

**2023 PUBLIC SECTOR ORGANIZATION  
CLIMATE CHANGE ACCOUNTABILITY REPORT (PSO CCAR)**

# BC Council for International Education (BCCIE) 2023 PSO Climate Change Accountability Report

**Title:** 2023 PSO Climate Change Accountability Report

**Organization:** BC Council for International Education

## PART 1. Legislative Reporting Requirements

**Declaration statement:** This PSO Climate Change Accountability Report for the period January 1, 2023 to December 31, 2023 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2023 to minimize our GHG emissions, and our plans to continue reducing emissions in 2024 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. Lights are controlled by the building and are set to turn off in the evening to save power.*

#### 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 have continued post-pandemic to offer many of our events online, reducing air and ground travel associated with our professional development offerings and partnership development events. When flights are purchased for work, we try to purchase carbon offsets where possible.*

#### 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 significantly less printing in the organization. BCCIE is continuing 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.*

**2023 GHG Emissions and Offsets Summary Table**

<b>BC Council for International Education 2023 GHG Emissions and Offsets Summary</b>	
<b>GHG emissions for the period January 1 - December 31, 2023</b>	
Total BioCO <sub>2</sub>	0
Total Emissions (tCO <sub>2</sub> e)	5.37
Total Offsets (tCO <sub>2</sub> e)	5.37
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2023 Reporting Year</b>	
Grand Total Offsets to be Retired for 2023 Reporting Year (tCO <sub>2</sub> e)	5
Offset Investment (\$)	\$125

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, **BC Council for International Education (the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2023 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

### 2A. Climate Risk Management

### 2B. Other Sustainability Initiatives

### 2C. Success Stories

### Executive Sign-off:



May 15, 2024

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Signature

Date

Executive Director

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Randall Martin

Title

## Appendix 1

Below are instructions to populate your organization’s **2023 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](mailto:Carbon.Neutral@gov.bc.ca) if you require assistance.
- b. Once successfully logged into the CGRT homepage, follow these steps to access the “CCAR 2023 report”:

<b>1</b>		Click on the ‘Analytics’ menu tab and select ‘Intelligence Center’ from the drop-down menu.
<b>2</b>		Within the Intelligence Center, search for, then <b>click on</b> , the report titled “CCAR 2023 report”. Note: This report will have a blue Published tag applied.
<b>3</b>		In the top right corner of the window, click the icon containing three horizontal dots to expand the selections.
<b>4</b>		Click the computer monitor icon to view the report. The report will open in a new window.
<b>5</b>		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 <b>Figures 1 &amp; 2</b> below for examples) that are used to populate your 2023 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 it is ready.
<b>Optional</b>		Optional: If you want to save a copy of your “CCAR 2023 report”, export it to Excel as follows: <ul style="list-style-type: none"> <li>• 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).</li> </ul>

# Carbon Neutral

- c. Using the results of your “CCAR 2023 report” populate your **2023 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 2023 report”.
- d. Lastly, complete the Offset Investment (\$25 per tCO<sub>2</sub>e) line of the table by manually multiplying your Grand Total Offsets to be Retired for 2023 Reporting Year (tCO<sub>2</sub>e) 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 2023 GHG Emissions and Offsets Summary table is now complete. Proceed with completing the remaining sections of your 2023 PSO CCAR, including executive sign-off, and submit your final CCAR to [carbon.neutral@gov.bc.ca](mailto:carbon.neutral@gov.bc.ca) by no later than May 31, 2024.

**Figure 1. CCAR 2023 report (part 1)**

CCAR Tot GHG & BioGHG		2023
t Bio CO <sub>2</sub> e, GHG, All		
GHG Inventory Activity Data		0
GHG Inventory Estimates		
Total	A	
t CO <sub>2</sub> e, GHG, All		
GHG Inventory Activity Data		6913
GHG Inventory Estimates		
Total		6913
Total	B	6913

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Figure 2. CCAR 2023 report (part 2)

CCAR Tot Offsets		2023
		Offset Required
		t CO2e, GHG,
iHG Inventory Activity Data		6913
iHG Inventory Estimates		
total	C	6913

2023 PYA		2022
		t CO2e, GHG,
PYA Stationary Energy Use		0
PYA Mobile Energy Use		0
PYA Other Sources		0
PYA GHG Inventory Estimates		0
Total	D	0