



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 CO₂e during the previous reporting year (2015).

Organization Name:

Nicola Valley Institute of Technology

Contact name:

Sheila Whittaker

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	312
Total Offsets (tCO ₂ e)	311
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	5
Total Offsets (tCO ₂ e)	5
Grand Total Offsets for the 2016 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO ₂ e)	316

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, 2016? 76
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: 9916 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? education
- How many motor vehicles did your organization own or lease as of Dec 31, 2016? 6



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. NVIT continues to utilize improved video conference and on-line technology for campus-to-campus meetings. Avoiding unnecessary travel has again resulted in decreased fleet fuel consumption.
2. We expected that the addition of a building to our campus in the fall of 2015 would result in an increase to our stationary combustion emissions - surprisingly a slight decrease occurred in this area. We believe that ongoing building maintenance, timers on lighting, and energy efficient fixtures and light sensors in the new building played a part in the decrease.
3. We provide ongoing reminders to employees purchasing paper that 100% recycled paper is our norm and that paper use should be limited where shared documents can be found on the NVIT Portal and other Sharepoint sites.

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

- 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
- We are seeking capital funding for repairs/replacement of portions of the HVAC system at the Merritt campus



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.)

NVIT has not yet considered what the likely effects of climate change will have on its operations.

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 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.

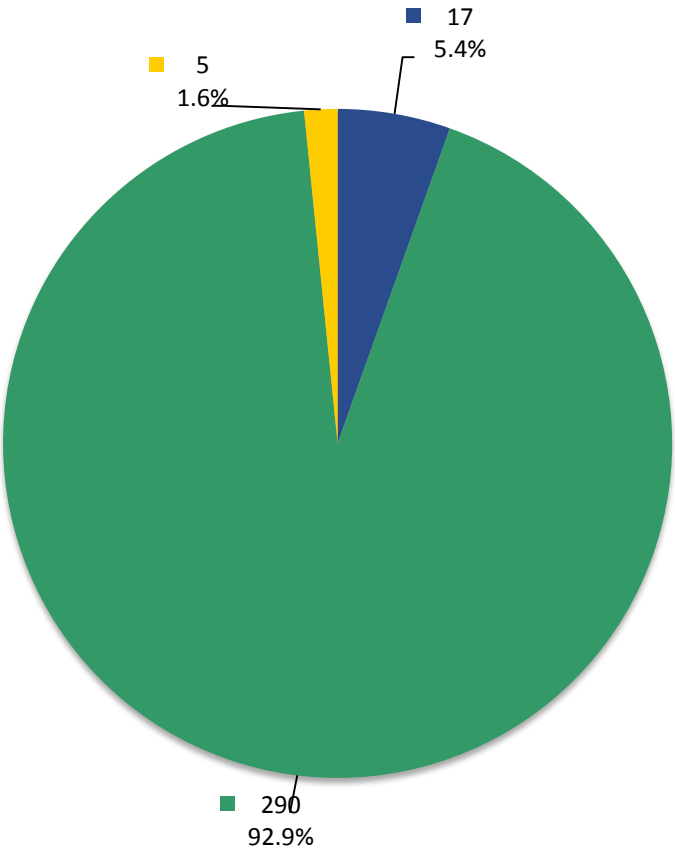
Executive Sign-off

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

Signature: Diane Black Date: 5-23-17

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

**Nicola Valley Institute of Technology
Greenhouse Gas Emissions by Source
for the 2016 Calendar Year (tCO₂e*)**



Total Emissions: 312

- 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 4:27 PM)

Total offsets required: **311**. Total offset investment: **\$7,775**. Emissions which do not require offsets: **1** **

*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.