



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: School District No 19 (Revelstoke)

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 district undertook several programs in 2021 to reduce emissions. The major project was a replacement of all lights at an elementary school with LED lights. This project was completed in early September and the response has been very positive. Part of the project included installing dimmer switches in all classrooms so teachers can adjust the light required depending on the situation. A significant number of staff have actually lowered the lighting in their room resulting in an additional benefit.

The district did a similar project in a small gymnasium in a second school with the same results.

There are two elementary schools in the district with full LED lighting. A third school is scheduled for conversion this summer as is the main board office. The high school is scheduled for 2023.

The district has upgraded the control panels for two schools so that the heating/cooling systems are more effective.

Finally, an electrical switching upgrade is taking place this summer at an elementary school which should reduce consumption as the current system is more than 50 years old.

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

The district has reduced idling time on its maintenance vehicles to a three minute maximum.

The big news is that the district ordered an electric bus to replace an existing diesel unit in its fleet. It was scheduled for delivery in 2021 but has not yet arrived.

The district built its own sand storage building so that employees now load sand in our maintenance area. Prior to this, employees had to drive to a neighboring facility to load up with sand during the four heavy snow months.

Most meetings were held via video conferencing instead of face to face which had a significant impact on vehicle use. While COVID regulations now changing, it is planned to continue as many meetings as using video conferencing.

C. Paper Consumption

Board meeting packages are now circulated electronically instead of having paper copies. Participants get the agenda page itself on paper so they can make notes but the rest is electronic.

Classrooms are also reducing their use of paper by being more creative on how students do assignments, moving away from the traditional class set of papers for each project.

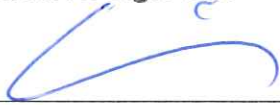
2021 GHG Emissions and Offsets Summary Table:

[Organization Name] 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021 <i>[See Appendix 1 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 Figure 1; cell F is identified in Figure 2.]</i>	
Total Emissions (tCO ₂ e)	323
Total BioCO ₂	2,137,352
Total Offsets (tCO ₂ e)	274
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	274
Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets to be Retired x \$25/tCO₂e]</i>	6850

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District No 19 (Revelstoke), **(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

BRUCE TISDALE

Name (please print)

SECRETARY TREASURER

Title

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