

2022 PUBLIC SECTOR ORGANIZATION CLIMATE CHANGE ACCOUNTABILITY REPORT (PSO CCAR)

- Timelines, Instructions & Template -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2022 Climate Change Accountability Report (PSO CCAR) in accordance with the [Climate Change Accountability Act \(CCAA\)](#), section 8.1 and the [Carbon Neutral Government Regulation \(CNGR\)](#). The information provided by PSOs through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

This guidance document includes three sections:

- 1) **Timelines** for the 2022 Reporting Year;
- 2) **Instructions** for completing the 2022 PSO CCAR; and the
- 3) **Template** for the 2022 PSO CCAR.

Questions?

Please contact the Clean Government team at the Climate Action Secretariat (CAS) with any questions related to the PSO CCAR by emailing us at Carbon.Neutral@gov.bc.ca. Kindly use the subject line: "CCAR – [PSO name] – [nature of question]"

For Reference - CNG webpages

- [Public sector organizations and climate action](#) - High-level summary of public sector climate action, including CNG program reports
- [Carbon Neutral Government program requirements](#) - CNG program timelines and requirements, including guidance and templates (see right-hand side)
- [Public sector Climate Change Accountability Reports](#) - Highlights from 2021 reporting year and link to all PSO CCARs from past years

1) TIMELINES FOR THE 2022 REPORTING YEAR

The following timelines are applicable to all PSOs under the Carbon Neutral Government (CNG) program, including **Small Emitters***.

Due Date	Description
April 28, 2023	<ul style="list-style-type: none"> ✓ PSOs must enter all of their 2022 consumption data in the Clean Government Reporting Tool (CGRT). ✓ PSOs must complete the Self-Certification Checklist questionnaire in CGRT. ✓ CGRT closes to data entry.
Mid-to-late May 2023	<ul style="list-style-type: none"> ✓ PSOs receive an invoice from CAS with the number of offsets to be paid for the 2022 reporting year.
May 31, 2023	<ul style="list-style-type: none"> ✓ PSOs must submit their signed PSO CCAR by email to: Carbon.Neutral@gov.bc.ca. ✓ PSOs complete and submit the Public Sector Climate Leadership Survey (PSCL Survey) through SimpleSurvey.
June 30, 2023	<ul style="list-style-type: none"> ✓ The Ministry of Environment and Climate Change Strategy must: <ul style="list-style-type: none"> ○ Post all PSO CCARs on the Carbon Neutral Government website; and ○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2022 reporting year. ✓ PSOs must complete payment on their 2022 offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca. ✓ PSOs are encouraged to post their PSO CCAR to their own website.

***Small Emitters:** PSOs that reported less than 600 tonnes CO₂e during the 2021 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca in early 2023, confirming their status as a Small Emitter for the 2022 reporting year. Small Emitters are required to follow the timelines and legislated reporting requirements as outlined above, but may complete simplified versions of the PSO CCAR template and PSCL Survey as follows:

- **PSO CCAR template:** Small Emitters must complete Part 1 Legislative Reporting Requirements and the Executive Signature section of the template; completion of other sections is encouraged, but not required.
- **PSCL Survey:** Small Emitters may skip the questions or sections in the survey identified as “Optional for Small Emitters”, as these questions are less material for Small Emitters.

2) INSTRUCTIONS FOR COMPLETING THE PSO CCAR

CONTEXT

The CCAA and CNGR require that all PSOs prepare and make public an annual Climate Change Accountability Report, documenting their organization's emissions and offsets, the actions they have taken to reduce emissions, and their plans to reduce future emissions.

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

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

REPORT FORMAT

The PSO CCAR should be written with a public audience in mind. PSOs have full ownership over the look and formatting of the PSO CCAR, as well as any additional information they wish to include. PSOs are encouraged to include a cover page, photos, graphics, etc. although this is optional. PSOs may use the Carbon Neutral logo ([available for download](#)) in their report. The PSO CCAR template provided below includes instructions and guidance in grey italics; please ensure to delete these instructions and guidance before finalizing your report.

REPORT CONTENT - MINIMUM REPORT REQUIREMENTS

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

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

SMALL EMITTERS

Small Emitters must complete, at minimum, the following sections of the PSO CCAR template:

- Title and Organization Name;
- Part 1 Legislative Reporting Requirements; and
- Executive Sign-off.

REPORT SUBMISSION - BY MAY 31, 2023

PSOs are required to submit their signed PSO CCAR by email to Carbon.Neutral@gov.bc.ca by no later than May 31, 2023.

CAS will post all PSO CCARs to the BC Government's CNG website by June 30, 2023 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

3) PSO CCAR TEMPLATE

[Below is the 2022 PSO CCAR template. All text in grey italics is provided for the information/guidance of PSOs and should be deleted or replaced with information specific to your organization.]

PSOs have full ownership over the look and formatting of the PSO CCAR; you may adjust the template below to meet your organization's specific needs, so long as your PSO CCAR includes the Minimum Report Requirements noted above.]

BC INFRASTRUCTURE BENEFITS 2022 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

Title: CFO & VP Finance 2022 PSO Climate Change Accountability Report

Organization: BC Infrastructure Benefits

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2022 to December 31, 2022 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2022 to minimize our GHG emissions, and our plans to continue reducing emissions in 2023 and beyond.

