

2023 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 2023 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 2023 Reporting Year;
- 2) **Instructions** for completing the 2023 PSO CCAR; and
- 3) **Template** for the 2023 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](#) - CNG program timelines and requirements, including guidance and templates
- [Public sector Climate Change Accountability Reports](#) - Highlights from 2022 reporting year and link to all PSO CCARs from past years

1) Timelines For The 2023 Reporting Year

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

Due Date	Description
April 30, 2024	<ul style="list-style-type: none"> ✓ PSOs must enter all of their 2023 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 2024	<ul style="list-style-type: none"> ✓ PSOs receive their 2023 offset invoice from CAS with the number of offsets required and amount to be paid.
May 31, 2024	<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; link included with the reporting year instructions emailed in January 2024.
June 30, 2024	<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 2023 reporting year. ✓ PSOs must complete payment on their 2023 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 carbon dioxide equivalent (CO₂e) during the 2022 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca early December 2023, confirming their status as a Small Emitter for the 2023 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

Report Submission - By May 31, 2024

PSOs are required to submit their signed PSO CCAR by email to Carbon.Neutral@gov.bc.ca by no later than May 31, 2024.

CAS will post all PSO CCARs to the BC Government's [CNG website](#) by June 30, 2024 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 2023 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.]

The First Peoples' Cultural Council 2023 PSO Climate Change Accountability Report

Title: *[Do not edit]* 2023 PSO Climate Change Accountability Report

Organization: *The First Peoples' Cultural Council*

PART 1. Legislative Reporting Requirements

[Information provided in this section will complete PSOs' legislative reporting requirements under the [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#).

Part 1 must be completed in full by all PSOs, including Small Emitters.]

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)

- 1) FPCC has a strategy to reduce stationary source emissions. Our default printing mode continues to be double-sided.
- 2) To continue reducing stationary emissions, FPCC uses sugar sheet paper which promotes the protection of B.C.'s old-growth forests and vibrant ecosystems. Sugar sheet is 100% recycled, chlorine-free, acid-free paper that lasts longer than regular-use printing paper. We transmit most documents electronically, and we store all our files electronically.
- 3) Our staff regularly conducts meetings via video conference. We continue to turn off lights, small appliances, and electronics at night. We have a motion-activated lighting system to ensure lights are switched off when not in use. Many staff worked from home prior to the COVID-19 pandemic, and many will continue to do so. Our online grant portal eliminates the need associated with freight costs. Our efficient office design maximizes available square footage. Staff are assigned small workspaces with access to "meeting pods" and small meeting rooms.

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

The FPCC does not use fleet vehicles or off-road / portable equipment.

C. Paper Consumption

- 1) FPCC has a strategy focused on:
 - a. Reducing the number of paper supplies distributed to clients – online grant portal applications is preferred.
 - b. Reducing overall paper consumption provided to employees, contractors, the Board of Directors, and the Advisory Committee.
- 2) FPCC prefers sugar cane paper over recycled paper.
- 3) FPCC is committed to reducing our paper consumption by transferring and storing files electronically.

2023 GHG Emissions and Offsets Summary Table

<i>The First Peoples' Cultural Council 2023 GHG Emissions and Offsets Summary</i>	
GHG emissions for the period January 1 - December 31, 2023	
Total BioCO ₂	0
Total Emissions (tCO ₂ e)	0.946177
Total Offsets (tCO ₂ e)	0.946177
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2023 Reporting Year	
Grand Total Offsets to be Retired for 2023 Reporting Year (tCO ₂ e) <i>[must round to a whole number (no decimal places)]</i>	1 + 0
Offset Investment (\$) <i>[Grand Total Offsets to be Retired for 2023 Reporting Year x \$25 per tCO₂e]</i>	(1 + 0) x \$25

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, the First Peoples' Cultural Council (**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

Small Emitters are encouraged, but not required, to complete this section.

2A. Climate Risk Management

- 1) *Conducted a climate risk assessment to understand your organization's risk exposure?*
No.
- 2) *Made any operational or infrastructure changes in preparation for future climate impacts? What climate data and analysis tools and resources does your organization use to inform your climate adaptation and greenhouse gas emission reduction efforts? Please provide references, if available.*
No.
- 3) *Made changes to operational procedures in response to impacts driven by climate change, such as heat wave, drought, wildfire or flood?*
No.
- 4) *Made changes to the way services are delivered to accommodate clients, partners, staff or stakeholders who are affected by a climate-related impact?*
No.
- 5) *Incurred extra expenses in the last year in the form of staff overtime, hired subcontractors, or acquired equipment to adapt to climate change?*
No.
- 6) *Taken any other measures to adapt to the changing climate?*
No.

2B. Other Sustainability Initiatives

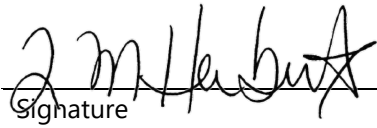
- 1) To help reduce fuel consumption, staff continue to carpool to off-site meetings.
- 2) Staff contribute to reducing, reusing, recycling, and composting. Any outdated office equipment and obsolete electronics are disposed of at local recycling depots.
- 3) 3) FPCC proudly supports a procurement process that promotes environmental stewardship.

2C. Success Stories

Many continue to work from home which greatly reduces the GHGs that result from paper consumption, transportation, and heating and cooling the office space.

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

May 31, 2024

Date

Tracey Herbert

Name (please print)

CEO





Title

[Please email your signed report to Carbon.Neutral@gov.bc.ca by no later than May 31, 2024.]

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 if you require assistance.
- b. Once successfully logged into the CGRT homepage, follow these steps to access the “CCAR 2023 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 2023 report”. Note: This report will have a blue 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 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.
Optional		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"> • 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).

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- 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 tCO₂e) line of the table by manually multiplying your Grand Total Offsets to be Retired for 2023 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 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 by no later than May 31, 2024.

Figure 1. CCAR 2023 report (part 1)

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

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