



## 2016 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 2016 Carbon Neutral Action Report in accordance with BC's [Greenhouse Gas Reduction Targets Act](#) and the [Carbon Neutral Government Regulation](#).

### PSO DEADLINES

April 28 <sup>th</sup> , 2017	✓ SMARTTool Data Entry must be completed for the 2016 reporting year.
May 15 <sup>th</sup> , 2017	✓ Self-certification checklist 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> , 2017	✓ 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> , 2017	✓ 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. ✓ <u>Payments towards offset invoices should have been received by CAS.</u>

### SMALL EMITTERS

PSOs that emitted less than 600 tonnes CO<sub>2</sub>e during the **2015 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 2017 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: 2016 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 the Climate Action Secretariat (CAS) 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 planning for emissions reductions initiatives.  
**Note:** A URL link to the CNAR Survey Form will be emailed to your primary contact in January, 2017
- c) **Emissions Source Report** (as of May 15, 2017)  
CAS 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, 2017. 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 2014 & 2015 CNARs of additional details and innovative designs:

- [Fraser Health Authority \(2015\)](#)
- [BC Liquor Distribution \(2014\)](#)
- [BC Lottery Corporation \(2015\)](#)
- [School District 36 \(Surrey\)\(2014\)](#)
- [British Columbia Institute of Technology \(BCIT\) \(2015\)](#)

## 3. Submit your CNAR Overview & Survey Form by May 31, 2017

- a) The final, signed version of the CNAR Overview must be submitted by email to: [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca).
- b) The final completed survey form must be submitted online through FluidSurvey for the 2016 reporting year.

## 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, 2017. PSOs are encouraged to post their 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 [TEMPLATE]

**Title:** "2016 Carbon Neutral Action Report"

**Organization name:** School District No. 62 – Sooke

**Declaration statement:** This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2016 to December 31<sup>st</sup>, 2016 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2016 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2017 and beyond.

By June 30, 2017 School District No. 62 - Sooke final *Carbon Neutral Action Report* will be posted to our website at <http://www.sd62.bc.ca/>.

**Overview:** Sooke School District has undertaken and completed the following projects to reduce carbon emissions in 2016:

- 1) Spencer middle school boiler replacement
- 2) Journey middle school boiler replacement
- 3) Sooke elementary school boiler replacement

### Emissions and Offset Summary Table:

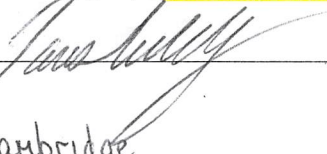
[School District #62(Sooke)] GHG Emissions and Offset for 2016 (tCO <sub>2</sub> e)	
<b>GHG Emissions created in Calendar Year 2016 :</b>	
Total Emissions (tCO <sub>2</sub> e)	2,361
Total Offsets (tCO <sub>2</sub> e)	1,684
<b>Adjustments to GHG Emissions Reported in Prior Years :</b>	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2016 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e)	1,684