Emission Reductions: Actions & Plans

As part of our BCIB's mandate, the service plan speaks to environmental commitments, which include emission reduction.

BCIB currently works in a LEED Gold building. We will continue to work with the property management team to ensure requirements for the building that pertain to our lease agreement are carried out.

BCIB was able to continue to operate within a hybrid model for the corporate office allowing sections of the office to have minimum energy use 3 days per week while employees work from home.

We will continue to offer a hybrid model to employees. This will continue to support our goals and initiatives, while at the same time, will allow for less commute to and from the head office in Downtown Vancouver.

BCIB currently only has 2 vehicles, which are only used to travel to and from the job sites. At this stage we are not planning to procure additional vehicles, however if we do, we will look at obtaining zero emission vehicles and or hybrid vehicles.

BCIB currently doesn't have a need for charging stations in the building.

A. Paper Consumption

BCIB has two energy efficient large printers in the Head office. As part of our 2022 emission reduction, both printers have been converted to print double sided, in black and white. Employees are forced to select color only when it is required and are encouraged to avoid printing some documents, such as agendas, presentations, reading material when it is not necessary. Employees are also encouraged to share the document's link/s via email instead of printing.

Finally, BCIB has begun purchasing 100% recycled FSC copy paper as part of the regular office supply orders.

2022 GHG Emissions and Offsets Summary Table

BC Infrastructure Benefits 2022 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2022	
Total BioCO ₂	36 tCO ₂ e
Total Emissions (tCO ₂ e)	36 tCO ₂ e
Total Offsets (tCO ₂ e)	36 tCO ₂ e
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0 tCO ₂ e
Grand Total Offsets for the 2022 Reporting Year	
Grand Total Offsets to be Retired for 2022 Reporting Year (tCO ₂ e)	36 tCO ₂ e
Offset Investment (\$)	900


Retirement of Offsets

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **BC Infrastructure Benefits (the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2022 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 Climate Leadership

N/A





Executive Sign-off:

 _____
Signature Date 13 JUNE 2023

MARIO PISCITELLI _____
Name (please print) Title C.F.O.

Below are instructions to populate your organization's **2022 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 CAS 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 2022 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 2022 report". Note: This report will have an orange Published tag applied.
3	In the top right corner of the window, click the 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 key analytics (see Figures 1 & 2 below for examples) that are used to populate your 2022 GHG Emissions and Offsets Summary table. Note: If your analytics are large, it may take some time to complete; it will process in the background and appear in the job tray. If you log out of CGRT before the report is complete, CGRT will automatically email it to you when complete. 
Optional	Optional: if you want to save a copy of your "CCAR 2022 report", export it to Excel as follows: <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). 

- c. Using the results of your "CCAR 2022 report" populate your **2022 GHG Emissions and Offsets Summary table** by referring to the cells identified in Figures 1 and 2 below. You will obtain the values for cells A through D through your "CCAR 2022 report".

- d. Lastly, complete the Offset Investment (\$25 per tCO2e) line of the table by manually multiplying your Grand Total Offsets to be Retired for 2022 Reporting Year (tCO2e) by \$25. You **must** round your "Grand Total Offsets to be Retired" to a whole number (i.e. no decimal places) **before** multiplying by \$25 (e.g., 43.2 is rounded to 43, while 43.5 is rounded 44).
- e. Your 2022 GHG Emissions and Offsets Summary table is now complete. Proceed with completing the remaining sections of your 2022 PSO CCAR, including executive sign-off, and submit your final CCAR to carbon.neutral@gov.bc.ca by no later than May 31, 2023.

FIGURE 1. CCAR 2022 report (part 1)

The screenshot shows the 'CCAR Tot GHG & BioGHG' report interface. At the top, it displays 'University of ...' and '2022'. Below this, there are two tables. The first table is for 't Bio CO2e, GHG, All' and the second is for 't CO2e, GHG, All'. Both tables have columns for 'GHG Inventory Activity Data' and 'GHG Inventory Estimates'. The 'Total' row in the first table has a value of 54.4, which is highlighted with a red box and labeled 'A'. The 'Total' row in the second table has a value of 2,879, which is highlighted with a red box and labeled 'B'. A note at the bottom right of the second table states: 'More recent data will be available for this analysis in a few minutes.'

University of ...		2022
CCAR Tot GHG & BioGHG		
t Bio CO2e, GHG, All		
GHG Inventory Activity Data		54.4
GHG Inventory Estimates		0
Total	A	54.4
t CO2e, GHG, All		
GHG Inventory Activity Data		2,825
GHG Inventory Estimates		0
Total	B	2,879

More recent data will be available for this analysis in a few minutes.

FIGURE 2. CCAR 2022 report (part 2)

CCAR Tot Offsets	
	2022
GHG Inventory Activity Data	
Offset Required	2,825
t CO2e, GH...	
GHG Inventory Estimates	
Total	0
	C 2,825
More recent data will be available for this analysis in a few minutes.	
2022 PYA	
	2021
PYA Stationary Energy Use	University of ...
PYA Mobile Energy Use	t CO2e, GH...
PYA Other Sources	
PYA GHG Inventory Estimates	
Total	0
	D 0

