



2019 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This form is for the use of BC Public Sector Organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2018) to help them prepare their 2019 Carbon Neutral Action Report (CNAR) in accordance with BC's [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#). The CNAR Survey is optional for Small Emitter PSOs.

Due to the COVID-19 pandemic, the following [Directive](#) was issued on March 31, 2020:

Under my authority as the Director for the purposes of the Act, and under the authority delegated to me in Section 6 of the Carbon Neutral Government Regulation, I hereby direct that all ministries and Public Sector Organizations covered by the Carbon Neutral Government requirement shall use their 2018 GHG emissions as a temporary estimate for their actual 2019 GHG emissions, for the purposes of the 2019 Carbon Neutral Action Reports and 2019 Carbon Neutral Government reporting required under the Climate Change Accountability Act.

Neil Dobson, Executive Director, Clean BC Implementation
Climate Action Secretariat

Although 2018 emissions data will be used as a placeholder for 2019, **all other (qualitative) components of the CNAR and CNAR Survey are to be completed with information from 2019 (e.g., actions taken or planned to reduce emissions)**. Certain deadlines are extended for the 2019 reporting year (see below).

PSO Deadlines – 2019 Reporting year

May 29, 2020	✓ The final, signed version of the CNAR (or for Small Emitters, this Small Emitters Form) must be submitted by email to: Carbon.Neutral@gov.bc.ca
June 30, 2020*	✓ Ministry of Environment and Climate Change Strategy 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. ✓ The CNAR Survey (optional for Small Emitters) must be completed and submitted online. *Deadline extended from May 29, 2020. ✓ All offset invoice payments must be submitted to CAS.
Sep 30, 2020*	✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2019 reporting year. *Deadline extended from April 30, 2020.
Oct 15, 2020*	✓ Self-certification checklist must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca . *Deadline extended from May 15, 2020.



SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

Columbia Power Corporation

Contact name & title:

Michael Hounjet – Environmental
Lead

Columbia Power GHG Emissions and Offsets for 2019

As per the [Directive](#) issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.

Total Emissions (tCO ₂ e)	25
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	24
Offset Investment (\$25 per tCO ₂ e)	\$625.00

B. To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of December 31, 2019? 15
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? 901 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
4. How many motor vehicles did your organization own or lease as of December 31, 2019? 5



C. Briefly describe the top actions taken by your organization in 2019 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Staff are encouraged to use local catering companies for all catered events. Waste for catered events is reduced by ensuring no disposable plates or cutlery is used.
2. Columbia Power is encouraging staff to have fewer in person meetings. Staff have access to videoconferencing technology and are encouraged to limit travel as much as possible.
3. Lighting upgrades at the power generating facilities continues. Fluorescent lighting fixtures are being replaced with low wattage LED lights.

D. Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

Columbia Power is working towards reducing the amount of printed material required in the office. Staff are being encouraged to use electronic sources for meetings and records management.

E. Describe any actions your organization took during 2019 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., 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.)

In 2019 Columbia Power started a project to assess the vulnerability of the generating facilities and transmission lines to the threat of catastrophic wildfires as it relates to a changing climate. In future years, Columbia Power will work toward mitigating wildfire risks at its generating facilities and along its transmission lines.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, *Columbia Power* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 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 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.



June 22, 2020

Signature

Date

Johnny Strilæeff

Acting President and CEO

Name (please print)

Title

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca

Appendix

Outlined below are instructions to populate the *GHG Emissions and Offset for 2019* table in your organization's CNAR, on page 2 above:

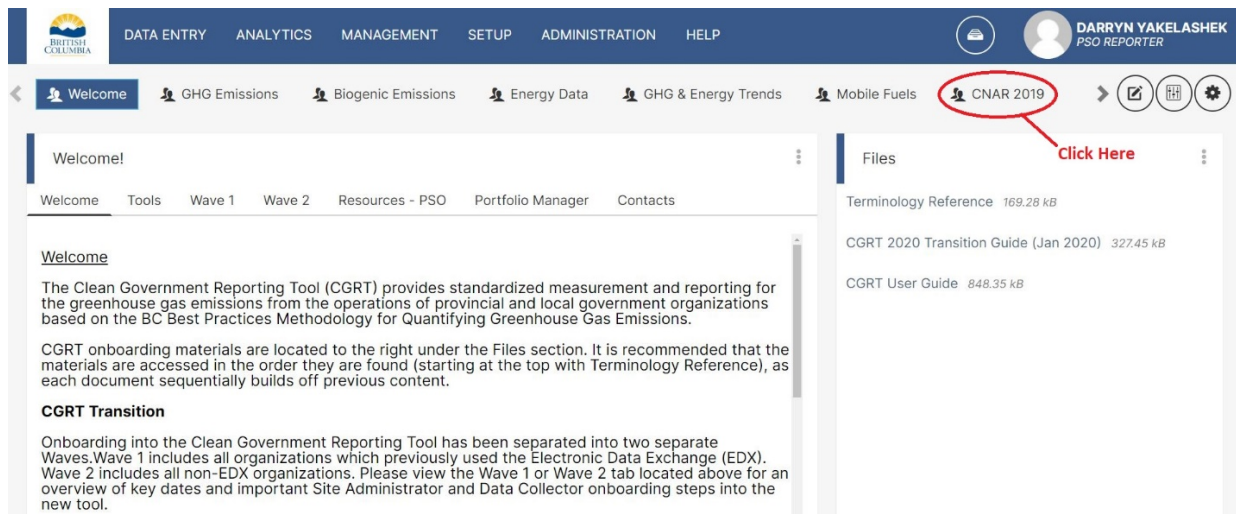
- a. Access the Clean Government Reporting Tool (CGRT) at <https://gov-bc.mythinkstep.com/login>. **Note, you must be a registered Site Administrator and/or Data Collector for your organization to access the Clean Government Reporting Tool (CGRT).**

CGRT user credentials (login/temp password) are sent from "SoFi TS <no-reply@sofi-software.com". Searching your inbox for "mythinkstep" will help locate this email.

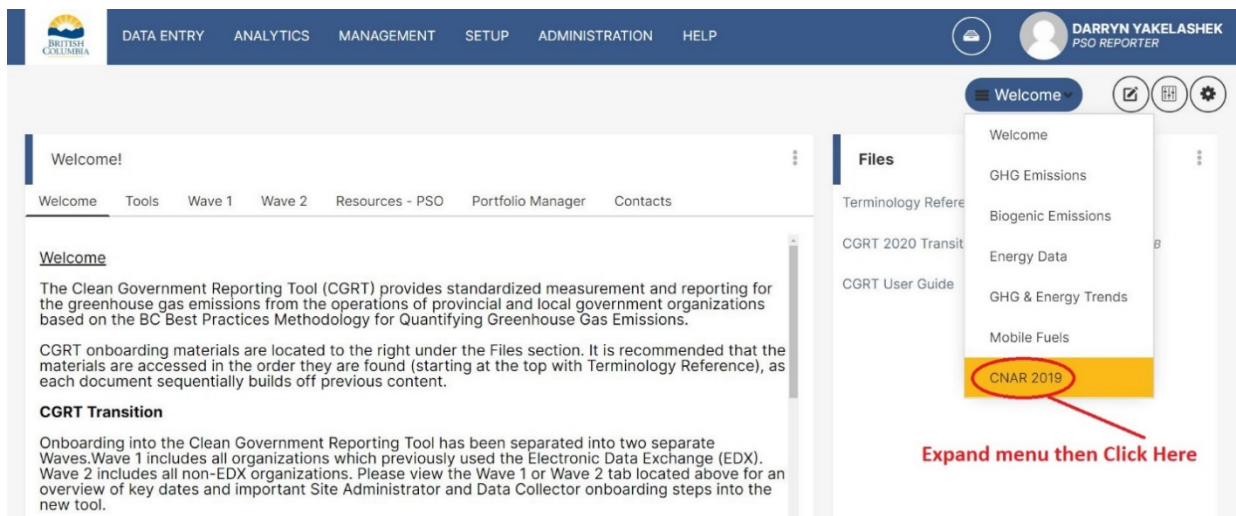
Contact the Clean Government team at Carbon.Neutral@gov.bc.ca if you require assistance.

