

British Columbia
Greenhouse Gas Industrial Reporting
and Control Act

GHG Offset Guidance Document

Director
Industrial Reporting and Control

Date



Ministry of
Environment and
Climate Change Strategy

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Document Control

Version	Date	Description of Changes
1.0	February 2021	Document Finalized

List of Acronyms

BC	British Columbia
CO _{2e}	Carbon Dioxide Equivalent
EMA	Environmental Management Act
GGERR	Greenhouse Gas Emission Reporting Regulation
GGECR	Greenhouse Gas Emission Control Regulation
GGIRCA	Greenhouse Gas Industrial Reporting and Control Act
GGEAPAR	Greenhouse Gas Emission Administrative Penalties and Appeals Regulation
GHG	Greenhouse Gas
IAF	International Accreditation Forum
ISO	International Organization for Standardization
t	Metric Tonne

A reference to “ISO” followed by a number refers to a standard made by the International Organization for Standardization (ISO), as named in part by that number and amended from time to time.

1 Introduction

1.1 Purpose of this Guidance Document

The Offset Guidance Document explains the requirements of the *Greenhouse Gas Industrial Reporting and Control Act* (GGIRCA) and the Greenhouse Gas Emission Control Regulation (GGECR) for offset project proponents, developers, validation and verification bodies.

This guidance does not constitute legal advice, is not legally binding and does not alter any obligations or requirements imposed under the Greenhouse Gas Industrial Reporting and Control Act (GGIRCA) and its regulations.

1.2 Using this Guidance Document and the Act and Regulation Index Table

The main body of this Offset Guidance Document works through the requirements for offset Project Proponents contained in the GGEGR. For additional clarity, requirements are emphasized using underlined text where appropriate (i.e. “a Project Proponent must..”). Appendix A provides an index between the Offset Guidance Document and the relevant sections of the GGIRCA and GGEGR. At all times, the GGIRCA and GGEGR take precedence over information provided herein.

The side bar along the left side of this Offset Guidance document contains two categories of text. The black text notes the legal or regulatory provisions that correspond with a particular section of the guidance. The *blue, italicized text* seeks to provide further detail and clarity through additional guidance, practice tips or references to related documents or sections within this document.

Users of this Offset Guidance Document may find other helpful resources on the [Climate Action Secretariat website](#), including relevant forms, updates and FAQs. For more information, please visit the website or contact GHGRegulator@gov.bc.ca.

