

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

Emily Carr University of Art + Design

Contact name & title:

Andy O'Neill
General Manager P3

<i>Emily Carr University of Art + Design 2020 GHG Emissions and Offsets</i>	
GHG Emissions created in Calendar Year 2020	
Total Emissions (tCO ₂ e)	90.6
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	90.6
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	91

Offset Investment (\$25 per tCO ₂ e) [Grand Total Offsets x \$25/tCO₂e]	Dear Andy,								
	Please be advised that Emily Carr University of Art and Design did not receive a 2020 Carbon Offsets Invoice. This is due to large adjustments (corrections) to your organization's reported emissions in 2018 and 2019 that decreased your prior year emissions and resulted in your organization receiving a credit for the 2020 Reporting Year. Please see below for details. The highlighted adjustment will be tracked and carried forward to next year (2021 offsets).								
	<table border="1"> <tr> <td>Total Offset Required Emissions for Calendar Year 2020</td> <td>91 tCO₂e</td> </tr> <tr> <td>Adjustments to Offset Required Emissions in Prior Years (2018 and 2019)</td> <td>-148 tCO₂e</td> </tr> <tr> <td>Grand Total Offsets for 2020 Reporting Year</td> <td>-57 tCO₂e</td> </tr> <tr> <td>TOTAL PAYABLE</td> <td>\$0</td> </tr> </table>	Total Offset Required Emissions for Calendar Year 2020	91 tCO ₂ e	Adjustments to Offset Required Emissions in Prior Years (2018 and 2019)	-148 tCO ₂ e	Grand Total Offsets for 2020 Reporting Year	-57 tCO ₂ e	TOTAL PAYABLE	\$0
	Total Offset Required Emissions for Calendar Year 2020	91 tCO ₂ e							
	Adjustments to Offset Required Emissions in Prior Years (2018 and 2019)	-148 tCO ₂ e							
Grand Total Offsets for 2020 Reporting Year	-57 tCO ₂ e								
TOTAL PAYABLE	\$0								
Please contact us if you have any questions or wish to discuss further.									
Kind Regards, Clean Government Team Climate Action Secretariat Ministry of Environment and Climate Change Strategy Email: Carbon.Neutral@gov.bc.ca									

- i. *[Note, BioCO₂ is reported in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets will not equal Total Emissions minus Total BioCO₂ because offset exempt emissions for buses are included within Total Emissions.]*
- ii. *Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.*
- iii. *You must round Grand Total Offsets (Cell D + Cell E), if decimals are included, before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]*

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? 465
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 26,550(m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Education
4. How many motor vehicles did your organization own or lease as of December 31, 2020? 1

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
1. Purchasing of sugar sheet office paper
2. Establishment of multidisciplinary Climate Action Task Force
3. Optimization of building management systems

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

Continuous optimization of building systems

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.)

Establishment of multidisciplinary Climate Action Task Force

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Emily Carr University of Art + Design (**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 *[To be signed by a senior official, such as CEO, COO or Superintendent].*

Michael Clifford

May 27, 2021

Signature

Date

Michael Clifford

Vice President, Finance + Administration

Name (please print)

Title

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