



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:

Real Estate Council Of BC

Contact name & title:

Emily Liu
Payroll & Finance Assistance

[Real Estate Council of BC] 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)	46.19
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	46.19
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	-17 <i>(populate using the '2020 PYA Calculations' spreadsheet posted to the CGRT welcome page)</i>
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	29.19
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets x \$25/tCO₂e]</i>	729.75



- 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? 105
- 2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 1,672 (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, 2020? 0

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. Actively participated in the building's Green at Work Program aimed at diverting greater than 90% of waste from landfills.
2. Increase server utilization in the organization, by implementing the following: -Transitioned physical servers to virtual servers; and, -Began to migrate employees to laptops from desktop computers.
3. 90% of staff worked from home for 9 months during 2020.

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

We will continue the above initiatives, as well as:

1. Ensure that over 90% of our paper is made of recycled materials.

2. Reduction in printed paper:

-Increasing the use of email correspondence in various departments to replace use of printed correspondence and postal service.

-Encouraging paperless initiatives, resulting in the discontinuation of printed paper.

3. Flexible work arrangements to allow employees to work from home, to reduce the draw on energy resources at the office and reduce travel and related emissions.

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.)

We encourage staff to be green commuters through participation in initiatives such as Bike to Work Week.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **[Real Estate Council of BC] (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 [To be signed by a senior official, such as **CEO, COO or Superintendent**].

Lisa Holst

04/21/21

Signature

Date

Lisa Holst

Senior Director, Accounting and Audit

Name (please print)

Title

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







Appendix 1

Outlined below are instructions to populate your organization’s CCAR 2020 GHG Emissions and Offsets table, on page 5 above:

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

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

- b. Once successfully logged into the CGRT homepage, follow these steps to access the “CCAR – With Estimates” Report:

1		Click on the ‘Analytics’ menu tab and select ‘Intelligence Center’ from the drop-down menu.
2		Within the Intelligence Center search for, then click on , the report titled “CCAR – With Estimates”. Note: This report will have an orange Published tag applied.
3		Click the circle icon containing three horizontal dots to expand the selections.
4		Click the computer monitor icon to view the report. The report will open in a new window.
5		Click the icon containing two circular arrows at the very top left of the window to “refresh” the report. The report will generate a key analytic (see Figures 1 below). Note: If an analytic is large, it may take some time to complete; it will process in the background and appear in the job tray.
6		To export the report to Excel: <ul style="list-style-type: none"> • Click the download button at the top right of the report and save the report to excel at any time (e.g. you can save to Excel while the analytics are calculating). • Once a blue banner appears at top of window you may close the window and the report will appear in the job tray. Note: if you log out of CGRT before the report is complete it will be emailed to you directly.

- c. Using the analytic generated in CGRT, the 2020 PYA Calculations spreadsheet available on the CGRT welcome page and referring to the cells identified in Figures 1 and 2 below, populate your 2020 GHG Emissions and Offsets table.
- d. Lastly, make sure to complete the Offset Investment (\$25 per tCO₂e) section by manually multiplying Grand Total Offsets (tCO₂e) x \$25. You **must** round “Grand Total Offsets to be Retired” to a whole number (i.e. no decimal places) **before** multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).

Figure 1. eSource Summary – CCAR – With Estimates

2020							
	Offset Exempt			Offset Required			Total
	t Bio CO2e, ...	t CO2e, GH...	Total	t Bio CO2e, ...	t CO2e, GH...	Total	
GHG Inventory Activity D...	0.1209	44.4	44.5		216	216	A → 261
GHG Inventory Estimates				0	56.2	56.2	B → 56.2
Total	C → 0.1209	44.4		D → 0	272 ← E		

Figure 2. 2020 PYA Calculations spreadsheet (manual population of columns D and E in this spreadsheet required; see instructions within Excel file)

A	B	C	D	E	F
2020 PYA Calculations Spreadsheet					
Purpose: To allow PSOs to calculate their 2020 Prior Year Adjustments (PYAs) for the purposes of 2020 invoicing					
		2019 Offset Required as at May 2020 (based on 2018 CGRT offset required GHGs at that time)	Current 2018 offset required GHGs (based on CGRT 2020 PYA analytic)	Current 2019 offset required GHGs (based on CGRT 2020 PYA analytic)	2020 PYA = Cell F
PSO					
	BC Assessment Authority	393			-785 ← F
	BC Council for International Education	6.26			-13
	BC Games Society	0.767616			-2
	BC Housing Management Commission	22,496			-44,992

