



2017 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2018

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 (2017). Please fill in the required information below

Organization Name:

BC Games Society

Contact name:

Kelly Mann

GHG Emissions and Offsets for 2017 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2017 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	1
Total Offsets (tCO ₂ e)	1
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	
Total Offsets (tCO ₂ e)	
Grand Total Offsets for the 2017 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2017)	
Grand Total Offsets (tCO ₂ e)	1

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, 2017? BC Games has 10 full time employees
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2017: 258.83 (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, 2017? BC Games Society does not own or lease any vehicles



Briefly describe the top three actions taken by your organization in 2017 to reduce GHG emissions and/or improve sustainability from its operations:

Action
<p>1. BC Games Society is proud to report that as an organization with ten full time employees, we created just under one tonne of emissions. This is an accomplishment that not many organizations can state. We do absolutely everything in our power to reduce green house gas emissions. Since we started reporting our carbon footprint, we were the first organization in Canada to create an electrically powered ceremonial cauldron, which removes over 12 tonnes of GHG each Games! We have done renovations to our office to add more natural light, reduce the office space per person, and change lighting to more environmentally friendly. Even with the addition of a staff member and a whole new program – Team BC, we continue to go beyond the measure of carbon neutral government reporting and minimize our impact on the environment.</p>
<p>2. BC Games Society continues to reduce paper consumption as much as possible. This past year, we were able to switch from sending hard copy packages to mostly electronic information sharing. We used to send registration packages via mail, which included individual letters, congratulatory notes, itineraries, luggage tags, and printed brochure to all participants (approximately 2,000 for BC Winter Games and 3,000 for BC Summer Games) and now we send one page via mail and all other information is available online. We continue implementing cloud software for document sharing as well as our own software. We have the pleasure of working with communities all over the province and with over 2,000 volunteers for every Games. We provide guidelines and hundreds of pieces of supporting information to run the Games and most of it is shared electronically. We encourage our volunteers to share documents electronically and only print what is necessary. Our website for the public as well as for our volunteers provides useful resources that would otherwise be mailed to participants, their families, coaches, volunteers, and public in general.</p>
<p>3. Majority of our staff uses alternative ways to commute to the office. Our participants are provided travel to the host community through BC Games Society. Games participants come to the host community on bio-diesel buses and stay either in the same school where they compete or as close as possible to minimize travel. We have an Environment Chair as part of the Key Volunteers in each community who works with the Board of Directors to ensure that the Games have minimal impact on the environment.</p>

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



BC Games Society will continue to communicate electronically as much as possible, only travel to the host communities when necessary and provide as many resources as possible via cloud/our portal or website. We will continue to request only bio-diesel buses to travel to the Games and accommodate our participants either at their competition venue, or as close as possible.

Describe any actions your organization took during 2017 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.)

N/A

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, the BC Games Society (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2017 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy 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: KELLY MANN Title: PRESIDENT & CEO
(print)
Signature: [Handwritten Signature] Date: 22 MAY 2018

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