



SMALL EMITTERS FORM – Community Living British Columbia

A. Please fill in the required information below

Organization Name:

Community Living British Columbia

Contact name & title:

Aman Gill, Manager, Facilities and Workplace Solutions

Community Living BC 2020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
Total Emissions (tCO ₂ e)	297
Total BioCO ₂	1.48
Total Offsets (tCO ₂ e)	295
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	-931
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	-636
Offset Investment (\$25 per tCO ₂ e)	-\$15,900



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? 629
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? (m²) 15,817 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, 2020? 42

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. Managed print services – print jobs are deleted after 24 hours reducing the need for unnecessary printing and paper use.</p> <p>Introduced Contract E-Authorization Tool (CEAT) where the e-signature process allows for electronic contract approvals.</p>
<p>2. CLBC has continued to plan office space implementing the Leading Workplace Strategies and promote remote working for employees. During COVID remote working for employees proved to be successful.</p>
<p>3. Implemented MS Teams as an audio/video collaborative tool to reduce in person meetings and travel.</p>

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

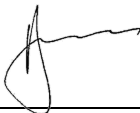
CLBC will continue to plan new and existing offices under LWS as well as increased remote working in order to reduce our office footprint. In person meetings (post COVID) will be reduced and arranged as virtual meetings.

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.)

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **Community Living British Columbia (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 28, 2021

Signature

Date

Henry Chen

VP, Finance and CFO

Name

Title

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