



CARBON NEUTRAL GOVERNMENT 2020

- SELF-CERTIFICATION CHECKLIST -

2020 Greenhouse Gas Emissions Measurement & Reporting for BC Carbon Neutral Public Sector Organizations subject to the *Climate Change Accountability Act*.

Please review the following statements and circle the most appropriate answer based on whether you agree 'Yes' or disagree 'No' with the statement in the context of the Carbon Neutral Government Regulation (CNGR) and the Climate Change Accountability Act (CCAA). In the case where 'No' is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

Submissions Deadline: May 14, 2021

1.	I am familiar with requirements of the Carbon Neutral Government Regulation, the <i>Climate Change Accountability Act</i> , and the geographic, organizational and operational boundaries under the legislation as interpreted in the <u>Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2.	The personnel involved in the organization's greenhouse gas (GHG) measurement and reporting process understand the legislation and related geographic, organizational and operational boundaries and have received appropriate training to fulfill their roles.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3.	The organization's inventory of emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete relative to the geographic and organizational boundaries described in the <u>Scope Summary</u> and accurately configured in the Clean Government Reporting Tool (CGRT).	<input checked="" type="radio"/> Yes	<input type="radio"/> No
4.	The organization's business processes for capturing energy, vehicle fuel and paper consumption/activity data have been designed to ensure completeness relative to the operational boundaries described in the <u>Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5.	The organization's consumption/activity data has been reviewed and reconciled for completeness, consistency and reasonableness prior to upload into the Clean Government Reporting Tool (CGRT).	<input checked="" type="radio"/> Yes	<input type="radio"/> No
6.	The 2020 CNAR report generated by CGRT has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7.	Documentation representing the organization's 2020 emission source inventory, related consumption/activity data and supporting business processes have been filed and will be retained for 7 years.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8.	In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into CGRT.	<input checked="" type="radio"/> Yes	<input type="radio"/> No

For use by organizations subject to the *Climate Change Accountability Act* (2007)

As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the Carbon Neutral Government Regulation under the *Climate Change Accountability Act*. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.



May 11 2021

Signature (**CFO, Secretary-Treasurer or Sr. official**)

Date

Kayoko Takeuchi

Vice President, Administrative Services & CFO

Name (please print)

Title

Douglas College

Organization

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