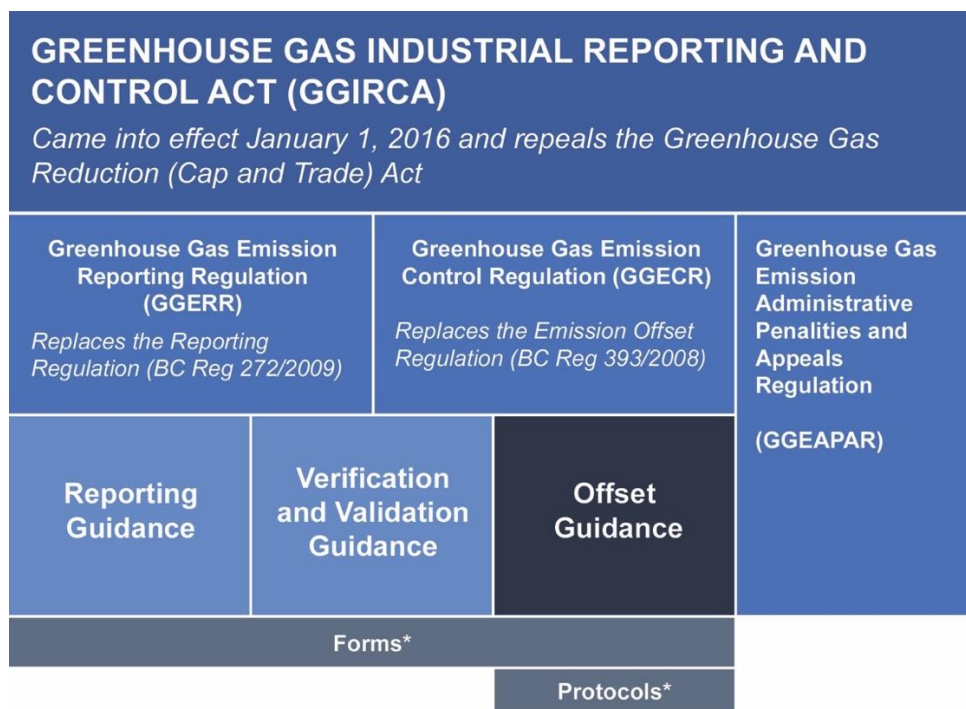
1.3 Estimated Processing Times

Estimated processing times for offset projects are noted in the side bar on the left throughout this guidance document. They can also be found within the templates available on the Climate Action Secretariat website. Please note that these time estimates assume that the Climate Action Secretariat has received complete documentation in appropriate templates in accordance with the GGIRCA and relevant regulations. Where incomplete or inaccurate information is received, the proponent will be notified and provided the opportunity to update the submission. This may impact estimated review and processing times.

While the Climate Action Secretariat is establishing standard due diligence procedures and processes for offset project-related activities required under the GGIRCA, estimated processing times set out in this Offset Guidance Document are in no way guaranteed. Rather, the estimated processing times herein should be treated as minimums, as processing times may vary depending on workload and other factors. Business days are Monday to Friday, excluding statutory holidays.

1.4 Regulatory Overview

British Columbia’s industrial greenhouse gas reporting and control framework is organized as follows:



*Forms and protocols can be found on the Climate Action Secretariat website.

The guidance documents are intended as guidance to applying the above framework of the Act, regulations, and offset protocols using the corresponding forms. All guidance documents along with related forms and protocols can be found on the Climate Action Secretariat website.

1.5 British Columbia's Regulatory Offset Framework

The GGECR replaces the *Emission Offset Regulation (BC 393/2008)* and establishes requirements for:

- **The BC Carbon Registry:** The GGECR establishes an electronic registry for tracking compliance units (i.e. offset units, funded units, earned units) and transactions of those compliance units, as well as requirements for persons holding an account on the registry. These requirements are discussed in the BC Carbon Registry Guidance document which is available in the BC Carbon Registry.
- **Emission Offset Projects:** The GGECR sets out requirements for planning, measuring, reporting, validating and verifying offset projects. Requirements for validation and verification are discussed in the Verification and Validation Guidance document.

1.6 Terminology

1.6.1 Baseline Emissions

The amount of greenhouse gas emissions established by, or estimated in accordance with, the applicable protocol that would occur from all selected sources had the project not been carried out.

1.6.2 Baseline Removals

The amount of greenhouse gas emissions, established by, or estimated in accordance with, the applicable protocol, that would be removed from the atmosphere by all selected sinks in the absence of the project.

1.6.3 Baseline Scenario

One or more hypotheses that:

- a) Assume that the project is not carried out
- b) Are about activities that have an effect on the emissions or removals of greenhouse gases
- c) Enable the estimation of baseline emissions and baseline removals

1.6.4 Contingency Account

A type of account held by the government, which the Director may credit a portion of offset units issued in relation to a sequestration project or storage project, as defined by the applicable protocol.

GGECR Section 18

1.6.5 Crediting Period

The period for which a project may be issued offset units.

GGIRCA Section 9

1.6.6 Emission Offset Project

May also be referred to as simply a “project” and is developed with the purpose of generating offset units.

1.6.7 Emissions Reduction

The total emission reductions achieved by the project (baseline emissions minus project emissions).

GGIRCA Section 13

1.6.8 Holding Account

A type of account on the BC Carbon Registry that may hold offset units, fund units or earned units. A project proponent, the operator of a regulated operation or the government may have a holding account.

1.6.9 Leakage

Where the emission reductions or removal enhancements achieved by a project are reduced in magnitude by increases in emissions due to:

- shifts or changes in the production of goods or services from locations associated with sources or sinks selected for the project to other locations associated with sources or sinks not selected for the project;
- the production of materials, at a source not selected for the project, that are used at a project site
- shifts or changes in levels of production of goods or services outside the project crediting period; or

- any other factor, caused by activities that occur at sources or sinks not selected for the project, that if it were taken into account, would reduce the emission reduction or removal enhancement for the project

1.6.10 Offset Units

GGIRCA Section 8

Tradable units, measured in tonnes of carbon dioxide equivalent, that may be issued in relation to an emission offset project that meets the offset requirements under the GGIRCA and the GGECR.

