

2021 PUBLIC SECTOR ORGANIZATION (PSO) CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR PUBLIC SECTOR ORGANIZATIONS -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2021 Climate Change Accountability Report (CCAR) in accordance with BC's [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#). Information provided through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

2021 REPORTING YEAR TIMELINES

April 30, 2022	<ul style="list-style-type: none"> ✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2021 reporting year. ✓ Self-Certification Checklist questionnaire must be completed in CGRT.
Mid-May 2022	<ul style="list-style-type: none"> ✓ PSOs receive an invoice with the amount of offsets to be purchased for the 2021 reporting year.
May 31, 2022	<ul style="list-style-type: none"> ✓ PSO CCAR must be signed and submitted by email to: Carbon.Neutral@gov.bc.ca. ✓ CCAR Survey must be completed and submitted online. ✓ See notes below regarding streamlined requirements for Small Emitters*.
June 30, 2022	<ul style="list-style-type: none"> ✓ Ministry of Environment and Climate Change Strategy must: <ul style="list-style-type: none"> ○ Post all PSO CCARs on the BC Government's CNG website; and ○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2021 reporting year. ✓ PSOs must complete payment on their offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca. ✓ PSOs are encouraged to post their CCAR to their own website.

***Small Emitters:** PSOs that emitted less than 600 tonnes CO₂e during the 2020 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca by January 31, 2022, confirming their status as a Small Emitter for the 2021 reporting year. Small Emitters are required to follow the same timelines and reporting process as all PSOs, but have the option of completing simplified versions of the PSO CCAR template and Survey as follows:

- PSO CCAR: Part 1 and the Executive Signature section
- Survey: Sub-set of questions as identified in the survey

INSTRUCTIONS FOR COMPLETING THE PSO CCAR

The PSO CCAR template below sets out the required content to:

- 1) Achieve legislated CNG requirements; and
- 2) Support public sector climate leadership.

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

The PSO CCAR must include the following minimum components as set out in the PSO CCAR template:

- i. Title
- ii. Organization name
- iii. Declaration Statement
- iv. Actions taken to minimize emissions
- v. Plans to continue reducing emissions
- vi. Emissions and Offsets Summary Table
- vii. Retirement of Offsets Statement
- viii. Signature by a senior official such as CEO, COO or Superintendent

Small Emitters are only required to complete the following sections of the PSO CCAR template, but are encouraged to complete other sections as appropriate:

- Part 1 Legislative Reporting Requirements
- Executive Sign-off

The final, signed version of your PSO CCAR must be submitted by May 31, 2022 by email to:

Carbon.Neutral@gov.bc.ca.

The Clean Government team will post PSO CCARs to the BC Government's CNG website by June 30, 2022 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

Questions?

Any questions related to PSO CCARs should be emailed to Carbon.Neutral@gov.bc.ca. Please use the subject line: "CCAR – [PSO name] – [nature of question]"

PSO CCAR TEMPLATE

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: BC Council for International Education (BCCIE)

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2021 to December 31, 2021 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our GHG emissions, and our plans to continue reducing emissions in 2022 and beyond.

Emission Reductions: Actions & Plans

A. Stationary Sources (e.g. buildings, power generation)

BCCIE does not have a specific strategy as we are one small office in a building that we do not own. The building controls power, heat and air so we do not have many opportunities to influence this. We do participate in the recycling and compositing program offered through our building and take additional recycled materials to the depot to help reduce our emissions. We will continue to recycle and reduce our use of power where possible.

B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

We do not own any fleet vehicles so this is not applicable to our organization. We do incentivize transit use though for staff and with the new hybrid work arrangements, staff are spending less time and emissions commuting to the office each week. We also plan to continue to offer many of our events online, reducing air and ground travel associated with our professional development offerings and partnership development events.

C. Paper Consumption

BCCIE does not have a specific strategy however it does encourage all staff to only print materials when necessary and the hybrid nature of the workplace has resulted in less printing in the organization. BCCIE plans to look into purchasing paper in the future that is at least partially recycled and will continue to encourage staff to only print materials when necessary.

2021 GHG Emissions and Offsets Summary Table:

BCCIE 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	5.33
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	5.33
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2021 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2021 Reporting Year	5.33
Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets to be Retired x \$25/tCO ₂ e]	5 X \$25 = \$125

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, BCCIE (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2021 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:



Signature:

Date: May 30, 2022





Name: Randall Martin

Title: Executive Director

APPENDIX 1

Below are instructions to populate your organization’s CCAR 2021 GHG Emissions and Offsets Summary table in the PSO CCAR template 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 Figure 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. Locate the “2021 PYA Calculation” spreadsheet, available on the CGRT welcome page, under the Files section (on the right-hand side).
- d. Using the results of the “CCAR – With Estimates” report and the “2021 PYA Calculation” spreadsheet, populate your 2021 GHG Emissions and Offsets Summary table by referring to the cells identified in Figures 1 and 2 below.
 - a. Cells A through E are identified through the “CCAR – With Estimates” report;
 - b. Cell F is identified through the “2021 PYA Calculation” spreadsheet; please follow the instructions within that spreadsheet to generate Cell F.
- e. Lastly, make sure to complete the Offset Investment (\$25 per tCO2e) section by manually multiplying Grand Total Offsets (tCO2e) by \$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

	2021						Total
	Offset Exempt			Offset Required			
	t Bio CO2e, ...	t CO2e, GH...	Total	t Bio CO2e, ...	t CO2e, GH...	Total	
GHG Inventory Activity D...	6.92	183	190	32.7	314	346	A ⇒ 537
GHG Inventory Estimates				0	9.18	9.18	B ⇒ 9.18
Total	C ⇒ 6.92	183		D ⇒ 32.7	323		← E

FIGURE 2. 2021 PYA Calculations Spreadsheet (manual population of orange column in this spreadsheet required; see instructions within Excel file)

	2020 Offsets Retired	Current 2020 offset required GHGs (based on CGRT 2021 PYA analytic)	2021 PYA = Cell F
4 PSO			
5 BC Assessment Authority	282		F ⇒ -282
6 BC Council for International Education	5		-5
7 BC Family Maintenance Agency (BCFMA)	102		-102
8 BC Financial Services Authority (BCFSA)	72		-72
9 BC Games Societv	1		-1