



# 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:**

School District #49 (Central Coast)

**Contact name:**

Helen Zhao

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)	370
Total Offsets (tCO <sub>2</sub> e)	305
<b>Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):</b>	
Total Emissions (tCO <sub>2</sub> e)	73
Total Offsets (tCO <sub>2</sub> e)	9
<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)	314

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? 60 FTE
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: 6500 (m<sup>2</sup>)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Education
4. How many motor vehicles did your organization own or lease as of Dec 31, 2016? 7



**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. Energy Saving Education/Discussion/Workshop
2. Energy consumption monitoring
3. Ongoing discussion on potential capital investment on reducing GHG emissions

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

Capital investment; Communication with BC Hydro on potential opportunities for electricity consumption reduction;

**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.)**

We have not had action plan yet.



**Retirement of Offsets:**

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, School District #49 Central Coast (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: Helen Zhao  
(print)

Title: Secretary Treasurer

Signature:

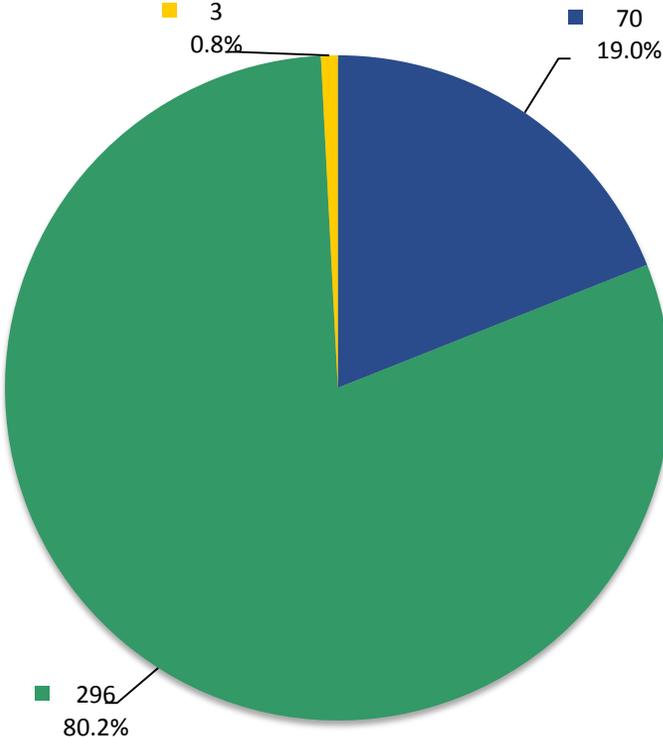
Helen Zhao

Date:

June 01, 2017

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

**School District 49 - Central Coast  
Greenhouse Gas Emissions by Source  
for the 2016 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 370**

- 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 15, 2017 4:04 PM)**

Total offsets required: **305**. Total offset investment: **\$7,625**. Emissions which do not require offsets: **64** \*\*

\*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.