1.6.11 Project Emissions

The amount of greenhouse gas emissions that occur from the project or are estimated to occur from the project were it carried out.

GGECR Section 14

1.6.12 Project Plan

A document developed in accordance with the applicable protocol. The offset project plan must be validated and submitted to the Director by a validation body in order for the Director to accept the project plan.

1.6.13 Project Reduction

The total of the emissions reduction and removals enhancement, less any discounts applied in accordance with the applicable protocol, that are estimated to occur in the crediting period and are estimated to occur or have occurred in the project report period.

GGECR Section 11

1.6.14 Project Removals

- a. In relation to a project plan: The amount of greenhouse gases as estimated in accordance with the applicable protocol, that would be removed by all selected sinks were the project carried out.
- b. In relation to a project report: The amount of greenhouse gases as determined in accordance with the project report, that would be removed by all selected sinks during the project report period.

1.6.15 Project Report

GGECR Section 20

A document, developed in accordance with the regulation, that reports on the results of the project during a project report period. To have offset units issued to the registry, the project report must be verified by an accredited Verification Body and submitted to the Director through the BC Carbon Registry.

GGECR Section 11

1.6.16 Project Report Period

The project reporting period is the period for which a separate project report must be prepared, according to the applicable protocol.

1.6.17 Protocol

GGIRCA Section 10

A document established by the Director, in accordance with any prescribed procedures, that establishes the requirements for carrying out a class of emission offset projects.

1.6.18 Removals Enhancement

In relation to a project plan: Project removals as described in 1.6.13 a) minus baseline removals for the project.

In relation to a project report: Project removals as described in 1.6.13 b) minus baseline removals for the project report period.

1.6.19 Reservoir

A physical unit or component of the biosphere or geosphere, that has the capability to store or accumulate greenhouse gas, or a component thereof, removed from the atmosphere.

1.6.20 Sequestration

A project that provides for the removal of greenhouse gases from the atmosphere and storage of that gas in a biological reservoir or the avoidance of greenhouse gas emissions from sources that are part of the biosphere.

1.6.21 Sink

A physical unit or process that removes greenhouse gas from the atmosphere.

1.6.22 Storage

A project that provides for storage of greenhouse gases in a non-biological reservoir. The greenhouse gases may be captured before it is emitted into the atmosphere or removed from the atmosphere by an industrial process.

1.6.23 Verification and Validation

The following definitions are provided in the Verification and Validation Guidance document:

- Lead Validator or Verifier
- Independent Peer Reviewer
- Validation or Verification Body

1.7 Stand-Alone Projects

A project that is implemented in a single instance, as described in the project plan, is defined as a stand-alone project.

1.8 Aggregated Projects

A project proponent may aggregate projects through bundling small-scale project activities together in one project plan for the purpose of registering them all as a single larger project activity. The prime motivation for an aggregated project is to combine smaller project activities that individually would not generate enough project reductions to overcome project development transactions costs; however, that as a larger group can spread transaction costs amongst all individual participants.

Specific requirements for aggregation of projects are described in the protocols that permit aggregation.

GHG reduction activities within an aggregated project are generally similar in scope (e.g. all afforestation projects). Furthermore, the aggregated project composition does not change over time (i.e. projects cannot be added moving forward) because all project activities within the aggregated project structure must be validated at the same time and adhere to the same validation period.

1.9 Program of Activities

Similar to aggregated projects, program of activities are project structures that allow for the collection of multiple smaller project activities under the umbrella of a larger project into a single project plan. The major differences between programs of activities and aggregated projects is that programs of activities can combine multiple project types and can add projects at any point after the program has been registered as a project.

Specific eligibility requirements for projects to be included in a program of activities are described in the applicable protocols.

2 Roles and Responsibilities

2.1 Project Proponent

Project proponents seeking to have a project accepted by the Director and subsequently have offset units issued under GGIRCA must:

- Prepare a project plan in accordance with the GGEGR;
- Submit the project plan to a validation body for validation;
- Prepare a project report; and
- Submit the project report to a verification body for verification.