### Retirement of Offsets:

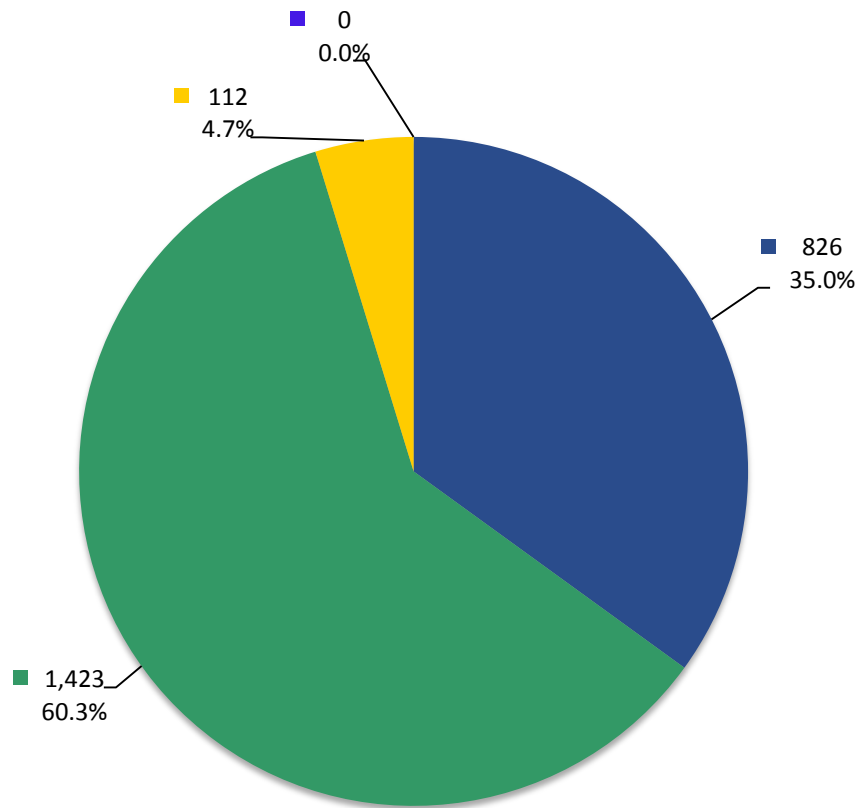
In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, School District No. 62 - Sooke (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 calendar year, together 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: *[To be signed by a senior official, such as CEO, COO or Superintendent]*

Signature 	Date <i>June 2, 2017</i>
Name (please print) <i>Jim Cambridge</i>	Title <i>Superintendent</i>

**School District 62 - Sooke  
Greenhouse Gas Emissions by Source  
for the 2016 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 2,361**

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

**Offsets Applied to Become Carbon Neutral in 2016 (Generated May 15, 2017 3:56 PM)**

Total offsets required: **1,684**. Total offset investment: **\$42,100**. Emissions which do not require offsets: **677** \*\*

\*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.

# 2016 Carbon Neutral Action Report Survey

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### Part One (external)

Contact Name(s):

*Pete Godau, Alex Samousevitch*

Organization Name:

*School District #62 (Sooke)*

Please select your sector:

- School District

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

During 2016, did your organization take any of the following actions to support emissions reductions from buildings?

Select all that apply

- Performed energy retrofits of the organization's buildings.: 2
- Built, or are building new LEED Gold or other "Green" buildings.: 2
- Other actions? Please describe briefly.: Re commissioning building systems

Briefly describe your organization's plans to continue reducing emissions from its stationary sources in future years.

*Look at increasing building envelopes through better insulation and replacing windows. Continue to recommission existing buildings to ensure the energy systems are working to the way they were designed. Continue with existing building H-vac upgrades.*

During 2016, did your organization participate in utility-sponsored energy demand management program(s) (e.g. BC Hydro's Energy Management (Manager))?

*No*

If yes, please describe briefly:

*(No response)*

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

During 2016, did your organization take any of the following actions to support emission reductions from its mobile sources?

Select all that apply

- 
- Replaced existing vehicles with more fuel efficient vehicles (gas/diesel).: 4
- 

Briefly describe your organization's plans to continue reducing emissions from its mobile sources in future years.

*Upgrade to newer more efficient vehicles.*



3) Supplies (Paper):

During 2016, did your organization take any of the following actions to support emissions reductions from paper supplies?

Select all that apply

- 
- Awareness campaign focused on reducing office paper use.
- 
- Other actions? Please describe briefly.: Promote digital record keeping and email.

Briefly describe your organization's plans to continue reducing emissions associated with its office paper use in future years.

*Add scanners to replace copiers.*

4) Other Sustainability Actions:

Business Travel:

During 2016, did your organization take any of the following actions to support emissions reductions from business travel?

Select all that apply

*(No response)*

Education Awareness:

During 2016, did your organization have any of the following programs or initiatives to support sustainability education and awareness?

Select all that apply

- Green, Sustainability or Climate Action Team
- Other, please describe briefly: Continue to introduce recycling programs at all locations.

Other Sustainability Actions:

During 2016, did your organization have any of the following programs or initiatives to support sustainability?

Select all that apply

- A water conservation strategy which may include a plan or policy for replacing water fixtures with efficient models
- An operations policy or program to facilitate the reduction and diversion of building occupant waste (e.g., composting, collection of plastics, batteries) from landfills or incineration facilities