



2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- SMALL EMITTERS FORM -

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC's [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#).

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

BC Family Maintenance Ltd.

Contact name & title:

Darren Boden
Manager, Corporate Initiatives

BC Family Maintenance Agency 2020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
Total Emissions (tCO ₂ e)	102
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	102
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	102
Offset Investment (\$25 per tCO ₂ e)	\$2,550



B. To enable comparison across 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 December 31, 2020?
 - a. The BCFMA has 184.9 FTEs across three locations (Victoria, Burnaby, and Kamloops)
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020?
 - a. 4,681 m² of leased office space across our three locations
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)?
 - a. Office space
4. How many motor vehicles did your organization own or lease as of December 31, 2020?
 - a. The BCFMA does not own or lease any vehicles

C. Briefly describe the top three actions taken by your organization in 2020 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Before the onset of the COVID pandemic, BCFMA's business model and IT infrastructure required staff to primarily work in office settings. The BCFMA was quickly able to mobilize the majority of staff to work remotely through system and service delivery enhancements. These flexible work arrangement changes resulted in less commuter travel by staff and a greater reliance on electronic documents and processes (e.g. less paper used for printing).
2. In addition to changing the business/information security process mentioned above that enabled staff to work remotely, the BCFMA implemented several other processes/procedural changes that resulted in a reduction of paper consumption across the organization. These changes included a move towards greater use of/reliance on digital files by those working in our offices, online testing for staff recruitment that eliminated the need for paper based testing, and a strengthened focus on electronic means of communication (e.g. collection of funds) with clients.
3. The BCFMA, in collaboration with partner stakeholders, has incorporated both Microsoft Teams and Zoom online meeting/collaboration platforms during the COVID pandemic to replace in-person meetings, resulting in less business and commuter travel.



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

In order to capture additional ways to reduce GHG emission in future years, the BCFMA has contracted with ClimateSmart to create a greenhouse gas inventory and devise an emissions reduction plan. For example, the BCFMA will be looking for ways to minimize business travel emissions, to amend business processes so less paper printing is required, and to consider alternative paper sources. The BCFMA will also look to lessen/lower the carbon impact of its existing leased office spaces.

E. Describe any actions your organization took during 2020 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.)

As part of the BCFMA’s commitment to the ClimateSmart program we expect to assess how climate change affects the organization during 2021. Any climate change assessment would utilize B.C.’s latest climate preparedness and adaptation strategies.

Retirement of Offsets

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, the *BC Family Maintenance Agency (the Organization)* is responsible for arranging for the retirement of the offsets obligation reported above for the 2020 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) 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


Signature

May 26, 2021

Date

Joanne Hanson

Chief Executive Officer

Name (please print)

Title

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