



## SMALL EMITTERS FORM

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

Organization Name:

*Real Estate Foundation of BC*

Contact name & title:

Kimiko Johanson, Operations  
Coordinator

Real Estate Foundation of BC GHG Emissions and Offsets for 2019	
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.	
Total Emissions (tCO <sub>2</sub> e)	0.655107
Total BioCO <sub>2</sub>	0
Total Offsets (tCO <sub>2</sub> e)	0.655107
Offset Investment (\$25 per tCO <sub>2</sub> e)	\$25

### 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? 9.25
- 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? 425 (m<sup>2</sup>)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office (We were transitioning offices and one was being renovated. We have now transitioned into the larger office which is 264 m<sup>2</sup>)
- 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
1. Committee meetings were, whenever possible, held virtually via Zoom rather than having committee members drive into town.
2. Rather than fly our new Governor (our Board is recruited from all across the Province) down to Vancouver for their orientation, we provided an all-day orientation via Zoom instead.
3. We switched as many of our grantees over to Electronic Fund Transfer payments as possible, drastically reducing our need to gather signatories, send couriers, and send mail.

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

Reduced travel, more digital meetings. Reducing paper consumption by increasingly switching to digital files. Switching to DocuSign so that even more of our paperwork can be done online.
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**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.)**

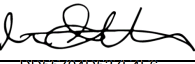
<p>Our operations will remain largely unaffected by anything except the most catastrophic events, as most of our staff can work from home if needed and we have our data backed up in numerous locations across the country, so in the event of a serious incident it would not be too difficult for us to return to work (relatively speaking). We will likely be taking even more steps towards a cloud-based solution in the near future. Even during the COVID-19 crisis, our work experienced minimal interruption.</p> <p>Interestingly, the work of our grantees often relates directly to climate change. Many of the projects we fund directly contribute to preparing communities across BC for climate change</p>
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**Retirement of Offsets:**

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

DocuSigned by:  
  
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Signature

May 15, 2020

Date

Mark Gifford

CEO

Name (please print)

Title

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