Project proponents of sequestration or storage projects must also:

- Prepare a monitoring and maintenance plan in accordance with the applicable protocol
- Monitor the project site according to the requirements of the applicable protocol;

Maintain the amount of greenhouse gas sequestered or stored in accordance with the applicable protocol and the monitoring and maintenance plan.

- Prepare a monitoring report for each monitoring period; and
- Submit the monitoring report to a verification body for verification.

The project plan and project report must be completed using the templates available on the CAS website.

Project proponents must retain and provide a validation/verification body with full and timely access to all records relevant to the validation/verification. Project proponents must exercise due diligence to minimize the number of validator/verifier's qualifications listed on the validation/verification statement. If necessary, the project proponent must revise the project plan or project report to reduce these qualifications.

2.2 Validation Body

Only accredited validation bodies are permitted to complete offset project validations under GGIRCA. The validation body must be accredited, and in good standing with, a member of the International Accreditation Forum, in accordance with ISO 14065. The validation body must be accredited in relation to projects in the applicable sector. An accredited validation body may validate a project plan and provide a validation statement if the validation body is satisfied that:

- The assertions in the project plan are fair and reasonable; and
- The project plan is consistent with the applicable protocol and the GGEGR.

An application to the Director for acceptance of a project plan must be submitted by the validation body through the BC Carbon Registry and must include:

- The project plan;
- The validation statement; and
- The conflict of interest report.

GGEGR Section 14
GGEGR Section 25
GGEGR Section 26 (1)
GGIRCA Section 9 (1)
GGEGR Section 17

The requirements for project plans and project reports are described in sections 4.1 and 4.3, respectively, of this offset guidance document.

GGEGR Section 26 (1) (2)

Protocols are published on the Climate Action Secretariat website at:
<https://www2.gov.bc.ca/gov/content/environment/climate-change/industry/offset-projects/develop>

GGEGR Section 21 (2)
"Qualifications" are described in the Verification and Validation Guidance document.

GGEGR Section 15
GGEGR Section 16
GGEGR Section 17(1)

The Verification and Validation Guidance document provides guidance for validators and verifiers and discusses the validation statement and conflict of interest report in greater detail.

GGECR Section 21
GGECR Section 13

The Verification and Validation Guidance document provides guidance for validators and verifiers and discusses the validation statement and conflict of interest report in greater detail.

2.3 Verification Body

Only accredited verification bodies are permitted to complete offset project verifications under GGIRCA. The verification body must be accredited, and in good standing with, a member of the International Accreditation Forum, in accordance with ISO 14065. The verification body must be accredited in relation to projects in the applicable sector. An accredited verification body may verify a project report and provide a verification statement if the verification body is satisfied that:

- The assertions in the project report respecting the project reduction are fair and accurate;
- There were no substantial changes in how the project was carried out compared to the description of the that project in the project plan; and
- The verification statement contains as few qualifications as possible.

GGECR Section 23 (1)

An application to the Director for the issuance of offset units must be submitted by the verification body through the BC Carbon Registry and must include:

- The project report;
- The verification statement;
- The conflict of interest report; and
- Evidence that a covenant under Section 219 of the *Land Title Act* has been entered into the favour of the Crown (if required by the applicable protocol).

2.4 Director

GGIRCA Section 1

The Director is a government employee designated in writing by the Minister of Environment for the GGIRCA and associated enabling regulations. The Director is responsible for:

- Receiving, reviewing and accepting a project plan or revised project plan if all requirements of the GGECR are met;
- Approving any variances to project plans;
- Granting extensions to crediting periods;
- Receiving and reviewing an application for the issuance of offset units in relation to a project report;
- Issuing offset units in relation to a project report if all requirements of the GGECR are met; and
- Receiving, reviewing and accepting a monitoring report (if required by the applicable protocol) if all requirements of the GGECR are met.

3 Offset Project Criteria

3.1 ISO 14064-2 Principles

If there is an inconsistency between ISO 14064-2 and GGEGR, the GGEGR prevails to the extent of that inconsistency.

