

2015 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2016

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. Please fill in the required information below:

Organization Name:

Oil and Gas Commission

Contact name:

Katherine Cochrane

GHG Emissions and Offsets for 2015 (TCO2E)	
GHG Emissions created in Calendar Year 2015 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	410
Total Offsets (tCO ₂ e)	401
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2015 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO ₂ e)	401

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, 2015? 258
2. Crowns & Health Authorities only: What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2015: 10,525 (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, 2015? 44

List the top three actions taken by your organization in 2015 to reduce GHG emissions and/or improve sustainability:

Action
<p>1. 12 fleet vehicles were refreshed with more fuel efficient units.</p>
<p>2. The Print Fleet in all Commission locations was refreshed with newer, more efficient models</p> <ul style="list-style-type: none"> a. FOB Authentication is now in place and is required to access and print files sent to a printer. Each Multi-Function Device has a fob/card reader attached for users to scan their existing key FOB to authenticate print jobs. This feature ensures the security of Commission staff's printed documents, as well as enables employees to retrieve their print jobs from any Multi-Function Device in any Commission location. b. Defaults set to black & white printing as well as duplex (two-sided) printing to reduce printer paper volume and colour ink costs.
<p>3. The RightFax system was implemented in all Commission locations. RightFax enables "fax-to-email" and "email-to-fax" functionality which saves the paper required for both outgoing and incoming faxes. Paper faxes are no longer produced at stand-alone fax machines or Multi-Function Devices.</p>

Describe plans your organization has for continuing to minimize your GHG emissions:

In 2016, the Commission plans to replace three vehicles with more fuel efficient units. Due to budget constraints, the Commission is not planning to replace any other assets in 2016. The Commission will continue to utilize the FOB Authentication and RightFax system to reduce GHGs as described in the three core actions taken in 2015.

Additionally, the Commission's Corporate Property and Administration team will seek Executive Approval to adjust the vehicle policy as it pertains to travel for either training or business meetings. The team will propose a maximum distance of 800 km (round trip) for driving Commission vehicles for non-field/non-compliance related travel. Travel to locations farther than 800 kms/round trip should be done via air travel instead, reducing the Commission's GHGs.

Describe any actions your organization took during 2015 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.)

Not applicable.

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *The Oil and Gas Commission* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 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.

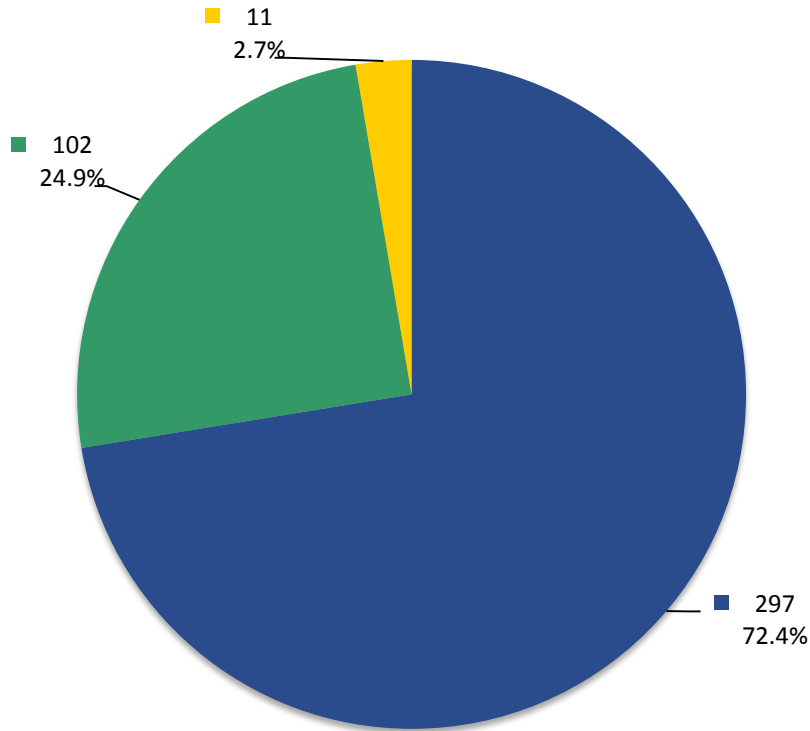
Executive Sign-off

Name: Paul Jeakins Title: Commissioner, Chief Executive
(print) _____ Officer _____

Signature:  Date:  _____

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

**Oil and Gas Commission
Greenhouse Gas Emissions by Source
for the 2015 Calendar Year (tCO₂e*)**



Total Emissions: 410

- 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 2015 (Generated May 25, 2016 8:48 AM)

Total offsets required: **401**. Total offset investment: **\$10,025**. Emissions which do not require offsets: **10** **

*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.