



2018 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2019

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 (2018). Please fill in the required information below

Organization Name:

BC Council for International Education (BCCIE)

Contact name:

Tanya Ogilvie

GHG Emissions and Offsets for 2018 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2018 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	6
Total Offsets (tCO ₂ e)	6
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 2018 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2018)	
Grand Total Offsets (tCO ₂ e)	6

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, 2018? 12
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2018: 241 (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, 2018? 0



Briefly describe the top three actions taken by your organization in 2018 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Actively recycle and compost. Recycling program for building expanded in 2018 to include more items.
2. Encourage staff to take transit, walk or cycle to work. 11 out of 12 staff actively commute to work or take transit.
3. Purchase energy saving devices when possible.

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

We will continue to action the items described above and impress upon staff and management the importance of reducing GHGs, both at work and at home.

Describe any actions your organization took during 2018 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.)

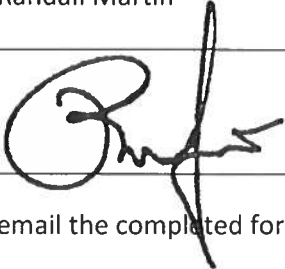
We have not taken any actions in 2018 to specifically look at the impact of climate change on our infrastructure, employees or stakeholders.



Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability 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 2018 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: (print)	Randall Martin	Title:	Executive Director
Signature:		Date:	May 28, 2019

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