Offset project proponents should conform to the requirements of the International Organization for Standardization (ISO) standard 14064-2. ISO standard 14064-2 establishes six principles for the quantification, monitoring and reporting of an emission offset project. The application of these principles ensures true and fair reporting of greenhouse gas information. These principles will also form the basis of validation and verification activities conducted by the validation body and verification body.

The six ISO 14064-2 principles are:

- **Relevance:** Select the greenhouse gas sources, sinks, reservoirs, data and methodologies appropriate to the needs of the intended user.
- **Completeness:** Include all relevant greenhouse gas emissions and removals. Include all relevant information to support criteria and procedures.
- **Consistency:** Enable meaningful comparisons in greenhouse gas related information.
- **Accuracy:** Reduce bias and uncertainties as far as is practical.
- **Transparency:** Disclose sufficient and appropriate greenhouse gas related information to allow intended users to make decisions with reasonable confidence.
- **Conservativeness:** Use conservative assumptions, values and procedures to ensure that greenhouse gas emission reductions or removal enhancements are not over-estimated.

ISO 14064-2 Section 4

3.2 Project Location

The project must be carried out and the project reductions must occur in British Columbia.

GGEGR Section 14 (3)(d)

3.3 Project Start Date

The project start date is the first date on which activities described in the approved offset project plan for the project occur, unless the project start date is specifically defined in the protocol. The project start date must be no more than one year prior to public notice of the applicable protocol being issued. Furthermore, the activities that are generating the offset units must have started after January 1, 2014.

The applicable protocol defines how to determine the project start date.

If an amendment to the protocol makes the protocol applicable to the project, the project start date must be no more than one year prior to the public notice of the applicable protocol amendment.

GGIRCA Section 10 (6)
GGEGR Section 11
GGEGR Section 18

The project plan will not be accepted by the Director if the project plan is submitted more than five years after the project was started.

The director must not approve a project plan with a start date prior to the public notice of the applicable protocol or before public notice of an amendment to that protocol.

3.4 Crediting Period

GGECR Section 18 (1)

3.4.1 Crediting Period Timeframe

The crediting period is the period for which a project may be issued offset units in relation to the project.

The crediting period for an offset project that has been accepted by the Director begins on the earlier of:

- The date the project plan is accepted by the Director; and
- The project's start date.

The crediting period ends:

- On the last day of the crediting period as specified in the applicable protocol;
- After a crediting period of 25 years for sequestration or storage projects; or
- After a crediting period of 10 years for all other kinds of projects.

Program of activities projects will have one crediting period for the entire project.

GGECR Section 18 (2)

3.4.2 Extension of the Crediting Period

The crediting period may be extended at the discretion of the Director and as described in the applicable protocol if:

- The applicable protocol does not specify a crediting period end date;
- The project proponent applies for an extension within the 12-month period before the expiry of the crediting period; and
- The project proponent submits:
 - a new project plan in accordance with the applicable protocol (in accordance with the amended or replacement protocol if the protocol has been amended or replaced since the project was last validated);
 - an identification and explanation of the difference between the accepted emission offset project plan and the new project plan; and
 - a new validation statement and new conflict of interest report.

The crediting period extension authorized by the Director will be a maximum of:

- 25 years, if the project is a sequestration or storage project, to a maximum total crediting period for the project of 100 years; or
- 10 years, if the project is any other kind of project, to a maximum total crediting period of 20 years.

GGECR Section 30

3.4.3 Transition of Projects from Greenhouse Gas Reduction Targets Act

The deadline for grandparenting projects accepted under the *Greenhouse Gas Reduction Targets Act* has passed.

Contact GHGRegulator@gov.bc.ca for the appropriate forms and documents to submit a request for a crediting period extension.

GGECR Section 11
GGECR Section 20 (3)

3.5 Project Report Period

The project report period is the period for which a separate project report must be prepared, according to the applicable protocol.

GGECR Section 11
GGECR Section 14 (3)

3.6 Selection of the Baseline Scenario

The baseline scenario must:

- be established or developed in accordance with the appropriate protocol; and
- result in a conservative estimate, considering
 - provincial or federal incentives or regulatory requirements relevant to any aspect of the baseline scenario, including tax incentives or grants;
 - financial implications of carrying out a course of action referred to in the baseline scenario; and
 - any other factors relevant to justifying the assertion that the estimate of the project reduction is conservative.

