

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

**Organization Name:**

Nicola Valley Institute of Technology

**Contact name:**

Sheila Whittaker

<b>GHG Emissions and Offsets for 2015 (TCO2E)</b>	
<b>GHG Emissions created in Calendar Year 2015</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	316
Total Offsets (tCO <sub>2</sub> e)	315
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	5
Total Offsets (tCO <sub>2</sub> e)	5
<b>Grand Total Offsets for the 2015 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO <sub>2</sub> e)	320

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2015? 76
- Crowns & Health Authorities only: 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, 2015:                      (m<sup>2</sup>)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)?
- How many motor vehicles did your organization own or lease as of Dec 31, 2015? 6

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

Action
1. The use of video conference equipment for meetings has resulted in a decreased use of fleet vehicles for travel. Vehicle fuel usage shows a marked decrease in 2015 compared to 2014.
2. In comparing NVIT's 2014 and 2015 emissions, the largest decrease of tCO <sub>2</sub> e in 2015 is in the stationary combustion scope. Although Merritt can be subject to extreme temperature variances which can create demands for power usage it seems that the last few years have been somewhat temperate consequently savings have occurred without any action on our part. We do believe however that it is important to properly maintain our building envelopes and strive to do so at our Merritt campus to ensure sustainability.
3. By ensuring that multi-purpose printing devices are set to a default of two-sided printing and encouraging the use of the NVIT Portal for sharing documents has decreased paper usage.

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

<ul style="list-style-type: none"><li>- Continue to use video conference / telephone conference instead of travel where possible</li><li>- Continue to purchase 100% recycled paper</li><li>- Continue to purchase "Powersmart" equipment and appliances</li><li>- Continue to maintain vehicles on a regular basis to ensure continued fuel efficiency</li><li>- As light fixtures require replacement we will convert to more energy efficient fixtures (i.e. parking lot lights)</li><li>- We have applied for capital funding for repairs/replacement of portions of the HVAC system at the Merritt campus.</li></ul>
---

**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.)**

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, Nicola Valley Institute of Technology (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.

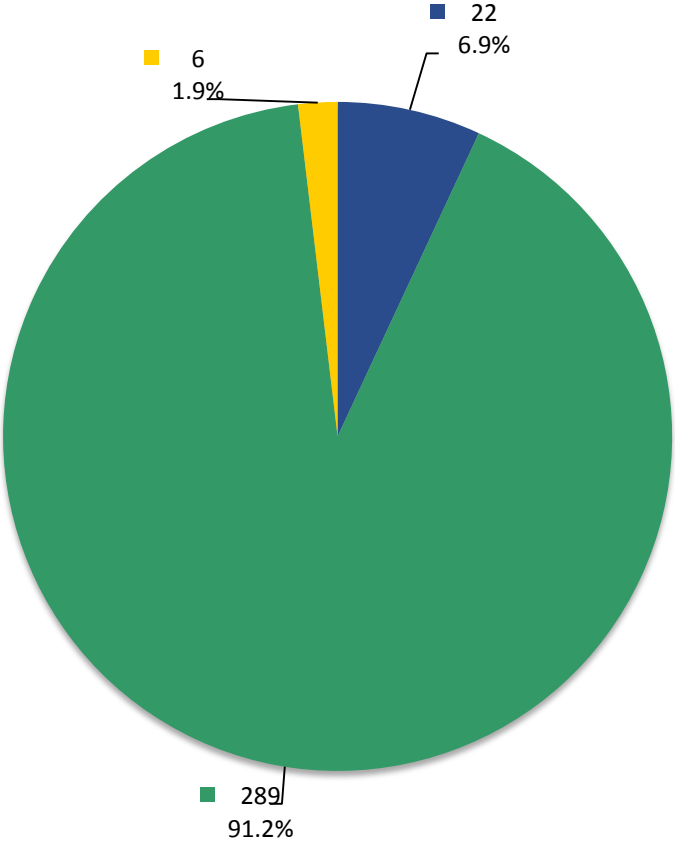
**Executive Sign-off**

Name: Diane Black Title: Director of Finance & Administration  
(print) \_\_\_\_\_

Signature: Diane Black Date: 31-May-2016  
\_\_\_\_\_

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

**Nicola Valley Institute of Technology  
Greenhouse Gas Emissions by Source  
for the 2015 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 317**

- 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 10:51 AM)**  
Total offsets required: **316**. Total offset investment: **\$7,900**. 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.