



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
(Text in yellow italics should be removed or replaced with information specific to your organization):

Organization Name:

Real Estate Foundation of BC

Contact name:

Kimiko Johanson

GHG Emissions and Offsets for 2018 (tCO₂e)	
GHG Emissions created in Calendar Year 2018 (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)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2018 Reporting Year (from SMARTTool Homepage): <i>(This is the total emissions that must be offset for Reporting Year 2018)</i>	
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, 2018?

9

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: _____ (m²)?

208.4 (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. We've converted from regular printer paper to 100% recycled paper, which is only purchased a few times a year.
2. We're in the process of transitioning into a "paper-free" organization. For example, we limit the amount of paper that we accept by requesting our grantees and consultants to submit reports electronically. And we've encouraged our grantees to move from paper cheques to bank e-transfers.
3. We actively participate in our building managers environmental initiatives, such as closing the window blinds during the summer to conserve energy and powering off our electronics at the end of the day. We also sit on the "Green Team" sustainability committee for our group of buildings.

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

We aspire to become a completely paper-free organization. And, although it's not required for this reporting, we're looking at more sustainable modes of travel, purchasing carbon offsets, and doing video conferencing when feasible.

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.)

The Real Estate Foundation of BC (REFBC) is a philanthropic organization that supports land use and real estate practices that contribute to resilient, healthy communities and natural environments. Since launching our grants program in 1988, we have approved more than \$75 million in funding to support real estate and land use projects across the province. Our grants support non-profit organizations working to improve BC communities and natural environments through responsible and informed land use, conservation and real estate practices.

Our five granting interest areas are

- Land Use
- Built Environments
- Fresh Water
- Food Lands
- Real Estate Profession

Through many of our grants we look at the effect of how land use in BC impacts climate change.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, *The Real Estate Foundation of BC* (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 [To be signed by a senior official, such as CEO, COO or Superintendent]

Name: JACK WONG Title: CEO
(print)

Signature: [Handwritten Signature] Date: FEB 11/2019

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