

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

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: *Royal BC Museum Corporation*

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)

The Museum will be closing to the public for a number of years in anticipation of high standard, energy efficient buildings and vehicles to come in future years.

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

We have only one vehicle presently, that is only used infrequently to transport items between Collections and Storage areas . We may be purchasing Electric vehicles at a future date.

C. Paper Consumption

We only purchase 100% recycled paper for uses onsite, and encourage use of electronic communications rather than use of paper when possible.

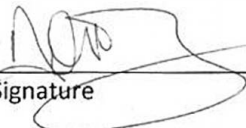
Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Royal BC Museum (**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

Executive Sign-off:

[All PSOs, including Small Emitters, must have their final report signed by a senior official, such as CEO, COO or Superintendent]


 Signature _____ Date May 30, 2022
Alicia Dubois _____ Chief Executive Officer
 Name (please print) Title

[Please email your signed, completed report to Carbon.Neutral@gov.bc.ca by no later than May 31, 2022.]

2021 GHG Emissions and Offsets Summary Table:

Royal BC Museum 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	76.9
Total BioCO ₂	0.058827
Total Offsets (tCO ₂ e)	76.9
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	76.9 (rounds to 77)
Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets to be Retired x \$25/tCO ₂ e]	77 X \$25 = \$1,925