



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:

Industry Training Authority

Contact name:

Natalia Dumitrescu

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	69 tonnes
Total Offsets (tCO ₂ e)	69 tonnes
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	31 tonnes
Total Offsets (tCO ₂ e)	31 tonnes
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)	100 tonnes

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? 96
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: 7,910.47 (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? 0



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

Action
1. ITA continued to engage suppliers through dialogue offered voluntarily by procurement at ITA in consideration of sustainability. This is an ongoing process applicable to all competitive procurements. In 2016/2017, ITA conducted 14 competitive procurements and engaged more than 55 new organizations throughout the province. ITA is represented at the Provincial Crowns Senior Procurement group and participates into various provincial collaborations. ITA also became a voting member of the Canadian Public Procurement Commission.
2. ITA continues to implement VM machines in its offices in order to enhance the employees' ability to work remotely and minimize carbon foot print. This is an ongoing process. ITA continues to set access to Skype for business on all desktops to reduce the amount of travel to and from meetings between ITA and outside parties.
3. In 2015, ITA started to develop a CRM system in order to enhance communication and build electronic data base. This continued in 2016 and it is an ongoing process.

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

ITA plans to continue the actions initiated in past years, as previously described. Continue the implementation of sustainable procurement practices; enhance procurement collaborations with the Province and other government departments and agencies. This is an ongoing initiative. Continue working on Trades Harmonization Initiative with CCDA.

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.)

Each department at ITA has started to implement a work-from-home program that will enable employees to drive less and manage extreme weather events without impacting the operational needs. Since 2015, ITA has become an active participant of the Trades Harmonization Initiative working closely with the Canadian Council of Directors of Apprenticeship (CCDA) for the Red Seal Program, which develops common interprovincial standards and examinations. The Harmonization Initiative
--



aims for standardization of 30 Red Seal trades by 2020. This is an initiative that supports BC Climate Plan by providing skilled trades to build green communities.

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, *Industry Training Authority* (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.

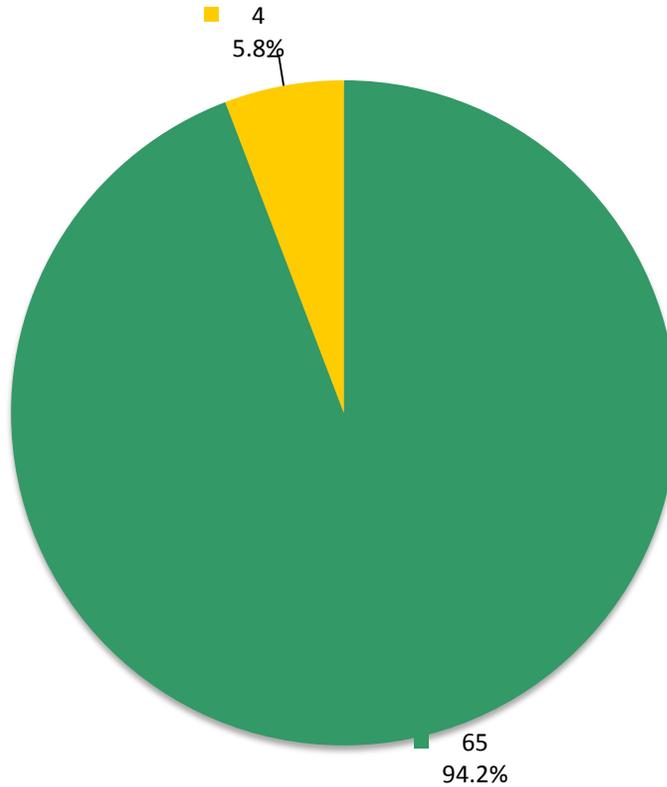
Executive Sign-off

Name: Farnaz Riahi Title: CFO
(print) _____

Signature: F. Riahi Date: April 17, 2017

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

**Industry Training Authority
Greenhouse Gas Emissions by Source
for the 2016 Calendar Year (tCO₂e*)**



Total Emissions: 69

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity ■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2016 (Generated May 16, 2017 9:46 AM)

Total offsets required: **69**. Total offset investment: **\$1,725**. Emissions which do not require offsets: **0** **

*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.