

## SELF CERTIFICATION BUSINESS PROCESSES CHECKLIST FOR SMARTTOOL-CLEAN GOVERNMENT REPORTING TOOL(CGRT)/ALTERNATIVE TOOL

### PURPOSE

Under the Carbon Neutral Framework for local Governments, the Green Communities Committee has recommended SMARTTool (soon to be the new CGRT) for use by local governments to inventory and report on corporate emissions. The use of alternative inventory and reporting tools has also been enabled. 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](http://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 corporate GHG emissions regardless of which tool they choose to use, for the purposes of meeting their carbon neutral commitment under the Climate Action Charter. The Checklist will ensure local governments apply good business practices in data collection and management, and, in the case of local governments choosing to use an alternative tool, will ensure that the same scope (i.e. traditional boundaries as defined in the *Workbook*), emission factors and methodologies as those used by SMARTTool/CGRT are being applied.

### INSTRUCTIONS FOR USERS: SMARTTool & ALTERNATIVE TOOLS

#### ➤ **SMARTTool/CGRT Users**

For those local governments who are using SMARTTool/CGRT, please **complete all sections in blue**. **Do not** complete the emission factors and methodology section.

The Checklist should be completed and signed by the local government CAO or CFO prior to finalizing the data for the reporting year and kept on file in accordance with local government administrative policy and procedures. As part of the Carbon Neutral Reporting requirements, total emissions for the reporting year will need to be included in your annual Climate Action Revenue Incentive Program (CARIP) public report.

#### ➤ **Users of Alternative Tools**

Local governments using an emissions inventory and reporting tool other than SMARTTool/CGRT need to **complete all sections of the Checklist, including the Emission Factors and Methodology section**. In addition, the local government should **complete a GHG Reporting Template and submit to the Province at [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca) on or before the local government's Final CARIP report is made public and submitted to the Province**.

Completed Checklists should be signed by the local government CAO or CFO and kept on file, in accordance with local government administrative policy and procedures. As part of the Carbon Neutral Reporting requirements, total emissions for the reporting year will need to be included in your annual CARIP public report. For more information on CARIP please email [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

## REPORTING YEAR

*all local governments to 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

*all 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

*only complete this section if not using SMARTTool*

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 [2019 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

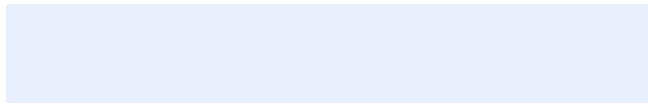
**CERTIFICATION**

*all local governments 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 or CAO



Signature

Date