



## 2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

### - INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC's [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#).

PSOs that emitted less than 600 tonnes CO<sub>2</sub>e during the 2019 reporting year will receive a confirmation email from [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca). The CCAR Survey is optional for Small Emitter PSOs.

PSO Deadlines for Small Emitters – 2020 Reporting year	
April 30, 2021	<ul style="list-style-type: none"><li>✓ <b>Clean Government Reporting Tool (CGRT) Data Entry</b> must be completed for the 2020 reporting year.</li></ul>
May 14, 2021	<ul style="list-style-type: none"><li>✓ <b>Self-Certification Checklist</b> must be completed, signed and submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li><li>✓ PSOs receive an offset invoice with the amount of offsets to be purchased for the 2020 reporting year.</li></ul>
May 31, 2021	<ul style="list-style-type: none"><li>✓ The final, signed version of the <b>Small Emitters Form</b> must be submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li><li>✓ Deadline for the optional <b>CCAR Survey</b> to be completed and submitted online.</li></ul>
June 30, 2021	<ul style="list-style-type: none"><li>✓ Ministry of Environment and Climate Change Strategy must post a final Small Emitters Form for each organization on the BC Government's <a href="#">CNG website</a> and each PSO is encouraged to post their form on their website.</li><li>✓ All offset invoice payments must be submitted to CAS.</li></ul>

**SMALL EMITTERS FORM**

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

Organization Name:

*Transportation Investment Corporation*

Contact name & title:

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<b>Transportation Investment Corporation 2020 GHG Emissions and Offsets</b>	
<b>GHG Emissions created in Calendar Year 2020</b>	
Total Emissions (tCO <sub>2</sub> e)	2
Total BioCO <sub>2</sub>	2
Total Offsets (tCO <sub>2</sub> e)	2
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets (tCO <sub>2</sub> e)	
<b>Grand Total Offsets for the 2020 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e) to be retired for 2020 Reporting Year	2
Offset Investment (\$25 per tCO <sub>2</sub> e)	\$50

**B. To enable comparison across 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, 2020? 64
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 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, 2020? 0

**C. Briefly describe the top three actions taken by your organization in 2020 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. Approval from senior management is required for each travel and justification is required for <ul style="list-style-type: none"> <li>a. Purpose of travel</li> <li>b. Risk if travel is not approved</li> <li>c. Not conducting meetings through Video Conferencing etc.</li> </ul> </li> <li>b. Travel is minimized by employing Video-conferencing equipment in meetings with internal and external stakeholders</li> <li>c. When travel cannot be avoided, staff are encouraged to book multiple meetings (within same travel period) to increase efficiency</li> <li>d. 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:**

Our organization continues to abide by the actions as mentioned in question c above. We will encourage employees to further enhance the usage of digital meetings and document collaborations as opposed to meeting in person (and reducing travel) and printing papers.



**E. Describe any actions your organization took during 2020 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.)**

NA

**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 2020 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 13, 2021

Signature

Date

Jennifer Ng

CFO

Name (please print)

Title

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