

## - 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](mailto: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"> <li>✓ PSOs must enter all of their <b>2023 consumption data</b> in the Clean Government Reporting Tool (CGRT).</li> <li>✓ PSOs must complete the <b>Self-Certification Checklist</b> questionnaire in CGRT.</li> <li>✓ CGRT closes to data entry.</li> </ul>
Mid-to-late May 2024	<ul style="list-style-type: none"> <li>✓ PSOs receive their 2023 offset invoice from CAS with the number of offsets required and amount to be paid.</li> </ul>
May 31, 2024	<ul style="list-style-type: none"> <li>✓ PSOs must submit their signed <b>PSO CCAR</b> by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li> <li>✓ PSOs complete and submit the <b>Public Sector Climate Leadership Survey (PSCL Survey)</b> through SimpleSurvey; link included with the reporting year instructions emailed in January 2024.</li> </ul>
June 30, 2024	<ul style="list-style-type: none"> <li>✓ The Ministry of Environment and Climate Change Strategy must:               <ul style="list-style-type: none"> <li>○ Post all PSO CCARs on the <a href="#">Carbon Neutral Government website</a>; and</li> <li>○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2023 reporting year.</li> </ul> </li> <li>✓ PSOs must complete payment on their <b>2023 offset invoice</b> and provide confirmation of payment by email to <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li> <li>✓ PSOs are encouraged to post their PSO CCAR to their own website.</li> </ul>

**\*Small Emitters:** PSOs that reported less than 600 tonnes carbon dioxide equivalent (CO<sub>2</sub>e) during the 2022 reporting year received a confirmation email from [Carbon.Neutral@gov.bc.ca](mailto: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.

# Carbon Neutral

- **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](mailto: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.

### School District No. 78

## 2023 PSO Climate Change Accountability Report

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

**Organization:** Fraser-Cascade School District 78

### 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

*The School District is continuing with it's reduction plans of 20% over 5 years*

*The School District has installed a 100kw solar net metering system at Hope Elm-Sec School*

*The School District replaced all NG fired RTU's at Harrison Hot Springs Elm with electric heat pumps and heat recovery ventilators*

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

*Fraser Cascade is committed to continuous upgrading of building automation systems .*

*The School District is continuing to develop projects to reduce the carbon footprint in our buildings with more efficiencies or alternate energy systems like geo-mass boilers and solar generation*

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

*Consider the following guiding questions:*

*The School District has purchased an electric bus and charging stations have been installed on both sides of the District. The long range plan is to continue with this direction in the future if the parameters for it's purchase and deployment are met.*

## **Clean Fleet Plan:**

*The School District is committed to the procurement of EV type Vehicles when the replacement meet the requirements for it's deployment. The District's 10 year white fleet replacement plan shall always consider the opportunities for emissions reduction when determining the needs.*

*The School District is developing plans for charging stations at all school sites.*

## **C. Paper Consumption**

*The increasing opportunity with technology has allowed the School District to communicate effectively and efficiently as possible to those it can. The School District has encouraged this practice and when paper must be used, the preference is that it is recycled type.*



## 2023 GHG Emissions and Offsets Summary Table

Fraser Cascade SD78 2023 GHG Emissions and Offsets Summary	
<b>GHG emissions for the period January 1 - December 31, 2023</b>	
Total BioCO <sub>2</sub>	11
Total Emissions (tCO <sub>2</sub> e)	781
Total Offsets (tCO <sub>2</sub> e)	585
<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)	585
Offset Investment (\$)	\$14,625

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, *Fraser Cascade SD78 (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.





# Carbon Neutral

## PART 2. Public Sector Climate Leadership

### 2A. Climate Risk Management

*The School District recognizes that schools may operate a community resource centers during climatic events and are looking to enhance the facilities to be more capable with alternate energy system ect*

*The School District has developed and continues to maintain off site, on line learning platforms*

*The School District continues to work with consultants on facility renewal projects with risk management climatic concerns as priority including fire suppression systems*

*The School District recognizes there may be financial impact created due to climatic events*

### 2B. Other Sustainability Initiatives

*The School District encourages the lowest possible carbon footprint for travel requirements*

*The District adheres to the Municipal regulations for deposal and recycling as well as green product first consideration when procurement of goods*

*The School District is revising and developing procedures and guidelines at this time including consideration of agreements with other local governing agencies*

*The District is promoting awareness and guidance on emergent service requirements*

### 2C. Success Stories

*The School District has added a further solar generating system to their inventory as well as working to develop their first school to eliminate the requirement of natural gas for heating systems.*

### 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

JUNE 7, 2024  
Date

Brian Moriarty  
Name (please print)

SUPERINTENDENT  
Title

*[Please email your signed report to [Carbon.Neutral@gov.bc.ca](mailto: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](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":


**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.

**4**  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.

**5**  **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).

**Optional**

# 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 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](mailto:carbon.neutral@gov.bc.ca) by no later than May 31, 2024.

Figure 1. CCAR 2023 report (part 1)

GHG Inventory Activity Data		2023
Total	GHG, All	A
Total	GHG, All	B

Figure 2. CCAR 2023 report (part 2)

# Carbon Neutral

OCAR Tax Offset	
GHG Inventory Activity Data	2073 Offset Required 1 CO2e, GHG, 6913
200 Inventory Estimates	0
Total	C 6913
2023 PYA	
PYA Inventory Energy Use	2072 1 CO2e, GHG, 0
PYA Mobile Energy Use	0
PYA Other Sources	0
PYA GHG Inventory Estimates	0
Total	D 0

