

2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR BROADER PUBLIC SECTOR ORGANIZATIONS -

Version dated April 20, 2021

Updates include:

- Adjusted “2020 GHG Emissions and Offsets” table and instructions for populating (pg. 5 & pg. 7)
- Updated Figures 1 and 2 in Appendix 1 (pg. 8)

IMPORTANT! Please ensure your “2020 GHG Emissions and Offsets” table is completed using these updated instructions. A system error relating to Prior Year Adjustments has been identified. If you have already completed your “2020 GHG Emissions and Offsets” table, please check the accuracy of your results by following the instructions on page 5 and 7 and update your table accordingly.

This document provides guidance to provincial public sector organizations (PSOs) to help them prepare their 2020 Climate Change Accountability Report (CCAR) in accordance with BC’s *Climate Change Accountability Act* (section 8.1) and the Carbon Neutral Government Regulation.

PSO DEADLINES – 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 CCAR (or Small Emitters Form) must be submitted by email to: Carbon.Neutral@gov.bc.ca. ✓ The CCAR Survey (optional for Small Emitters) must 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 CCAR for each organization on the BC Government’s CNG website and each PSO is encouraged to post their CCAR on their website. ✓ All offset invoice payments must be submitted to CAS.

SMALL EMITTERS

PSOs that emitted less than 600 tonnes CO₂e during the **2019 reporting year** will receive a confirmation email from Carbon.Neutral@gov.bc.ca before the end of January 2021, and will have the option of using the [Small Emitters Form](#) for their 2020 CCAR. This is a simplified CCAR that reflects the materiality of their emissions. PSOs using the Small Emitters Form must meet the same deadlines as all other PSOs, as noted above.

PSO CLIMATE CHANGE ACCOUNTABILITY REPORTING: CCAR

CCAR: Due May 31, 2021

The CCAR template sets out the mandatory components in your report and should be written with a public audience in mind. You have full ownership over the look and formatting of the CCAR, as well as any additional information you wish to include. We encourage organizations to include a cover page, photos, graphics, etc.; however, this is optional.

1. The following seven (7) CCAR sections **are mandatory** and are set out in the CCAR template below:

- i. Title: 2020 PSO Climate Change Accountability Report
- ii. Organization Name
- iii. Declaration Statement (see CCAR template on pg. 4 below)
- iv. Overview (see template on pg. 4 below)
- v. Emissions and Offset Summary Table (see template on pg. 4 below)
- vi. Retirement of Offsets Statement (see template on pg. 5 below)
- vii. Signature by a senior official such as CEO, COO or Superintendent

2. Additional information (optional)

PSOs may choose to include other information in their CCAR such as additional emissions details, targets, photos, other sustainability activities, links to other green initiative metrics, or actions taken to manage risk related to a changing climate. The following links provide examples from past reports with additional details and innovative designs:

- [Fraser Health Authority \(2018\)](#)
- [BC Liquor Distribution \(2017\)](#)
- [BC Lottery Corporation \(2017\)](#)
- [School District 36 \(Surrey\) \(2016\)](#)
- [British Columbia Institute of Technology \(BCIT\) \(2017\)](#)

3. Submit your CCAR by May 31, 2021

The final, signed version of the CCAR must be submitted on or before May 31, 2021, by email to: Carbon.Neutral@gov.bc.ca.

4. Public Reporting:

Final CCARs will be posted on the BC Government's CNG [website](#) by June 30, 2021 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own websites by the same date.

CLIMATE CHANGE ACCOUNTABILITY REPORTING: CCAR SURVEY

CCAR Survey: Due = May 31st, 2021

The survey is divided into two parts:

- **Part 1** will be made available to the public on the Climate Action Secretariat (CAS) website after June 30, 2021. Part 1 collects details about actions taken or planned to reduce emissions in 2020 and is meant to supplement the legislative requirements contained within your CCAR.
- **Part 2** will NOT be made public. This information will be used internally to inform CAS staff planning for initiatives to promote emissions reductions and preparing for a changing climate.

Note: A URL link to the online 2020 CCAR Survey will be emailed to your primary contact by the end of January, 2021.

Questions?

CCAR questions should be emailed to Carbon.Neutral@gov.bc.ca using the subject line:

"CCAR (or CCAR Survey) – PSO name – Question Topic"

Title: “2020 PSO Climate Change Accountability Report”

Organization: Coast Mountains Board of Education School District 82

Declaration statement: This Climate Change Accountability Report for the period January 1, 2020 to December 31, 2020 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2020 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2021 and beyond.

Overview:

2020 Emission Reduction Actions

- Complete window replacement with high efficiency glazing at 1 facility.
- Continued LED lighting upgrades at facilities throughout the district.
- Building envelope enhancement including insulation upgrades at 2 facilities
- Energy efficient domestic hot water system upgrades at 2 facilities
- DDC system enhancements to improve energy efficiency.

2021 Emission Reduction Projects

- Building envelope upgrade including enhanced insulation for an entire elementary school.
- High-efficiency boiler upgrades for a high school.
- Furnace replacement for elementary school gym.
- Energy monitoring software improvements.

Ongoing Emission Reduction Plans

- Prioritize EV integration into mobile fleet and bussing.
- Continue to work with other Provincial agencies on potential geothermal district energy project integrating 2 school, 2 provincial building and municipal recreation centre.
- Prioritize emission reduction capital projects in capital planning.

Emissions and Offset Summary Table:

Coast Mountains Board of Education School District 822020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
<i>[See Appendix 1 for instructions on how to access your 2020 emissions data from the Clean Government Reporting Tool (CGRT). Cells A through E below are identified in Appendix 1.]</i>	
Total Emissions (tCO ₂ e)	2367
Total BioCO ₂	7.309839
Total Offsets (tCO ₂ e)	2358
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	-499
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2020 Reporting Year	1859
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets to be Retired x \$25/tCO₂e]</i>	\$46475

- i. *[Note, BioCO₂ is included 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 to be Retired" to a whole number (no decimal places) before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*

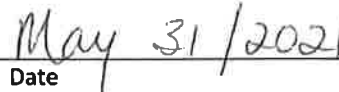


Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, *Coast Mountains Board of Education School District 82 (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 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

Ginger Fuller

Secretary Treasurer

Name (please print)

Title

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