

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

School District No. 50 – Haida Gwaii 2023 PSO Climate Change Accountability Report

Title: 2023 PSO Climate Change Accountability Report

Organization: School District No. 50 – Haida Gwaii

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

In the 2023 we have continued with changing all the light fixtures to the more efficient LED lighting. We are closing in on the completion of the amalgamation of two schools which will see the closing of one school all together. The retrofits and upgrades to the amalgamated school will lead to less carbon emissions. We continue to work on Boiler upgrades for multiple schools as well.

A. Stationary Sources (e.g. buildings, power generation)

Some of the actions taken by our organization to reduce emissions in 2024 and beyond are the installation of HVAC Units and upgraded Boilers which will reduce emissions because of efficiency. Utilizing the capital funds programs available to us we are also continually looking at ways to upgrade/retrofit buildings for efficiency.

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

Due to our location, we have not taken any action on ZEV's, nor do we currently have a plan to transition to a clean fleet. As we are isolated on an island, and we do not have proper technicians locally, it would be very costly for maintenance and repair work. Within our fleet we do try to optimize travel and usage of vehicles as best we can.

C. Paper Consumption

We are working to reduce paper consumption as much as possible, printing double sided when possible. Our software developer just mentioned to us the option of incorporating digital

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invoices into the accounting software. We are also looking more into the electronic leave of absence which would also cut down on paper usage. We continue to look at the best source of recycled/FSC paper for our office use and will look to order in our next paper order.

2023 GHG Emissions and Offsets Summary Table

School District No. 50 – Haida Gwaii 2023 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2023	
Total BioCO ₂	7.9
Total Emissions (tCO ₂ e)	883
Total Offsets (tCO ₂ e)	814
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)	814
Offset Investment (\$)	814 x \$25 = \$20,350

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, **School District No.50 – Haida Gwaii (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

Our District is nearing the completion of an amalgamation project which includes the addition of a Tsunami Tower as the school falls within the inundation zone.

2B. Other Sustainability Initiatives

We have a number of schools who operate greenhouses which help to support the school food programs. All of the schools participate in recycling as we work towards sending as little to the landfill as possible. There are a few schools who also have roof top solar panels on the schools to help offset the hydro costs for the district.

2C. Success Stories

Executive Sign-off:

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





<i>Manu Madhok</i>	June 4, 2024
_____ Signature	_____ Date
Manu Madhok	Superintendent/CEO
_____ Name (please print)	_____ 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