

## 2024 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 2024 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 2024 Reporting Year;
- 2) **Instructions** for completing the 2024 PSO CCAR; and
- 3) **Template** for the 2024 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).

#### For Reference - CNG webpages

- [Carbon Neutral Government program](#) - CNG program timelines and requirements, including guidance and templates
- [Public sector organizations and climate action](#) - High-level summary of public sector climate action
- [Public sector Climate Change Accountability Reports](#) - Highlights from 2023 reporting year and link to all PSO CCARs from past years. This can be a useful resource to research other PSOs' efforts to help advance your sector-specific plans and actions.

## 1) Timelines For The 2024 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, 2025	<ul style="list-style-type: none"> <li>✓ PSOs must enter all of their <b>2024 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 2025	<ul style="list-style-type: none"> <li>✓ PSOs receive their 2024 offset invoice from CAS with the number of offsets required and amount to be paid.</li> </ul>
May 31, 2025	<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 2025.</li> </ul>
June 30, 2025	<ul style="list-style-type: none"> <li>✓ The Ministry of Energy and Climate Solutions 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 2024 reporting year.</li> </ul> </li> <li>✓ PSOs must complete payment on their <b>2024 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 2023 reporting year received a confirmation email from [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) on November 28, 2024, confirming their status as a Small Emitter for the 2024 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 highlighted in grey; 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, 2025

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, 2025.

CAS will post all PSO CCARs to the BC Government's [CNG website](#) by June 30, 2025 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 2024 PSO CCAR template. All text highlighted in grey 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.]

[BC Games Society]

## 2024 PSO Climate Change Accountability Report

**Title:** [Do not edit] 2024 PSO Climate Change Accountability Report

**Organization:** [BC Games Society]

### 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, 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

[Please describe the **actions** taken by your organization in the 2024 calendar year to minimize emissions and your **plans** to continue reducing emissions in future years. Refer to the guiding questions below, as applicable, for each emissions source category.]

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

[Please describe actions taken by your organization in 2024 to minimize emissions from **stationary sources** in buildings your organization owns or directly leases (see scope guidance). Please provide details about goals, targets and progress related to GHG emissions reductions.]  
*Moving all of our accounts payable to electronic files. Using online file sharing programs rather than creating hard copies to send out.*

Consider the following guiding questions:

- Has your organization adopted any emissions reduction targets? If so, is your organization on track to achieve them?

- How did you factor emissions reductions in retrofits<sup>1</sup> planned for, or carried out, in 2024? *Not applicable, we rent our office space*
- Whether you have a formal strategy or not, what are your organization's specific plans to continue reducing emissions from stationary sources going forward? *Put more documents online, less paper. When paper is required purchase recycled products*

## B. Paper Consumption

[Please describe actions taken by your organization in 2024 to support emission reductions from **paper supplies** and plans to continue reducing those emissions in 2025 and beyond.]

Consider the following guiding questions:

- Does your organization have policies or guidelines in place for:
  - Reducing paper use (e.g. digital transformation to paperless business processes, established procedures for efficient, waste-free paper use, paper consumption awareness campaign, etc.); and/or *All of our payable accounts have been moved to electronic files, and all of our paper in the office has been scanned and is not electronic documents.*
  - Purchasing environmentally and socially sustainable paper products (e.g. paper with recycled content, certified by the Forest Stewardship Council (FSC), etc.)? *Do our best to purchase only recycled paper*
- How does your organization plan to continue reducing emissions from paper use?]  
*Only using paper for things that need to be physically mailed*

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<sup>1</sup> [Retrofitting \(nrcan.gc.ca\)](https://www.nrcan.gc.ca/retrofitting)

## 2024 GHG Emissions and Offsets Summary Table

[Please see [Appendix 1](#) for instructions on populating this table with the “CCAR 2024” CGRT Report. The table separates biogenic emissions (BioCO<sub>2</sub>) from total emissions, as per international emission reporting protocols. **Tip:** To easily access the instructions for acquiring the data to complete the following table, print pages 10 to 12 of this document, or view in a split or new window (if you have more than one screen). If you choose to print, we recommend doing so double-sided to reduce paper use.]

