2019 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This form is for the use of BC Public Sector Organizations (PSOs) whose GHG emissions were less than 600 tonnes CO_2e during the previous reporting year (2018) to help them prepare their 2019 Carbon Neutral Action Report (CNAR) in accordance with BC's *Climate Change Accountability Act* a and the Carbon Neutral Government Regulation. The CNAR Survey is optional for Small Emitter PSOs.

Due to the COVID-19 pandemic, the following Directive was issued on March 31, 2020:

Under my authority as the Director for the purposes of the Act, and under the authority delegated to me in Section 6 of the Carbon Neutral Government Regulation, ***I hereby direct that all ministries and Public Sector Organizations covered by the Carbon Neutral Government requirement shall use their 2018 GHG emissions as a temporary estimate for their actual 2019 GHG emissions, for the purposes of the 2019 Carbon Neutral Action Reports and 2019 Carbon Neutral Government reporting required under the Climate Change Accountability Act.***

Neil Dobson, Executive Director, Clean BC Implementation
Climate Action Secretariat

Although 2018 emissions data will be used as a placeholder for 2019, **all other (qualitative) components of the CNAR and CNAR Survey are to be completed with information from 2019 (e.g., actions taken or planned to reduce emissions).** Certain deadlines are extended for the 2019 reporting year (see below).

PSO Deadlines – 2019 Reporting year

May 29, 2020	✓ The final, signed version of the **CNAR** (or for Small Emitters, this Small Emitters Form) must be submitted by email to: Carbon.Neutral@gov.bc.ca
June 30, 2020*	✓ Ministry of Environment and Climate Change Strategy must post a final CNAR for each organization on the BC Government's CNG website and each PSO is encourage to post the report on their website. ✓ The **CNAR Survey (optional for Small Emitters)** must be completed and submitted online. *Deadline extended from May 29, 2020. ✓ All offset invoice payments must be submitted to CAS.
Sep 30, 2020*	✓ **Clean Government Reporting Tool (CGRT) Data Entry** must be completed for the 2019 reporting year. *Deadline extended from April 30, 2020.
Oct 15, 2020*	✓ **Self-certifcation checklist** must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca. *Deadline extended from May 15, 2020.

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:	Contact name & title:
School District 81 (Fort Nelson)	Margaret-Anne Hall, Secretary-Treasurer

School District #81 (Fort Nelson) GHG Emissions and Offsets for 2019	
As per the Directive issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.	
Total Emissions (tCO_2e)	704
Total $BioCO_2$	107
Total Offsets (tCO_2e)	590
Offset Investment ($25 per tCO_2e)	$14,750

B. To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of December 31, 2019? 108.2658
2. What was the total amount of floorspace (m^2) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? 15661 Square Metres
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other) education
4. How many motor vehicles did your organization own or lease as of December 31, 2019? 4

C. Briefly describe the top three actions taken by your organization in 2019 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1.Replaced 135 - 2 lamp T-8's to 135 T-bar fixture LED lights at one primary school.
2.Reduced temperatures on nightly set backs district wide.
3. Contributed 3390 kg of paper refuse to a recycle worm compost project.

D. Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

Remove metal cladding on our highschool and replace with insulation and metal cladding. The insulation will provide cooling in the summer and help maintain heat in the winter.

Remove 1000 gallon water tank and replace with heat on demand. This is in combination with a washroom/changeroom upgrade that will include removal of 18 – 1970 model shower stalls/fixtures and replaced with 2 showers with energy conservation showerheads.

Upgrade lighting to LED lights including emergency and exit lights.

Purchase of a van that will be a 4 cylinder instead of 6.

Continue to participate in worm compost program.

E. Describe any actions your organization took during 2019 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long-term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

We spent a significant amount of time planning for the insulated cladding to be installed on our highschool. It is the plan to continue such a product on buildings throughout the district to deal with possible climate change in temperature both in the winter and summer months.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District #81 (Fort Nelson) (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay 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

Signature	Date May 29, 2020
Margaret-Anne Hall	Title Secretary-Treasurer

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca

Appendix

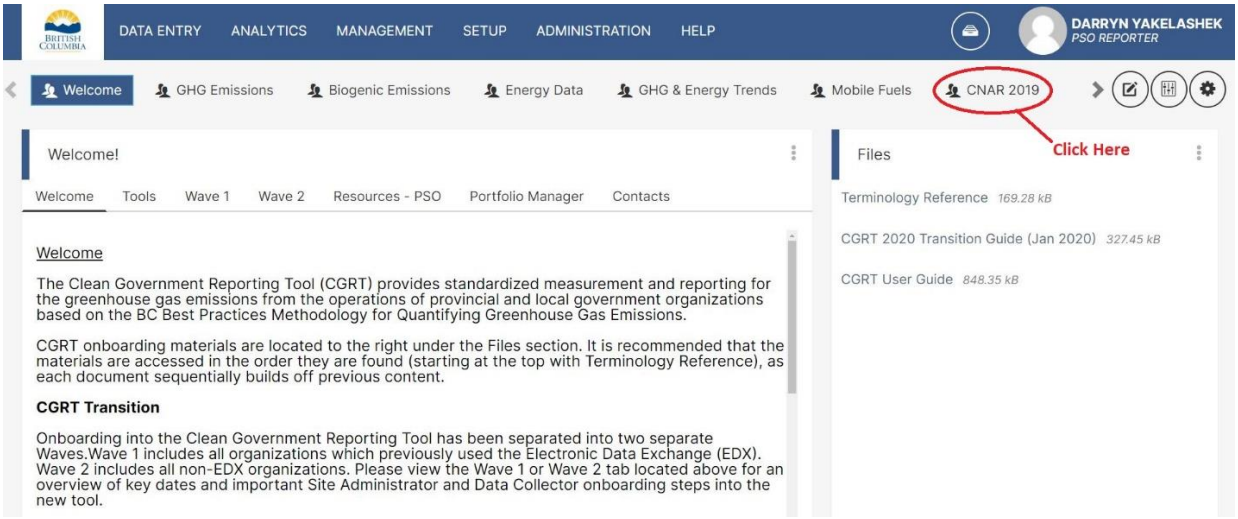
Outlined below are instructions to populate the *GHG Emissions and Offset for 2019* table in your organization's CNAR, on page 2 above:

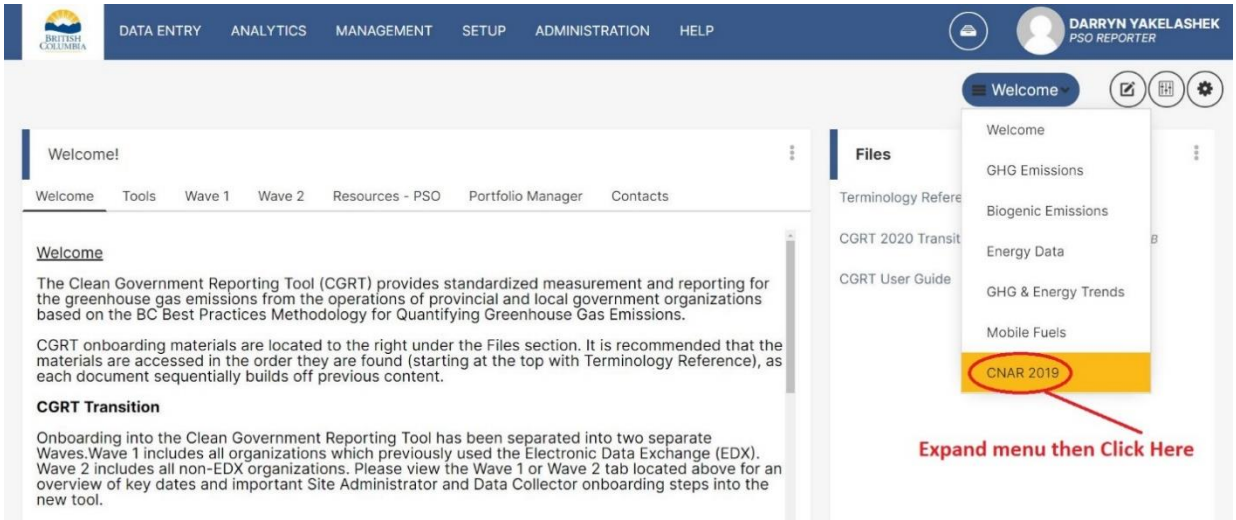
a. Access the Clean Government Reporting Tool (CGRT) at https://gov-bc.mythinkstep.com/login. **Note, you must be a registered Site Administrator and/or Data Collector for your organization to access the Clean Government Reporting Tool (CGRT).**

   CGRT user credentials (login/temp password) are sent from "SoFi TS <no-reply@sofi-software.com". Searching your inbox for "mythinkstep" will help locate this email.

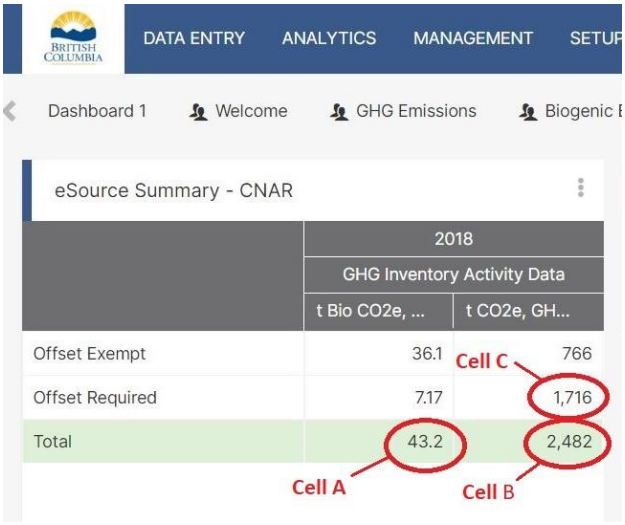
   Contact the Clean Government team at Carbon.Neutral@gov.bc.ca if you require assistance.

b. Once successfully logged into the CGRT homepage, click on the "CNAR 2019" dashboard to access the required analytic (see screenshots below*). Please note, this analytic will provide you with your final 2018 data, which is being used as a placeholder for your 2019 CNAR reporting (as per Directive).
   *If your browser window is minimized or magnified, you may see the dashboard as a dropdown menu, as in second screenshot.





c. The analytic “eSource Summary – CNAR” will generate on the left side of your screen and includes the information required to populate table *GHG Emissions and Offset for 2019*, on page 2 above (see screenshot below).



d. Lastly, make sure to complete the Offset Investment ($25 per tCO_2e) section by manually multiplying Total Offsets (tCO_2e) (or Cell C) x $25. You MUST round Cell A, if displayed with a decimal, BEFORE multiplying by $25 (e.g., 43.2 = 43).

*Note, only school districts will have Offset Exempt emissions (e.g., school buses).