3.7 Quantification and Measurement

All greenhouse gases must be measured and reported in metric tonnes of carbon dioxide equivalent.

GGECR Section 14 (3)
GGECR Section 25

3.8 Sequestration and Storage Projects

3.8.1 Requirement to Conduct Monitoring and Maintenance

Project proponents of sequestration or storage projects must conduct monitoring and maintenance activities for 100 years after the crediting period for the project ends.

Monitoring must be conducted according to the manner and frequency specified in the applicable protocol and the monitoring and maintenance plan.

The project proponent is responsible for ensuring that the amount of greenhouse gas sequestered or stored is maintained. Maintenance activities must be carried out in accordance with the requirements of the protocol and the monitoring and maintenance plan.

3.8.2 Requirement to Submit a Monitoring Report

If monitoring is required, a project proponent must prepare a monitoring report in accordance with the regulation and submit the report to a verification body for verification within six months after the end of each monitoring period.

GGECR Section 12
GGECR Section 26

GGECR Section 23 (2)

The anticipated time for CAS to review an application for offset issuance and for the Director to issue a decision is 30 business days.

GGIRCA Section 20 (5)

GGECR Section 20 (3)

GGECR Section 24 (2)

GGECR Section 26 (4)

GGECR Section 26 (5)

3.8.3 Issuance of Offset Units

The Director will issue offset units to the project proponent's holding account unless the Director believes that the project report or verification statement is inconsistent with GGIRCA, the GGECR or the applicable protocol.

3.8.4 Crediting for Sequestration and Storage Projects

For offset units issued in relation to sequestration and storage projects, a maximum of 51% of offset units issued, as specified in the applicable protocol, will be directly credited to the government's contingency account.

If a reversal of greenhouse gas reductions or removals in a project occurs after the crediting period for that project has ended, and the Director is satisfied that the project proponent did *not* cause a material impairment, the Director may retire offset units from the contingency account equivalent to one offset unit per tonne of CO₂e by which the project reduction has been impaired.

If a reversal of greenhouse gas reductions or removals in a project occurs after the crediting period for that project has ended, and the Director determines that the project proponent *has* caused a material impairment as a result of failing to comply with the maintenance and monitoring requirements in the applicable protocol, the Director may retire from the contingency account, one offset unit for each tonne of CO₂e by which the project reduction was impaired. The maximum number of offset units the Director may retire is calculated as:

$$\text{Offset Units}_{\text{Contingency}} - \text{Offset Units}_{\text{Previously Retired}}$$

where:

Offset Units_{Contingency} = the number of offset units credited to the contingency account for that project

Offset Units_{Previously Retired} = the number of offset units previously retired in relation to the project

Once an offset unit is retired into the government's retirement account, the unit is no longer available for use.

If the number of offset units retired from the contingency account is insufficient to account for the failure to comply with the maintenance and monitoring requirements in the applicable protocol, the project proponent must deposit compliance units equal to the shortfall into a holding account and direct the Director to retire those compliance units.

4 Emission Offset Project Documents

4.1 Project Plan

GGECR Section 14 (1)
GGECR Section 14 (2)

The most recent version of these forms are available on the Climate Action Secretariat website at: <http://www2.gov.bc.ca/gov/content/environment/climate-change>

A project proponent who wishes to have a project accepted by the Director must prepare a project plan and submit it to a validation body for review. The validation body is then responsible for submitting the project plan and validation statement to the Director through the BC Carbon Registry. The documents are reviewed by the Director for completeness and regulatory conformance. The Director may then accept these documents and register the project onto the BC Carbon Registry. The project plan and validation statement are made public on the BC Carbon Registry.

4.1.1 Contents of a Project Plan

GGECR Section 14 (3)

The project plan must be completed based on the most current version of the project plan template available on the Climate Action Secretariat website.

4.1.2 Validation of a Project Plan

GGECR Section 15 (1)
GGECR Section 15 (2)

A validator may provide a validation statement for a project plan only if:

- The validator concludes that the assertions in the project plan are fair and reasonable; and
- The project plan is consistent with the requirements of the applicable protocol and GGECR.

GGECR Section 15 (3)
See Verification and Validation Guidance document for a discussion of “materiality”.

