



2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC's *Climate Change Accountability Act* and the *Carbon Neutral Government Regulation*.

PSOs that emitted less than 600 tonnes CO₂e during the 2019 reporting year will receive a confirmation email from Carbon.Neutral@gov.bc.ca. The CCAR Survey is optional for Small Emitter PSOs.

PSO Deadlines for Small Emitters – 2020 Reporting year

April 30, 2021	<ul style="list-style-type: none">✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2020 reporting year.
May 14, 2021	<ul style="list-style-type: none">✓ Self-Certification Checklist must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca.✓ PSOs receive an offset invoice with the amount of offsets to be purchased for the 2020 reporting year.
May 31, 2021	<ul style="list-style-type: none">✓ The final, signed version of the Small Emitters Form must be submitted by email to: Carbon.Neutral@gov.bc.ca.✓ Deadline for the optional CCAR Survey to be completed and submitted online.
June 30, 2021	<ul style="list-style-type: none">✓ Ministry of Environment and Climate Change Strategy must post a final Small Emitters Form for each organization on the BC Government's CNG website and each PSO is encouraged to post their form on their website.✓ All offset invoice payments must be submitted to CAS.

SMALL EMITTERS FORM [TEMPLATE]

[Text in yellow italics should be removed and/or replaced with information specific to your organization.]

A. Please fill in the required information below

Organization Name:

School District No 50 Haida Gwaii

Contact name & title:

Moira Dubasov Assistant Secretary
Treasurer

School District No 50 2020 GHG Emissions and Offsets

GHG Emissions created in Calendar Year 2020

[See the Appendix for instructions on how to access your 2020 emissions data from the Clean Government Reporting Tool (CGRT).]

Total Emissions (tCO₂e) **554**

Total BioCO₂ **547**

Total Offsets (tCO₂e) **516**

Adjustments to Offset Required GHG Emissions Reported in Prior Years

Total Offsets (tCO₂e) **11**

Grand Total Offsets for the 2020 Reporting Year

Grand Total Offsets (tCO₂e) to be retired for 2020 Reporting Year **516 + 11 = 527**

Offset Investment (\$25 per tCO₂e)
[Grand Total Offsets x \$25/tCO₂e] **\$13,175**

- i. *[Note, BioCO₂ is reported 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 (Cell D + Cell E), if decimals are included, before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*



B. To enable comparison across 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, 2020? 104.7486
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 17,084 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Education
4. How many motor vehicles did your organization own or lease as of December 31, 2020? 11 vehicles, 2 ride on mowers, 2 push mowers

C. Briefly describe the top three actions taken by your organization in 2020 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Completed replacing the fluorescent lights with LED lights at Gudangaay Tlaats'ga Naay and Port Clements Elementary.
2. Retired an older inefficient ride along mower.
3. Continuing the replacement of fluorescent lights with LED lights at Sk'aadga Naay and Gidgalang Kuuyas Naay.

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

Upgrading the roof membrane at Sk'aadga Naay and Gidgalang Kuuyas Naay.

Replacing the diesel furnace with a more efficient propane boiler at GKNS.

Continuing with the replacement of fluorescent lights with LED Lights

Working on the Amalgamation project of Tahayghen and Gudangaay Tlaats'ga Naay



E. Describe any actions your organization took during 2020 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.)

Began to work on the long range facilities plan, and will continue to work on in 2021.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District No 50 Haida Gwaii (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2020 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.

Executive Sign-off


Signature

May 31 / 2021
Date

Carey Stewart
Name (please print)

Superintendent
Title

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