

2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

Version dated April 20, 2021.

Updates include:

- Adjusted “2020 GHG Emissions and Offsets” table (pg. 2) and instructions for completing the table (pg. 5)
- Updated Figures 1 and 2 in Appendix 1 (pg. 6)

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 pages 2 and 5 and update your table accordingly.

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	✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2020 reporting year.
May 14, 2021	✓ 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	✓ 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.
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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:

BC Infrastructure Benefits

Contact name & title:

Sofia Morales, Director Human Resources and Corporate Services

<i>[Organization X]</i> 2020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
<i>[See the Appendix for instructions on how to access your 2020 emissions data from the Clean Government Reporting Tool (CGRT).]</i>	
Total Emissions (tCO ₂ e)	8 tCO₂e
Total BioCO ₂	0 tCO₂e
Total Offsets (tCO ₂ e)	28 tCO₂e
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	8 tCO₂e
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	28 tCO₂e
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets x \$25/tCO₂e]</i>	\$735.00

- 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, 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? **52**
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned, or leased) as of December 31, 2020? **954.66 (m²)**
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts, and recreation, other)? **Office space**
4. How many motor vehicles did your organization own or lease as of December 31, 2020? **1**

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. Due to COVID, most of the office space was unused. We coordinated with the property management team in our building to reduce and or turn off heating and lighting in the office space that was not used.
2. Paper consumption was dramatically reduced as employees worked from home and printing needs decreased.
3. Collateral products (brochures and pamphlets) for presentations and recruitment sessions were cancelled and instead presentations became only virtual.

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

We will look at purchasing recycled paper for printing needs.

We will look at way to way to continue using virtual presentation and media vs paper collateral.

We will ensure that when people are back to the office, printer are set up for double sided printing to save paper consumption.

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.)

n/a

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **[BC Infrastructure Benefits (BCIB)] (the Organization)** is responsible for arranging for the retirement of the offset's 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 *[To be signed by a senior official, such as CEO, COO or Superintendent].*



June 8th, 2021

Signature

Date

Mario Piscitelli

VP Finance and CEO

Name (please print)

Title

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