



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 (2016). Please fill in the required information below

Organization Name:

BC Oil and Gas Commission

Contact name:

Katherine Carpenter

GHG Emissions and Offsets for 2017 (tCO₂e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	413
Total Offsets (tCO ₂ e)	404
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 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)	404

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? 246
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: 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, 2017? 39



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

Action
1. Replaced five vehicles with more fuel-efficient units in 2017.
2. Continued use of the FOB Authentication, Printer Defaults set to duplex and black & white printing, and RightFax system to reduce both paper and printer use. <ul style="list-style-type: none">○ Paper use between 2016 and 2017 was reduced by an additional 11% (reduced by 43% previous year)○ Copies printed between 2016 and 2017 was reduced by an additional 10% (reduced by 18% previous year)
3. Reduced fleet fuel consumption between 2016 and 2017 by 1% (reduced by 5% previous year).

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

GHG Reduction Plans for 2018
<ul style="list-style-type: none">● Vehicle Fleet<ul style="list-style-type: none">○ Plan to replace two vehicles with more fuel efficient units○ Plan to add two new vehicles to the fleet (adding to remote locations to accommodate BP initiatives)○ Plan to add one three-ton truck to the fleet (purchase 3-Ton to replace rental 5-ton). Attempting to replace with gas powered engine if feasible.● Paper Consumption and Print/Copy Fleet<ul style="list-style-type: none">○ Continue to utilize the FOB Authentication, Printer Defaults and RightFax system to reduce GHGs.○ Review the existing print fleet in October 2018; intend to reduce fleet by approximately 7 MFDs (Commission-wide)● New Victoria Facility<ul style="list-style-type: none">○ Move Victoria staff into a new office in October 2018. Expect to see a significant reduction in utilities/energy consumption once we begin operating in a well-performing facility that has been designed and built according to LEED Gold standards.○ The new office space will also be built in compliance with ASHRAE standards for commercial buildings.

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.)



Ongoing management of the Commission's Business Continuity Plan.

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, the *BC Oil and Gas Commission* (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: Paul Jeakins Title: CEO

Signature:  Date: March 19/18

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