

**SMALL EMITTERS FORM**

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

Organization Name:

*Forest Enhancement Society of BC*

Contact name & title:

Steven F. Kozuki, Executive Director

<b>Forest Enhancement Society of BC - 2020 GHG Emissions and Offsets</b>	
<b>GHG Emissions created in Calendar Year 2020</b>	
Total Emissions (tCO <sub>2</sub> e)	4.81
Total BioCO <sub>2</sub>	4.69
Total Offsets (tCO <sub>2</sub> e)	4.69
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets (tCO <sub>2</sub> e)	2.58
<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	7.27
Offset Investment (\$25 per tCO <sub>2</sub> e)	\$175.00

- i. *[Note, BioCO<sub>2</sub> 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 BioCO<sub>2</sub> 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? 5.5
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 157 (m<sup>2</sup>)
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? 2

**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. Mobile energy is our biggest GHG emitter so a decision was made to sell one vehicle – Hyundai Tucson sold in August 2020. Most staff were working from home. Travel curtailed / reduced. Board Meetings held virtually. This will be monitored closely in the coming year for the remaining two vehicles in the fleet.
2. Continued to recycle cardboard, paper, glass, and all forms of plastic and implemented composting for the office since only two people were coming into the office and both were open to the idea. Less documents were printed by staff – more scanning and electronic file storage being used by all.
3. Continued to be careful with the thermostat – especially the electric baseboard heaters. A reminder will be set up on the Office Manager’s email to turn off the baseboards before long weekends / Christmas break.

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

The pandemic has showed that staff can work at home and utilize electronic communication with minimal printing of documents. Meetings now take place online and all staff & the Board have adapted to this mode of communication. When the pandemic is over, although in-person meetings may be held again, they will likely now be supplemented by electronic meetings rather than going back to the same pre-pandemic levels.



In addition, vehicle use has decreased dramatically and in addition to selling one vehicle this year, another may be sold in the future.

**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.)**

The FESBC Risk Management Framework for the office has been updated. A safety plan was put in place to deal with the ongoing Covid-19 pandemic.

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Forest Enhancement Society of BC (**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 26, 2021

Signature

Date

Steven F. Kozuki

Executive Director, FESBC

Name (please print)

Title

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