

## 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.

### BC Infrastructure Benefits Inc.

## 2024 PSO Climate Change Accountability Report

**Title:** 2024 PSO Climate Change Accountability Report

**Organization:** BC Infrastructure Benefits Inc

### 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

As part of BCIB's mandate, the service plan speaks to environmental commitments, which include emission reduction.

BCIB's Head Office is currently located in Downtown Vancouver, in a LEED Gold building. We will continue to work with the property management team to ensure requirements for the building that pertain to our lease agreement are carried out.

BCIB has continued to operate within a hybrid model for the corporate office allowing sections of the office to have minimum energy use of approximately 1-2 days per week while employees work from home.

We will continue to offer a hybrid model to employees. This will continue to support our goals and initiatives, while at the same time, will allow for less commutes to and from the head office in Downtown Vancouver.

In addition, during 2024, BCIB continue to work with the Canada's Building Trades Unions (CBTU) and Skill Plan to expand on our existing climate literacy training program called *Building it Green*, and have expanded training to cover our Lower Mainland projects as well as our Cowichan Hospital project in Duncan BC. The purpose of the training is to provide apprentices, journeypersons, and trainers with an understanding of the construction industry's role in addressing climate change. CBTU's *'Building it Green'* training is designed to educate and increase skilled tradespeople's

awareness of climate change; the role of construction, and it will assist BCIB's trades workforce prepare as new green practices and opportunities emerge.

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

BCIB has collaborated closely with the building's property management team to implement measures aimed at reducing emissions. This includes establishing an annual schedule to regulate the office's temperature efficiently throughout the year, minimizing the need for frequent manual adjustments that could otherwise increase energy consumption.

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

BCIB operates two vehicles, primarily utilized for travel to and from job sites. At present, there are no plans to expand the fleet. However, should additional vehicles be required, BCIB intends to prioritize the acquisition of zero-emission or hybrid vehicles.

Currently, there is no necessity for charging stations within the building.

## **C. Paper Consumption**

BCIB utilizes two energy-efficient printers at its head office, both configured for optimal resource use. Default settings include double-sided and black-and-white printing, with color printing available only when absolutely necessary. Employees are encouraged to minimize unnecessary printing by sharing documents electronically, such as via email, instead of printing physical copies.

Additionally, BCIB has adopted collaborative tools like Microsoft Teams and SharePoint for document sharing and editing, significantly reducing paper usage.

## 2024 GHG Emissions and Offsets Summary Table

BC Infrastructure Benefits Inc 2024 GHG Emissions and Offsets Summary	
<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>	32 tCO <sub>2</sub> e
Total Emissions (tCO <sub>2</sub> e)	32 tCO <sub>2</sub> e
Total Offsets (tCO <sub>2</sub> e)	32 tCO <sub>2</sub> e
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0 tCO <sub>2</sub> e
<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)]	32 tCO <sub>2</sub> e
Offset Investment (\$) [Grand Total Offsets to be Retired for 2024 Reporting Year x \$25 per tCO <sub>2</sub> e]	\$800

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, **BC Infrastructure Benefits Inc (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

### 2A. Climate Risk

N/A

### 2B. Additional Sustainability Initiatives

N/A

### 2C. Success Stories

N/A

### 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<sup>st</sup> 2025

Signature Date

VP Finance and CFO

MARIC

Name Title

(please

provide





print)

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

## 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”.

# Carbon Neutral

- d. Lastly, complete the Offset Investment (\$25 per tCO<sub>2</sub>e) line of the table by manually multiplying your Grand Total Offsets to be Retired for 2024 Reporting Year (tCO<sub>2</sub>e) 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 CO <sub>2</sub> e, GHG, All	
GHG Inventory Activity Data	0
GHG Inventory Estimates	
Total	A 0
t CO <sub>2</sub> e, GHG, All	
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
Total	1,367
Total	B 1,367

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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	
<b>Total</b>	<b>C 1,367</b>



## 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
<b>Total</b>	<b>D 0</b>