

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

Real Estate Council Of BC

Contact name & title:

Real Estate Council Of BC 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.	
Total Emissions (tCO ₂ e)	57.58
Total BioCO ₂	
Total Offsets (tCO ₂ e)	57.58
Offset Investment (\$25 per tCO ₂ e) [Total Offsets x \$25/tCO ₂ e]	1439.5

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? __59__
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? __1,621__ (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 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. Actively participated in the building's Green at Work Program aimed at diverting greater than 90% of waste from landfills.</p>
<p>2. Implemented new initiatives in the Licensing Department:</p> <ul style="list-style-type: none"> -Commenced paperless initiatives in July 2018. Approximately twenty-seven thousand paper files will be digitized, and all future licensing records will be created and stored electronically. -Reduced number of paper licence renewal applications submitted, by continuing to enhance RECBC's online licensee portal and encourage licensees to submit renewal applications electronically. In 2018, 62% of applications were received electronically, reducing the number of paper-based applications by 8,142.
<p>3. Increase server utilization in the organization, by implementing the following:</p> <ul style="list-style-type: none"> -Transitioned physical servers to virtual servers; and, -Began to migrate employees to laptops from desktop computers.

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

<p>We will continue the above initiatives, as well as:</p> <ol style="list-style-type: none"> 1. Ensure that over 90% of our paper is made of recycled materials. 2. Reduction in printed paper: <ul style="list-style-type: none"> -Increasing the use of email correspondence in various departments to replace use of printed correspondence and postal service. -Encouraging paperless initiatives, resulting in the discontinuation of printed paper.

3. Flexible work arrangements to allow employees to work from home, to reduce the draw on energy resources at the office and reduce travel and related emissions.

4. Increased teleconferencing capacity with internal and external stakeholders to minimize travel.

We encourage staff to be green commuters through participation in initiatives such as Bike to Work Week.

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.)

Fire and Earthquake procedures and policies are in place, in case of an emergency. RECBC actively participates in building evacuation drills, and the British Columbia Shake Out.

Additionally, a Business Continuity Plan is in place in the event of a natural disaster, to ensure that RECBC continues to deliver on its mandate.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Real Estate Council Of BC 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



Lisa Holst

5/21/20

Signature

Date

Lisa Holst

Senior Director, Accounting and Audit

Name (please print)

Title

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