A validator may not provide a validation statement if the validator considers the project plan to contain material errors, omissions or misrepresentations.

4.1.3 Amendment to a Project Plan

GGECR Section 19

A request for an extension of a crediting period does not apply to this revision process. See section 3.4.2 of this offset guidance document for the requirements for requesting an extension of a crediting period.

A project proponent may apply to the Director for an amendment to the project plan, other than the crediting period, by submitting:

- An amended project plan;
- A description of and explanation of the requested amendment;
- An assessment of the consistency of the amendment with the approved protocol;
- An assessment of any changes in an act or regulation or other circumstances that may affect the project’s baseline scenario; and
- A new validation statement and conflict of interest report if:
 - The change to the project’s baseline scenario, affected by changes in the act or regulation, has resulted in a material change to the project’s project reduction; or
 - Required by the Director.

4.2 Rejection of the Project Plan

GGECR Section 17

The project proponent will be notified of the Director’s decision regarding acceptance of the project plan by email.

4.2.1 Director Rejection of a Project Plan

The Director may refuse to accept a project plan if:

The anticipated time for CAS to review a new project plan and for the Director to issue a decision is 45 business days.

- The validation statement was signed more than 45 days before submission to the director;
- The project proponent's participation in the BC Carbon Registry is suspended or cancelled;
- The project plan is inconsistent with the applicable protocol, the GGECR or the GGIRCA; or
- The validation body is under investigation by its accreditation body.

4.2.2 Director Rejection of an Amendment to a Project Plan

If the Director rejects an amendment to a project plan, the project proponent must notify the Director whether the proponent intends to carry out the project as registered.

4.3 Project Reports

A project proponent who wishes to have offset units issued for a project report period of the project must:

- Prepare a project report in a form approved by the director; and
- Submit a project report to a verification body for review.

The verification statement, the conflict of interest statement and the project report must then be submitted to the Director by the verification body through the BC Carbon Registry. The documents are reviewed by the Director for completeness and regulatory conformance. The Director may then issue offset units into the project proponents holding account and the contingency account (as may be required by the applicable protocol). The project report and verification statement are made public on the BC Carbon Registry.

4.3.1 Contents of a Project Report

The project report must be completed based on the most current version of the project plan template available on the Climate Action Secretariat website.

4.3.2 Verification of Project Reports

A verification body may provide a verification statement for a project report only if:

- The verification body concludes that the assertions in the project report are fair and accurate;
- There were no substantial changes in how the project was carried out during the project report period compared to the description of the project in the project plan;
- The verification statement contains as few qualifications as possible.

A verification body may not provide a verification statement if the verification body considers the project report to contain material errors, omissions or misrepresentations.

GGECR Section 19 (2)

GGECR Section 19 (3)

The process and timeline for notifying the Director will be described in the Director's decision letter.

GGECR Section 20 (1)

GGECR Section 22 (4)

GGECR Section 20 (2)

GGECR Section 21 (1)

The Verification and Validation Guidance document provides further information regarding qualifications that may be placed on a verification statement; the definition of material errors, omissions or representations; the contents of a verification statement; and the conflict of interest requirements for verification bodies.

GGECR Section 21 (3)

4.4 Monitoring Reports

GGECR Section 26 (3)

Section 3.8 of this guidance describes requirements for monitoring and maintenance of sequestration and storage projects.

If a project proponent is required to monitor and maintain a sequestration and storage project, a monitoring report must be submitted to the Director within six months after the end of each monitoring period required under the applicable protocol.

Monitoring reports, if required, must contain the following:

- The project title;
- The monitoring report period;
- A description of maintenance activities required under the project plan and an assertion that they were completed;
- A description of monitoring activities required under the project plan and an assertion that they were completed;
- An assertion of whether the greenhouse gas components of greenhouse gas sequestered or stored under the project has been maintained at levels to ensure that the project reduction has not been materially impaired;
- An assertion of the cause of material impairment, if any;
- Evidence to support each assertion;
- An assertion that the monitoring report complies with the applicable protocol and the GGECR; and
- Any additional protocol requirements.

4.4.1 Verification of Monitoring Reports

GGECR Section 26 (2)

The proponent must submit the monitoring report to a verification body for verification. The verification body must then submit both the monitoring report and the verification statement to the Director.

4.5 Record Retention

GGECR Section 27 (1)

A project proponent must retain all records and reports related to an accepted emission offset project for at least 7 years after the later of the following dates:

- The last day of project's crediting period; or
- The last day of the project's monitoring period if monitoring is required after the end of the crediting period.

GGECR Section 27 (2)

Records that must be retained include, but are not limited to, the following:

- Records used to quantify emissions reductions, removals enhancements and project reductions;
- Records used to support information reported in the project report, including:
 - invoice records,
 - monitoring equipment output, and
 - other activity data;
- Records used to prepare the project plan;

- Records of any calculations and methods used to quantify emissions reductions, removals enhancements and project reductions;
- Records of all emission factors used to quantify emissions reductions, removals enhancements and project reductions;
- Records submitted to the Director under the GGECR;
- Each name, job title, contact information and role in the project for the proponent and:
 - Any other person responsible for carrying out the project;
 - The person primarily responsible for preparing and submitting the project plan, a project report or monitoring report;
 - Other personnel involved in quantifying the emissions reductions, removals enhancements and project reductions; or
 - Any person involved in the project's quality assurance.
- A log that documents any changes in calculations and methods and instrumentation used to quantify emissions reductions, removals enhancements and project reductions for each project report period;
- Records respecting any revisions, and reasons for those revisions, to the project plan, project reports or monitoring reports;
- Records related to the validation of the project plan and verification of the project reports and the monitoring reports.

GGECR Section 27 (3)

These retained documents and records must be sufficient to allow for validation of the project plan, verification of a project report or verification of a monitoring report.

GGECR Section 27 (4)

Upon request by the Director, the proponent must provide the Director with any of these retained documents and records within 10 business days of the request.

5 Controls

5.1 Inspection

GGIRCA Section 21
GGIRCA Section 22

The business premises of a project proponent of an accepted emission offset project or the site of the project may be inspected at any time by an inspector designated by the Director to ensure compliance with the GGIRCA and the GGEGR. The inspector can take along persons and equipment relevant to the inspection and must provide proof of identity upon request.

During an inspection, the inspector may:

- Undertake inspection and analysis;
- Measure, sample or test anything;
- Take samples off site; and
- Make or take away copies of records.

During an inspection, at the request of the inspector, the project proponent must, without charge or unreasonable delay:

- Produce for examination any record relating to requirements under the GGIRCA; and
- Provide the inspector with information relevant to the inspection.

GGIRCA Section 22 (4)
EMA Section 112

If, during an inspection, an inspector has reasonable grounds to believe that a person has contravened/is contravening the GGIRCA or the GGEGR, the inspector may:

- Order a person to do anything to stop the contravention or prevent another contravention; and
- Seize anything the inspector has reasonable grounds to believe was used/is being used in the contravention or will afford evidence of the contravention.

GGIRCA Part 5
GGICRA Section 40
GGAPAR Section 12
EMA Section 100

5.2 Appeals

A person aggrieved by a decision of the Director, related to specific provisions within the GGIRCA, may appeal the decision to Environmental Appeal Board within **30 days** after notice of the decision is given.

GGAPAR Section 12 (4) (a) which links to Section 101 of the Environmental Management Act.

For offset projects, decisions regarding the following may be appealed under the GGAPAR:

- Director's decision to suspend or cancel an account holder's participation in the BC Carbon Registry;
- Director's decision to refuse to accept a validation or verification statement on the basis that the validation or verification performance did not comply with the GGEGR or the standards of the IAF that accredited the validation or verification body.
- Director's decision to refuse to accept a project plan.
- Director's refusal to credit offset units to the holding account of a project proponent.

The Environmental Appeal Board is an independent agency established under the Environmental Management Act that provides a quasi-judicial access point for the public and industry to appeal certain decisions made by government officials related to environmental matters.

EMA Part 8

- An appeal must be commenced by notice of appeal in accordance with the prescribed practice, procedure and forms. The commencement of an appeal does not operate as a stay or suspend the operation of the decision being appealed unless the Environmental Appeal Board orders otherwise.

6 Appendix A – GGIRCA and GGECR Index

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