

## 2014 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 29, 2015**

*[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes CO<sub>2</sub>e in the 2014 reporting year, which as a group, equals less than 1% of all PSO emissions]*

**Organization Name:**

Nicola Valley Institute of Technology

**Contact name:**

Sheila Whittaker

GHG Emissions and Offsets for 2014 (TCO2E)	
<b>GHG Emissions created in Calendar Year 2014 (from SMARTTool Homepage):</b>	
Total Emissions	389
Total Offsets	388
<b>Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):</b>	
Total Emissions	34
Total Offsets	35
<b>Total Emissions for Offset for the 2014 Reporting Year (from SMARTTool Homepage)</b>	
Total Offsets	423

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 do you have within your organization? 76
2. Schools, Universities and Colleges only: Number of student FTEs as of Dec 31, 2014? 454.5
3. What is the total amount of floorspace in your organization (including occupied and unoccupied space)? Please report in square meters: 9646 sq m

List the top three actions taken by your organization in 2014 to reduce GHG emissions and/or improve sustainability:

Action
1. Employees used Blue Jeans technology or video conferencing to reduce the necessity to travel between campuses or other meeting locations.
2. In comparing NVIT's 2013 and 2014 emissions, the largest decrease of tCO <sub>2</sub> e in 2014 is in the stationary combustion scope. Although some of that is due to mild weather in fall of the reporting period (we won't take credit for that) we believe that some is due to a building improvement at our at our Vancouver campus. Again we cannot take credit, the roof repairs were completed by BCIT in 2012. We are convinced however in the importance of properly maintaining building envelopes and strive to do so at our Merritt campus to ensure sustainability.
3. Recruiters completing post secondary institution visits to schools throughout the province worked with recruiters from other institutions to car pool. This consequently decreased fuel consumption and GHGs.

Describe Plans your organization has for continuing to minimize your GHG emissions

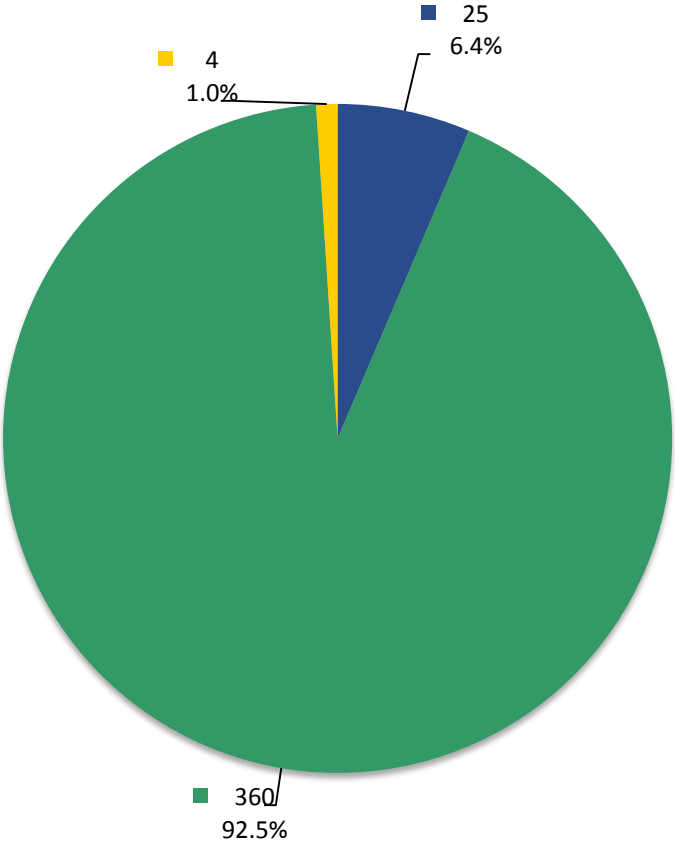
- Continue to use video conference / telephone conference instead of travel where possible
- Continue to purchase 100% recycled paper
- Continue to purchase "Powersmart" equipment and appliances
- Continue to maintain vehicles on a regular basis to ensure continued fuel efficiency
- As light fixtures require replacement we will convert to more energy efficient fixtures (i.e. parking lot lights)
- We will apply for capital funding for repairs/replacement of portions of the HVAC system at the Merritt campus.

**Executive Sign-off**

Name: Diane Black Title: Director of Finance & Administration  
 (print) \_\_\_\_\_  
 Signature: *Diane Black* Date: 4-28-15  
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Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca) or fax to 250-356-7286.

**Nicola Valley Institute of Technology  
Greenhouse Gas Emissions by Source  
for the 2014 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 389**

- 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 2014 (Generated June 23, 2015 4:24 PM)**

Total offsets required: **388**. Total offset investment: **\$9,700**. Emissions which do not require offsets: **1** \*\*

\*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.