



2016 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2017

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2015). Please fill in the required information below

Organization Name:

BC Oil and Gas Commission

Contact name:

Katherine Carpenter

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	422
Total Offsets (tCO ₂ e)	413
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2016 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO ₂ e)	413

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 Dec 31, 2016? 243
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: 10,525 m²
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
4. How many motor vehicles did your organization own or lease as of Dec 31, 2016? 45



Briefly describe the top three actions taken by your organization in 2016 to reduce GHG emissions and/or improve sustainability from its operations:

Action
<p>1. Continued to utilize the FOB Authentication, Printer Defaults set to duplex and black & white printing, and RightFax system to reduce both paper and printer use, however the significant reduction is also likely attributed to the implementation of the AMS (applications and permits are now mostly received and produced electronically)</p> <ul style="list-style-type: none">• Paper use between 2015 and 2016 was reduced by 43%<ul style="list-style-type: none">○ This percentage reflects 825 packages of paper• Copies printed between 2015 and 2016 was reduced by 18%<ul style="list-style-type: none">○ This percentage reflects 225,369 paper copies
<p>2. Vehicle Fleet fuel consumption between 2015 and 2016 was reduced by 5%</p> <ul style="list-style-type: none">• This percentage reflects a total of 6,798 litres of fuel• Diesel consumption was 45% less than last year – this may be due to the Core Research Facility reducing their trips to the Charlie Lake storage facility, as more and more core samples are being housed here and a more efficient process for retrieving core from storage has been put in place.
<p>3. Although the Commission planned to replace three vehicles with more fuel-efficient units, the order actually went through late in the year and we are now starting to receive them. Because of the timing, four replacements were ordered and but they will be reflected on next year’s report, as they will all arrive in the 2017 calendar year.</p>

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

<ul style="list-style-type: none">• The Commission plans to replace five vehicles with more fuel efficient units (4 carried over from last year’s plans, 1 for this coming fiscal)• The Commission will continue to utilize the FOB Authentication, Printer Defaults and RightFax system to reduce GHGs• The Commission will be revise both the Pooled Vehicle Procedures and the Assigned Vehicle Procedures to reflect a change in the use of fleet vehicles for long-distance travel. It will no longer be a personal preference; the operator must choose the most economical option (flying vs driving).



Describe any actions your organization took during 2016 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.)

The Commission has a Business Continuity plan in place that is reviewed and updated annually. This plan outlines the processes and steps that will be taken in the event of a natural disaster to ensure the Commission continues to deliver on its mandate.

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, the *BC Oil and Gas Commission* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 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.

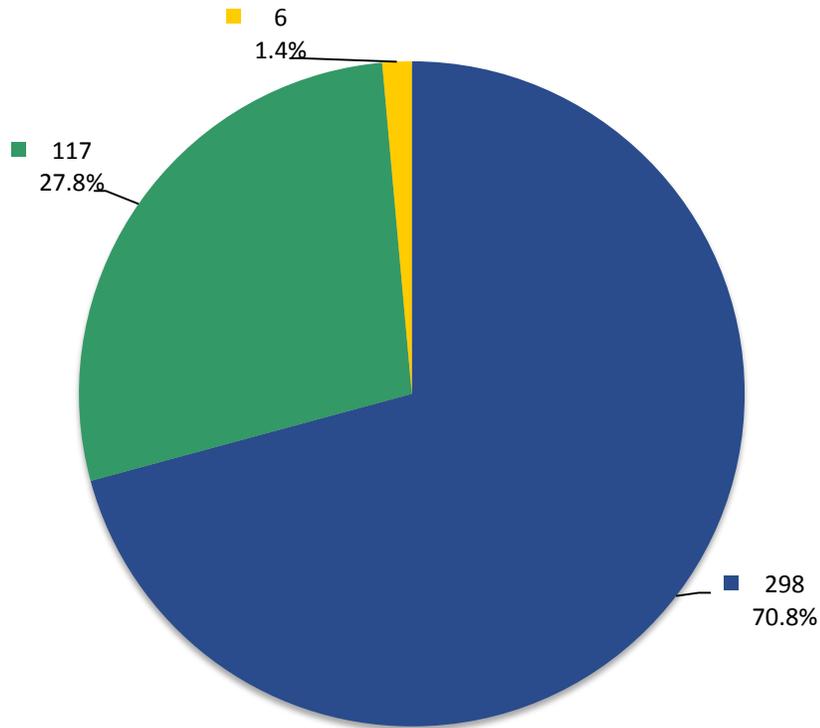
Executive Sign-off *[To be signed by a senior official, such as CEO, COO or Superintendent]*

Name: Paul Jeakins Title: Commissioner and Chief Executive Officer
(print) _____

Signature:  Date: April 12/17

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

**Oil and Gas Commission
Greenhouse Gas Emissions by Source
for the 2016 Calendar Year (tCO₂e*)**



Total Emissions: 422

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2016 (Generated May 16, 2017 9:42 AM)

Total offsets required: **413**. Total offset investment: **\$10,325**. Emissions which do not require offsets: **9** **

*Tonnes of carbon dioxide equivalent (tCO₂e) 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.