



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:

Oil and Gas Commission

Contact name:

Katherine Carpenter

GHG Emissions and Offsets for 2018 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2018 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	447
Total Offsets (tCO ₂ e)	437
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)	437

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? 263
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: 10,431 (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? 40



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. We replaced two vehicles with more fuel-efficient units in 2018.
2. We continued to utilize 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">• We replaced the multi-function printers in the Victoria office and reduced the total number of machines by five.
3. We moved into a new office in Victoria that was designed and operates according to LEED Gold standards. The new office space is built in compliance with ASHRAE standards for commercial buildings. <ul style="list-style-type: none">• The size of personal trash bins has been reduced significantly to encourage recycling and composting whenever possible.• In addition to the shared bike locker existing in the building, a bike storage cage was installed by the Commission to allow for increased commute by bicycle.

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

GHG Reduction Plans for 2019
<ul style="list-style-type: none">• Vehicle Fleet<ul style="list-style-type: none">○ Plan to replace six vehicles with more fuel efficient units○ Plan to add one fully electric vehicle to the fleet• Print Fleet<ul style="list-style-type: none">○ We will continue to utilize FOB Authentication, Printer Defaults and RightFax system to reduce GHGs.○ We will be replacing the remaining MFDs and we intend to reduce the fleet by an additional two machines (reduced by 5 in Victoria office in 2018)



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 hired a business continuity manager who is responsible for digitizing and managing our corporate continuity risks.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, *the Oil and Gas Commission* (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: Paul Jeakins Title: Commissioner and CEO

Signature:  Date: April 17/19

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