

## 2015 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 31, 2016**

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year. Please fill in the required information below (*Text in yellow italics should be removed or replaced with information specific to your organization*):

Organization Name:

*Legal Services Society*

Contact name:

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GHG Emissions and Offsets for 2015 (TCO <sub>2</sub> E)	
<b>GHG Emissions created in Calendar Year 2015</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	38
Total Offsets (tCO <sub>2</sub> e)	38
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2015 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO <sub>2</sub> e)	38

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

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2015? 146
- Crowns & Health Authorities only: What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2015: Vancouver – 4329.65 / Terrace – 287.16 (m<sup>2</sup>)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? office
- How many motor vehicles did your organization own or lease as of Dec 31, 2015? None

List the top three actions taken by your organization in 2015 to reduce GHG emissions and/or improve sustainability:

Action
1. LSS continues to participate in the building wide compost program put in place by our landlord.
2. LSS continues to practice efficient printing practices by implementing document management programs to reduce consumables and paper usage.
3.

Describe plans your organization has for continuing to minimize your GHG emissions:

- Installation of desktop scanners
- Teleconferencing
- Upgrade printers
- Further expand our electronic document management in SharePoint
- Health & Wellness programs promoting activities to employees i.e. biking to work

Describe any actions your organization took during 2015 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.)

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *Legal Services Society* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment 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.

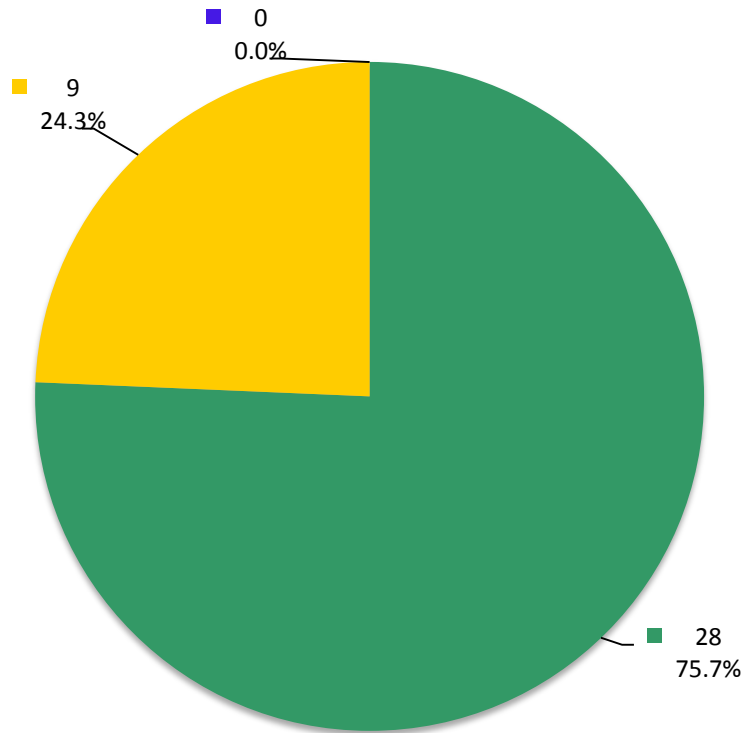
**Executive Sign-off** *[To be signed by a senior official, such as CEO, COO or Superintendent]*

Name: Doug Wong Title: Director, Finance & Corporate Services  
(print)

Signature:  Date: May 18, 2016

Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

**Legal Services Society  
Greenhouse Gas Emissions by Source  
for the 2015 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 38**

- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive Sources

**Offsets Applied to Become Carbon Neutral in 2015 (Generated May 25, 2016 8:47 AM)**

Total offsets required: **38**. Total offset investment: **\$950**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

\*\* Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.