



## 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 CO<sub>2</sub>e during the previous reporting year (2015). Please fill in the required information below

**Organization Name:**

Partnerships British Columbia Inc.

**Contact name:**

David Riecken

GHG Emissions and Offsets for 2016 (tCO <sub>2</sub> e)	
<b>GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):</b>	
Total Emissions (tCO <sub>2</sub> e)	4 tonnes
Total Offsets (tCO <sub>2</sub> e)	4 tonnes
<b>Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):</b>	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2016 Reporting Year (from SMARTTool Homepage):</b> (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO <sub>2</sub> e)	4 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? 30.7
2. 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, 2016: 1,141 (m<sup>2</sup>)
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? Zero



**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. We added additional teleconference capability to both offices to enable videoconference meetings. This has reduced staff commuting between Vancouver and Victoria.
2. We continue to use recycled paper for all printers and copiers and conduct paperless board meetings.
3. We participate in an organics/compost and recycling program, which is very popular with staff. The organic recycling is later transformed into compost.

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

Partnerships British Columbia plans to continue with the actions it is currently undertaking to minimize its GHG emissions.
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**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.)**

Partnerships British Columbia has implemented limited telecommuting to allow some employees to work from home to reduce travel costs.
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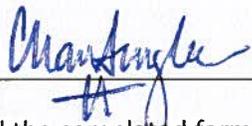


**Retirement of Offsets:**

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, *Partnerships British Columbia Inc.* (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.

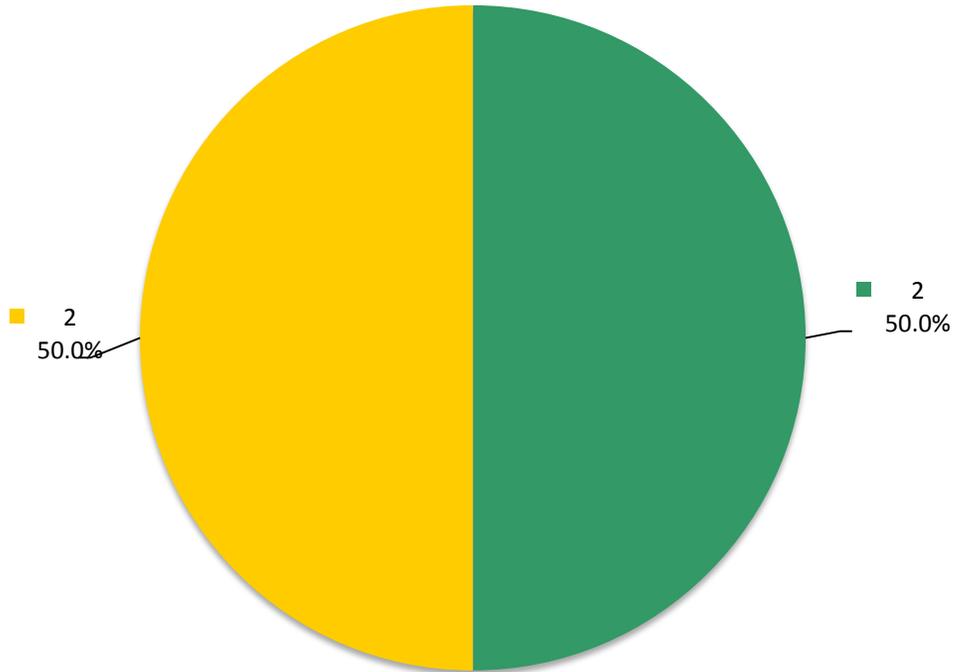
**Executive Sign-off**

Name: Chan-Seng Lee Title: VP, Finance and Administration  
(print) \_\_\_\_\_

Signature:  Date: May 31, 2017  
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Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

**Partnerships BC  
Greenhouse Gas Emissions by Source  
for the 2016 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 4**

■ 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: **4**. Total offset investment: **\$100**. 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.