



# 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:

BC Council for International Education (BCCIE)

Contact name:

Tanya Ogilvie

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)	7
Total Offsets (tCO <sub>2</sub> e)	7
<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)	7

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? 12
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: 241 (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? 0



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. Recycling all materials, composting and looking into purchasing recycled paper for the office.
2. Encouraging staff to take transit or active transport to work.
3. Purchase energy saving devices when possible and ensure devices go into sleep mode/power saving mode when not in use.

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

We plan to continue to take the same actions outlined above moving forward to reduce GHG emissions.

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 taken any actions in 2016 to specifically look at the impact of climate change on our infrastructure, employees or stakeholders.

**Retirement of Offsets:**

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, *BC Council for International Education* (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: Randall Martin  
(print)

Title: Executive Director

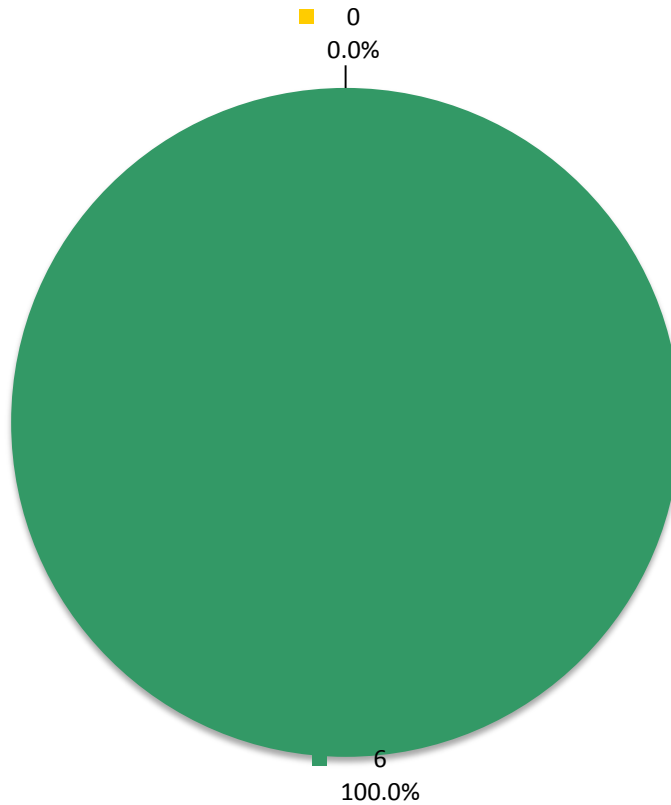
Signature:

Date: May 2, 2017

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



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



**Total Emissions: 7**

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity ■ Supplies (Paper)

**Offsets Applied to Become Carbon Neutral in 2016 (Generated May 16, 2017 9:58 AM)**

Total offsets required: 7. Total offset investment: \$175. 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.