

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

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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.

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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.]

Coast Mountains Board of Education School District 82

2023 PSO Climate Change Accountability Report

Title: 2023 PSO Climate Change Accountability Report

Organization: *Coast Mountains Board of Education School District 82*

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)

The Coast Mountains Board of Education School District 82 focuses on emissions reductions through maximizing efficiencies of all systems and prioritizing capital projects that reduce emissions by electrification or increased efficiency. Projects completed in 2022 include:

- *Replaced all classroom heating systems at one school with electric unit ventilators with air/air heat pumps.*
- *Installed energy efficient boilers at one school.*
- *Installed additional insulation on roofing projects at 4 schools.*
- *Continued DDC system enhancements to improve energy efficiency.*
- *LED Lighting installation for a school classroom wing.*
- *Energy monitoring software improvements.*
- *Prioritize emission reduction capital projects in capital planning.*

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

- *Purchase of vehicles with best fuel economy*

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- *Car pool when appropriate*
- *Use virtual meetings whenever feasible to reduce unnecessary travel*
- *Prioritize EV integration into mobile fleet and busing.*
- *Supporting student transportation contractor in funding applications to provide electric busing for all urban areas in the Terrace area.*

C. Paper Consumption

Coast Mountains School District 82 reduces paper usage by:

- *using electronic documents when possible*
- *using 2 sided printing when possible*
- *sources the most cost effective recycled content paper when possible*

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2023 GHG Emissions and Offsets Summary Table

[Please see [Appendix 1](#) for instructions on populating this table with the “CCAR 2023” CGRT Report. The table separates biogenic emissions (BioCO₂) from total emissions, as per international emission reporting protocols. **Tip:** Print pages 9 to 11 of this document, or view in a split or new window (if you have more than one screen); these pages contain the instructions on how to acquire the data to complete the following table.]

Coast Mountains School District 82 2023 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2023	
<i>[See Appendix 1 for instructions on how to access your 2023 emissions data from CGRT. Cells A and B below are identified in Figure 1; cells C and D are identified in Figure 2.]</i>	
Total BioCO ₂	7.51
Total Emissions (tCO ₂ e)	1876
Total Offsets (tCO ₂ e)	1859
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>	1859
Offset Investment (\$) <i>[Grand Total Offsets to be Retired for 2023 Reporting Year x \$25 per tCO₂e]</i>	\$46475

- i. *[Note, BioCO₂ is included in Total Emissions but not Total Offsets. For K-12 and post-secondary organizations, and BC Transit, Total Offsets might not equal Total Emissions minus Total BioCO₂ because offset exempt emissions for buses are included within Total Emissions.]*
- ii. *Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.*
- iii. *You must round “Grand Total Offsets to be Retired” to a whole number (no decimal places) before multiplying by \$25 (e.g., 43.2 is rounded to 43, while 43.5 is rounded 44).]*

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the *Carbon Neutral Government Regulation*, *Coast Mountains Board of Education School District 82* (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.

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PART 2. Public Sector Climate Leadership

2A. Climate Risk Management

1. Consideration given to building cooling in HVAC systems due to increased heatwaves during the school year.
2. Participate in Provincial information sessions on flood & wildfire forecast and situations.
3. Review and analyze flood mapping information to determine any changes in risk to facilities.

2B. Other Sustainability Initiatives

1. Carpool whenever possible.
2. Every facility we operate has a recycling and composting program in effect. Materials not able to go into our regular recycling program are recycled at appropriate facilities in our region, including batteries.
3. Use virtual meeting means whenever feasible to reduce unnecessary travel.


2C. Success Stories

Executive Sign-off:


Signature


Date


Name (please print)


Title

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


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: If you want to save a copy of your "CCAR 2023 report", export it to Excel as follows:

-  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 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".

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- 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
tBio CO ₂ e, GHG, All		
GHG Inventory Activity Data		
GHG Inventory Estimates		
Total	A	
tCO ₂ e, GHG, All		6913
GHG Inventory Activity Data		
GHG Inventory Estimates		
Total	B	6913

Figure 2. CCAR 2023 report (part 2)

The image shows two screenshots of a web application interface, labeled C and D. Both screenshots feature a dark header bar with a refresh icon, a gear icon, and a filter dropdown menu. Below the header, there is a table with a dark background and white text. The table has a single row with a large empty cell and a value of 0. Below the table, there is a light gray bar with a label and a value of 0.

2023
Offset Required
1,000e, GHG

GHG Inventory Activity Data

GHG Inventory Estimates

0

C

2022
1,000e, GHG

PVA Stationary Energy Use

PVA Mobile Energy Use

PVA Other Sources

PVA GHG Inventory Estimate

Total

0

D