other:

*(No response)*

## Other Sustainability Actions

Established a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models:

*(No response)*

Have put in place an operations policy/program to facilitate the reduction and diversion of building occupant waste stream from landfills or incineration facilities:

(e.g., composting, collection of plastics, batteries)

*(No response)*

Established green standards for goods that are replaced infrequently and/or may require capital funds to purchase:

(e.g., office furniture, carpeting, etc.)

*(No response)*

Incorporated lifecycle costing into new construction or renovations:

*(No response)*

Please list any other sustainability actions your organization has taken not listed above:

*(No response)*