<b>[Organization Name] 2024 GHG Emissions and Offsets Summary</b>	
<b>GHG emissions for the period January 1 - December 31, 2024</b>	
[See <a href="#">Appendix 1</a> for instructions on how to access your 2024 emissions data from CGRT. Cells A and B below are identified in <a href="#">Figure 1</a> ; cells C and D are identified in <a href="#">Figure 2</a> .]	
Total BioCO <sub>2</sub>	0
Total Emissions (tCO <sub>2</sub> e)	2.0
Total Offsets (tCO <sub>2</sub> e)	2.0
<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 2024 Reporting Year</b>	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO <sub>2</sub> e) [must round to a whole number (no decimal places)]	2.0+0
Offset Investment (\$) [Grand Total Offsets to be Retired for 2024 Reporting Year x \$25 per tCO <sub>2</sub> e]	(2.0) x \$25 = \$50

- i. [Note, BioCO<sub>2</sub> 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 BioCO<sub>2</sub> 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, BC Games Society (**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.

## PART 2. Public Sector Climate Leadership

[Information provided in this section is essential to support continued planning for emissions reduction and climate change adaptation initiatives across the public sector, as well as inform high-level reporting in the annual provincial Climate Change Accountability Report. Small Emitters are encouraged, but not required, to complete this section.]

### 2A. Climate Risk Management

[Please describe actions taken by your organization in 2024 to manage risk related to the changing climate and plans to continue managing those risks in 2025 and beyond. For example, has your organization:

- 1) Conducted a climate risk assessment to understand your organization's risk exposure and vulnerability to identified risks? If not, do you plan to conduct an assessment next year or in future years? No
- 2) Made changes to operational procedures in response to current impacts driven by climate change, such as heat wave, drought, wildfire or flood? – Yes, we have created an inclement weather procedure
- 3) Made changes to the way services or programs are delivered to accommodate clients, partners, staff or other collaborators who are affected by a climate-related impact? – Yes that is part of our inclement weather procedure
- 4) Made any operational procedures or infrastructure changes in preparation for future climate impacts? – looking into different ways to make the climate have less of an impact on our Games.
- 5) Used climate data, analysis tools, and resources to inform your climate adaptation and greenhouse gas emission reduction efforts? Please provide references, if available. – N/A
- 6) Incurred extra expenses in the last year in the form of staff overtime, hired subcontractors, or acquired equipment to manage climate risk and adapt to climate change? No
- 7) Taken any other measures to manage climate risk and adapt to the changing climate? no

### 2B. Additional Sustainability Initiatives

[Please describe any additional initiatives in your organization that support **sustainability** in general. For example, does your organization have any of the following:

- 1) A low-carbon business travel policy or travel reduction goal? (low carbon = lowest emissions per kilometre traveled per passenger) - yes
- 2) An operations policy or program to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities? (e.g. composting, collection of plastics, battery recycling, etc.) – N/A
- 3) Green procurement standards/policy for goods (e.g. office furniture, fleet, etc.)?N/A

- 4) A green lease<sup>3</sup> strategy, or green lease clauses embedded in leasing documents? – N/A
- 5) Water conservation measures in place? N/A
- 6) Climate engagement, education and awareness opportunities for staff and/or clients? – Yes have taken course for climate change and inclement weather.
- 7) Policies or guidelines for how climate change is factored into your organization's service delivery and decision-making? – Inclement weather procedure

## 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]**



May 31, 2025

Signature

Date

Alison Noble CEO/ President

Name (please print)

Title





**[Please email your signed report to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) by no later than May 31, 2025.]**

<sup>3</sup> Green leases align financial and sustainability objectives between a landlord and tenant and can include clauses for energy efficiency, water and waste management, as examples, that help to meet organizations' related goals

## 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](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 2024 report”:

<b>1</b>		Click on the ‘Analytics’ menu tab and select ‘Intelligence Center’ from the drop-down menu.
<b>2</b>		Within the Intelligence Center, search for, then <b>click on</b> , the report titled “CCAR 2024 report”. Note: This report will have a blue Published tag applied.
<b>3</b>		In the top right corner of the window, click the icon containing three horizontal dots to expand the options.
<b>4</b>		Click the computer monitor icon to view the report. The report will open in a new window.
<b>5</b>		Click the icon containing two circular arrows at the top left of the window to “refresh” the report. This will generate key analytics (see <b>Figures 1 &amp; 2</b> 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.
<b>Optional</b>		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](mailto: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	
<b>Total</b>	<b>A 0</b>
t CO2e, GHG, All	
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
<b>Total</b>	<b>1,367</b>
<b>Total</b>	<b>B 1,367</b>

Figure 2. CCAR 2024 report (part 2)

CCAR Tot Offsets	
	2024
	Offset Required
	t CO2e, GHG,
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
Total	C 1,367

3-2024 PYA	
	2023
	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