

SMALL EMITTERS FORM [TEMPLATE]

**A. Please fill in the required information below**

Organization Name:

Transportation Investment Corporation

Contact name & title:

Nakul Gupta

| <b>Transportation Investment Corporation GHG Emissions and Offsets for 2019</b>   |       |
|---|-------|
| <b>As per the <a href="#">Directive</a> issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.</b> |       |
| Total Emissions (tCO <sub>2</sub> e)  | 6     |
| Total BioCO <sub>2</sub>  | 0     |
| Total Offsets (tCO <sub>2</sub> e)  | 6     |
| Offset Investment (\$25 per tCO <sub>2</sub> e)<br>[Total Offsets x \$25/tCO <sub>2</sub> e]  | \$150 |

**B. 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 December 31, 2019? 27
2. What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? 589 (m<sup>2</sup>)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office use
4. How many motor vehicles did your organization own or lease as of December 31, 2019? 0



**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. Reducing use of Paper:</p> <ul style="list-style-type: none"><li>a. The default option for printing is set at black and white as compared to coloured printing</li><li>b. Consumed less paper by encouraging double sided printing in office and making it the default option</li><li>c. Documents are emailed whenever possible to avoid mailing them.</li><li>d. Paperless payment options like electronic fund transfer is encouraged over cheques</li><li>e. Electronic filing and archiving of documents as opposed to traditional paper filing.</li></ul> |
| <p>2. Digital meetings:</p> <ul style="list-style-type: none"><li>a. Employees are encouraged to use technology in document collaborations. An increased focus in digital meetings and digital sharing of information led to further reduced paper consumption</li><li>b. Meetings uses Audio Visual equipment like projectors to present documents instead of distributing paper copies</li></ul>  |
| <p>3. Travel:</p> <ul style="list-style-type: none"><li>a. Travel is minimized by employing Video-conferencing equipment in meetings with internal and external stakeholders</li><li>b. When travel cannot be avoided, staff are encouraged to book multiple meetings (within same travel period) to increase efficiency</li><li>c. The organization participated in bike to work week to encourage environmentally friendly transit.</li></ul>   |

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

We are committed to continuing with the established initiatives while seeking new ways to reduce the organization's GHG emissions.



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.)

The organization took part in Bike to work week on different occasions with some members travelling long distances.

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Transportation Investment Corporation (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.**

May 26, 2020

Signature

Date

Dave Stewart

Chief Financial Officer

Name (please print)

Title

Please scan and email the completed form to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca)