

SELF CERTIFICATION BUSINESS PROCESSES CHECKLIST

GHG MEASUREMENT & REPORTING TOOL

PURPOSE

With the launch of the Local Government Climate Action Program (LGCAP), there will be a requirement to measure and report on corporate GHG emissions or begin to setup the process for mandatory measurement and reporting in year two. Local governments can choose which GHG inventory/management tool best suits their needs, as GHG reporting requirements for LGCAP are finalized. For more information on the carbon neutral framework and associated tools, visit the carbon neutral page of the BC Climate Action Toolkit at: www.toolkit.bc.ca

The purpose of the business process checklist (Checklist) is to ensure consistency, completeness and accuracy in the reporting of local government and Modern Treaty Nation corporate GHG emissions regardless of which tool they choose to use, to report emissions for LGCAP and meet the carbon neutral commitment under the Climate Action Charter. The Checklist will ensure good practices in data collection and management are applied, and, will ensure that the same scope (i.e. traditional boundaries as defined in the *Workbook*), emission factors and methodologies as are being applied.

INSTRUCTIONS FOR USERS

The Checklist should be completed and signed by the CAO, CFO or equivalent prior to finalizing the data for the reporting year and kept on file in accordance with local government or Modern Treaty Nation administrative policy and procedures. For the second year of LGCAP and beyond, total emissions for the reporting year will need to be included as one of the reporting requirements.

Please complete all sections of the Checklist, including the Emission Factors and Methodology section.



REPORTING YEAR

complete this section

The carbon neutral process – measure, reduce, offset and/or balance, and report - must be undertaken on an annual basis

This self-certification checklist is for _____ for the ____ reporting year. All statements in this self-certified checklist are made in the context of the above listed reporting year.

CLIMATE ACTION CHARTER

local governments to complete this section

Local government signatories to the Climate Action Charter have committed to develop strategies and take actions to achieve the goal of being carbon neutral in their corporate operations.

- a. My community is a signatory to the Climate Action Charter Yes No
- b. I am familiar with the commitments that my community has made as a signatory to the Climate Action Charter Yes No

SCOPE

all local governments to complete this section

The definition of carbon neutral boundaries for the purposes of the Climate Action Charter are defined in the *Workbook – Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations* (the Workbook) and in the *Guidance on Including Contracted Emissions in Local Government Corporate Inventories* (Contracted Emissions Guidance)

- a. I am familiar with the carbon neutral boundaries described in the Workbook and Contracted Emissions Guidance Yes No
- b. The personnel involved in our GHG reporting process understands the reporting boundaries described in the Workbook and Contracted Emissions Guidance Yes No
- c. The data collection process has been designed to capture all required data within the carbon neutral boundaries described in Workbook and Contracted Emissions Guidance Yes No

ANNUAL REPORTING

all local governments to complete this section

GHG emissions reports for the reporting year should be reviewed by the signatory

a. I have reviewed the GHG emissions reports and am satisfied that the list of my organization’s GHG emissions sources in each category of emissions is complete

 Yes No

b. I have reviewed the GHG emissions reports prior to finalizing the data for the reporting year and to the best of my knowledge, am satisfied that it accurately reflects the corporate GHG emissions of my local government

 Yes No

EMISSION FACTORS AND METHODOLOGY

The emission factors, conversion factors, global warming potentials, biomass emissions reporting and estimation methodologies that should be used to calculate and report on GHG emissions data for the purposes of carbon neutrality under the Climate Action Charter are described in the [2021 B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions](#).

a. I have read the guidance on using alternative tools located on the carbon neutral page of the BC Climate Action Toolkit website

 Yes No

b. I am familiar with the *BC Best Practices Methodology* and its requirements for my organization

 Yes No

c. The personnel involved in the GHG emissions reporting process have the expertise needed to be able to apply the standard described in the *BC Best Practices Methodology*

 Yes No

d. The GHG emissions inventory for my community was developed using the emissions factors and methodology described in the *BC Best Practices Methodology*

 Yes No

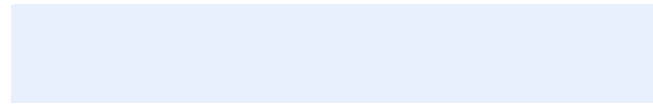
CERTIFICATION

all users to complete this section

I certify that to the best of my knowledge and belief the statements and information are true, accurate and complete.

Name

Title (print) CFO, CAO or equivalent position



Signature

Date