

Title: 2024 PSO Climate Change Accountability Report

Organization: BC Council for International Education (BCCIE)

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions, and our plans to continue reducing emissions in 2025 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. The office printer defaults to black and white and BCCIE is continuing to look into purchasing paper in the future that is at least partially recycled. BCCIE has transitioned many former paper documents such as event surveys to online options now to help reduce paper usage.

2024 GHG Emissions and Offsets Summary Table

BC Council for International Education 2024 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2024	
Total BioCO ₂	0
Total Emissions (tCO ₂ e)	5.34
Total Offsets (tCO ₂ e)	5.34
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2024 Reporting Year	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO ₂ 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 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Energy and Climate Solutions (**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.

Executive Sign-off:



May 20, 2025

Signature

Date

Executive Director





Randall Martin

Title

Appendix 1

Below are instructions to populate your organization’s **2024 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 2024 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 2024 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 options.
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 top left of the window to “refresh” the report. This will generate key analytics (see Figures 1 & 2 below for examples) used to populate your 2024 GHG Emissions and Offsets Summary table. Note: Large analytics may take time to process and will run in the background, appearing in the job tray when complete. If you log out of CGRT before it finishes, the report will be emailed to you automatically when it is ready.
Optional		Optional: If you want to save a copy of your “CCAR 2024 report”, export it to Excel by clicking the download button at the top right of the report. You can do this any time, even while the analytics are calculating.

- c. Using the results of your “CCAR 2024 report” populate your **2024 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 2024 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 2024 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 2024 GHG Emissions and Offsets Summary table is now complete. Proceed with completing the remaining sections of your 2024 PSO CCAR, including executive sign-off, and submit your final CCAR to carbon.neutral@gov.bc.ca by no later than May 31, 2025.

Figure 1. CCAR 2024 report (part 1)

1-CCAR 2024 report

Values to populate and complete the CCAR Template for 2024 RY

CCAR Tot GHG & BioGHG

	2024
t Bio CO2e, GHG, All	
GHG Inventory Activity Data	0
GHG Inventory Estimates	
Total	A 0
t CO2e, GHG, All	
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
Total	B 1,367

Figure 2. CCAR 2024 report (part 2)

CCAR Tot Offsets	
	2024
	Offset Required t CO ₂ e, GHG,
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
Total	C 1,367

3-2024 PYA	
	2023
	t CO ₂ e, GHG,
PYA Stationary Energy Use	0
PYA Mobile Energy Use	0
PYA Other Sources	0
PYA GHG Inventory Estimates	0
Total	D 0