

Innovate BC 2024 PSO Climate Change Accountability Report

Title: 2024 PSO Climate Change Accountability Report

Organization: Innovate BC

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)

As a tenant in a leased office, we are limited in our ability to directly modify building systems. However we continue to support the following action to reduce emissions:

- We've adopted a hybrid and flexible work model, reducing on-site energy use and emissions.*
- We co-locate with other organizations to maximize space efficiency and minimize our physical footprint.*
- In 2025, we relocated to a LEED® Gold-certified building (Existing Buildings: Operations & Maintenance), aligning with best practices in energy and environmental performance.*

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

N/A. Innovate BC has no fleet vehicles or off-road portable equipment.

C. Paper Consumption

Innovate BC encourages a paperless office environment but when printing is necessary 100% recycled paper is used. 99% of documents are shared digital to limit paper usage. We did not purchase any paper stock in 2024. Innovate BC will continue to purchase 100% recycled paper and explore alternative paper sources.

2024 GHG Emissions and Offsets Summary Table

Innovate BC 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)	14.1
Total Offsets (tCO ₂ e)	14.4
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	-4.24
Grand Total Offsets for the 2024 Reporting Year	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO ₂ e)	10
Offset Investment (\$)	\$250

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, Innovate BC (**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:

[All PSOs, including Small Emitters, must have their final report signed by a senior official, such as CEO, COO or Superintendent]

Signature

May 13, 2025

Date

Elizabeth Dutton

Name (please print)

Chief Operating Officer





Title

[Please email your signed report to 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 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 CO ₂ e, GHG, All	
GHG Inventory Activity Data	0
GHG Inventory Estimates	
Total	A 0
t CO ₂ e, GHG, All	
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
Total	1,367
Total	B 1,367

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