- b. Once successfully logged into the CGRT homepage, click on the "CNAR 2019" dashboard to access the required analytic (see screenshots below*). Please note, this analytic will provide you with your final 2018 data, which is being used as a placeholder for your 2019 CNAR reporting (as per [Directive](#)).

*If your browser window is minimized or magnified, you may see the dashboard as a dropdown menu, as in second screenshot.

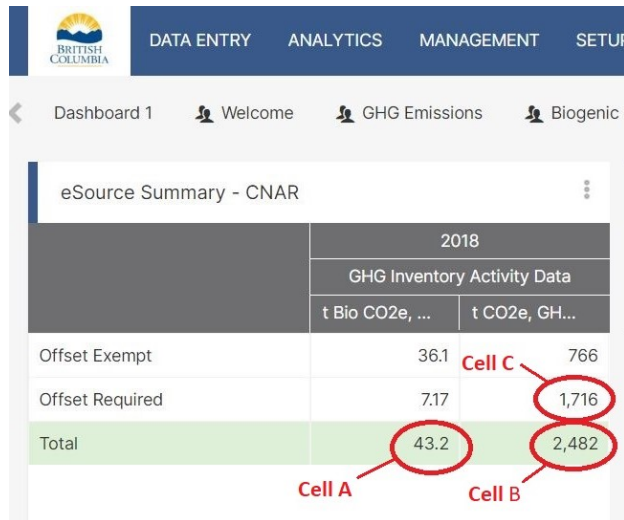


The screenshot shows the CGRT dashboard interface. At the top, there is a navigation bar with the British Columbia logo and menu items: DATA ENTRY, ANALYTICS, MANAGEMENT, SETUP, ADMINISTRATION, and HELP. On the right side of the navigation bar, the user's name 'DARRYN YAKELASHEK' and role 'PSO REPORTER' are displayed. Below the navigation bar, a horizontal menu contains several options: Welcome, GHG Emissions, Biogenic Emissions, Energy Data, GHG & Energy Trends, Mobile Fuels, and CNAR 2019. The 'CNAR 2019' option is circled in red, and a red arrow points to it with the text 'Click Here'. The main content area on the left displays a 'Welcome!' message and a 'Files' section on the right lists documents like 'Terminology Reference', 'CGRT 2020 Transition Guide', and 'CGRT User Guide'.



This screenshot shows the same CGRT dashboard interface as the first screenshot, but with the 'CNAR 2019' option expanded into a dropdown menu. The dropdown menu lists the following options: Welcome, GHG Emissions, Biogenic Emissions, Energy Data, GHG & Energy Trends, Mobile Fuels, and CNAR 2019. The 'CNAR 2019' option is highlighted in yellow and circled in red. A red arrow points to it with the text 'Expand menu then Click Here'. The rest of the dashboard interface remains the same.

- c. The analytic “eSource Summary – CNAR” will generate on the left side of your screen and includes the information required to populate table *GHG Emissions and Offset for 2019*, on page 2 above (see screenshot below).



	2018	
	GHG Inventory Activity Data	
	t Bio CO2e, ...	t CO2e, GH...
Offset Exempt	36.1	766
Offset Required	7.17	1,716
Total	43.2	2,482

- d. Lastly, make sure to complete the Offset Investment (\$25 per tCO₂e) section by manually multiplying Total Offsets (tCO₂e) (or Cell C) x \$25. You MUST round Cell A, if displayed with a decimal, BEFORE multiplying by \$25 (e.g., 43.2 = 43).

*Note, only school districts will have Offset Exempt emissions (e.g., school buses).