

SMALL EMITTERS FORM [TEMPLATE]

A. Please fill in the required information below

Organization Name:

British Columbia Council for International Education (BCCIE)

Contact name & title:

Salima Jethani, Director Operations & Communications

BCCIE GHG Emissions and Offsets for 2019

As per the [Directive](#) issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.

[See the Appendix for instructions on how to complete this table by accessing your 2018 emissions data from the Clean Government Reporting Tool (CGRT).]

| | |
|---|----------|
| Total Emissions (tCO ₂ e) | 6.26 |
| Total BioCO ₂ | 0 |
| Total Offsets (tCO ₂ e) | 6.26 |
| Offset Investment (\$25 per tCO ₂ e) <i>[Total Offsets x \$25/tCO₂e]</i> | \$156.50 |

B. To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

- How many Full Time Equivalent (FTE) employees were part of your organization as of December 31, 2019? 12
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? 254 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
- How many motor vehicles did your organization own or lease as of December 31, 2019?
N/A



C. Briefly describe the top three actions taken by your organization in 2019 to reduce GHG emissions and/or improve sustainability from its operations:

| Action |
|--|
| <p>1. Waste Reduction</p> <p>BCCIE has several waste reduction initiatives to ‘reduce, reuse and recycle’ both within our offices but also for events, workshops and conferences. For internal day-to-day office-oriented activities, BCCIE uses reusable coffee mugs, glasses, plates, and silverware. BCCIE has also established a recycling centre in the office kitchen for waste, recycling and composting. For external BCCIE events, workshops and conference, BCCIE purchases and uses compostable or high post-consumer waste content paper napkin and towel products as well as cups and plates. At catered events, BCCIE ensures the use of reusable coffee mugs, plates and silverware and ensures options for recycling and composting for attendee use.</p> <p>BCCIE’s office water is provided through a built-in sustainable filtration system reducing the need for bottled water. As well, BCCIE ensures proper paper recycling and reduction of paper files within the office environment.</p> |
| <p>2. Travel and Meetings</p> <p>Fifty percent of BCCIE’s employees commute to work through public transportation, with an additional twenty-five percent walking or cycling to work, thereby reducing carbon emissions. Where possible, travel to and from external meetings is done through low-emission methods such as walking or ferry travel between Vancouver and Victoria, in the province. BCCIE is unable to forgo international travel as this is central to the organization’s mandate, but where possible, BCCIE staff opt for limiting flight routes to ensure limiting emissions. In addition, international travel is combined with several business opportunities to organize responsible travel.</p> <p>BCCIE is also increasingly turning to virtual meetings, conference and offerings for training to find savings in time, cost, and increase productivity, resulting in a reduction of BCCIE’s carbon footprint.</p> |
| <p>3. Reduction in paper</p> <p>BCCIE has made a concerted effort to ensure the amount of paper, filing and keeping paper records are kept at a minimum. Leveraging Dropbox, Cloud storage and other online solutions has helped streamline the number of paper processes and ease of access for staff. Not only has this approach reduced BCCIE’s carbon footprint but also improved productivity.</p> |

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

| |
|---------------------------------------|
| 1. Explore sustainable travel options |
|---------------------------------------|

The environmental cost of the travel and meetings will be actively addressed. Fortunately, green travel options exist, such as opting for a hybrid rental car, purchasing carbon offsets to minimize business travel footprints, or staying in a green hotel.

2. Educate and engage employees.

BCCIE will explore establishing a Green Team, to engage and educate staff to help empower employees to find creative and proactive solutions to affect positive change. This Green Team will educate staff on carbon accountability and inspire team members to take ownership of carbon impact, encourage input on workplace carbon-saving ideas at staff meetings and by setting up suggestion boxes.

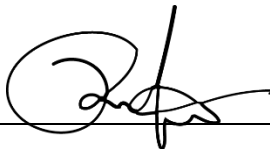
E. Describe any actions your organization took during 2019 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long-term changes in climate will affect your organization’s infrastructure, its employees and/or its clients.)

In 2019, as a result of the global pandemic, BCCIE embarked on an approach to have all staff working from home. This was a novel approach for BCCIE and had an immediate positive impact on BCCIE’s travel carbon emissions. As was seen globally, this effort resulted in significant decrease in carbon emissions globally. In addition to this approach, all meetings were held virtually which is an approach which we can see into the foreseeable future.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, BCCIE (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) 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 Randall Martin, Executive Director, BCCIE.



May 29, 2020

Signature

Date

Randall Martin

Executive Director

Name (please print)

Title

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