

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

**\*Small Emitters:** PSOs that emitted less than 600 tonnes CO<sub>2</sub>e during the 2020 reporting year received a confirmation email from [Carbon.Neutral@gov.bc.ca](mailto: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](mailto: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](mailto:Carbon.Neutral@gov.bc.ca). Please use the subject line: "CCAR – [PSO name] – [nature of question]"

**Title:** 2021 PSO Climate Change Accountability Report

**Organization:** Forest Enhancement Society of BC

**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)**

We are in a leased building and have little control over stationary sources, however, we do avoid the use of power by turning off lights in offices that are not in use, dressing for the weather to avoid overuse of air conditioning units and heat sources.

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

*Not applicable.*

**C. Paper Consumption**

- 1) *Our organization strives for a paperless environment as much as possible. We keep electronic files when possible, unless required by regulatory factors.*
- 2) *We have not purchased paper in 2021 as we have minimal paper use.*
- 3) *If we do print a document and the document is no longer in use, we use the back of the paper for note taking purposes, then shred and recycle the page.*
- 4) *We avoid photocopies whenever possible and opt for on-line and email sharing of documents.*

**2021 GHG Emissions and Offsets Summary Table:**

<b>[Organization Name] 2021 GHG Emissions and Offsets Summary</b>	
<b>GHG Emissions created in Calendar Year 2021</b>	
[See <a href="#">Appendix 1</a> for instructions on how to access your 2021 emissions data from the Clean Government Reporting Tool (CGRT). Cells A through E below are identified in <a href="#">Figure 1</a> ; cell F is identified in <a href="#">Figure 2</a> .]	
Total Emissions (tCO <sub>2</sub> e)	5.89
Total BioCO <sub>2</sub>	.13
Total Offsets (tCO <sub>2</sub> e)	5.75
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0 <i>(populate using "2021 PYA Calculation" spreadsheet &amp; instructions posted to CGRT welcome page under "Files")</i>
<b>Grand Total Offsets for the 2021 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e) to be Retired for 2021 Reporting Year	5.75
Offset Investment (\$25 per tCO <sub>2</sub> e)	150.00

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Forest Enhancement Society of BC, (**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.

## PART 2. Public Sector Leadership

### 2A. Climate Risk Management

*The FESBC Risk Management Framework for the office is in place and is periodically updated.*

### 2B. Other Sustainability Initiatives

*FESBC staff have the option to work from home and meetings are generally held virtually, keeping driving at a minimum.*

*We continue to recycle whenever possible and use recyclable or reusable containers and dishes.*

### 2C. Success Stories

*Due to Covid, paper use in 2021 was less than normal. So much so, FESBC used only paper that was purchased in previous years. Also, travel was much less than normal and therefore vehicle fuel usage was much reduced.*

## Executive Sign-off:



June 20, 2022

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Signature

Date

Steven F. Kozuki

Executive Director, FESBC

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Name (please print)

Title