



2019 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This form is for the use of BC Public Sector Organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2018) to help them prepare their 2019 Carbon Neutral Action Report (CNAR) in accordance with BC's *Climate Change Accountability Act* and the Carbon Neutral Government Regulation. The CNAR Survey is optional for Small Emitter PSOs.

Due to the COVID-19 pandemic, the following Directive was issued on March 31, 2020:

Under my authority as the Director for the purposes of the Act, and under the authority delegated to me in Section 6 of the Carbon Neutral Government Regulation, I hereby direct that all ministries and Public Sector Organizations covered by the Carbon Neutral Government requirement shall use their 2018 GHG emissions as a temporary estimate for their actual 2019 GHG emissions, for the purposes of the 2019 Carbon Neutral Action Reports and 2019 Carbon Neutral Government reporting required under the Climate Change Accountability Act.

Neil Dobson, Executive Director, Clean BC Implementation
Climate Action Secretariat

Although 2018 emissions data will be used as a placeholder for 2019, **all other (qualitative) components of the CNAR and CNAR Survey are to be completed with information from 2019 (e.g., actions taken or planned to reduce emissions)**. Certain deadlines are extended for the 2019 reporting year (see below).

PSO Deadlines – 2019 Reporting year

May 29, 2020	✓ The final, signed version of the CNAR (or for Small Emitters, this Small Emitters Form) must be submitted by email to: Carbon.Neutral@gov.bc.ca
June 30, 2020*	<ul style="list-style-type: none"> ✓ Ministry of Environment and Climate Change Strategy must post a final CNAR for each organization on the BC Government's CNG website and each PSO is encourage to post the report on their website. ✓ The CNAR Survey (optional for Small Emitters) must be completed and submitted online. *Deadline extended from May 29, 2020. ✓ All offset invoice payments must be submitted to CAS.
Sep 30, 2020*	<ul style="list-style-type: none"> ✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2019 reporting year. *Deadline extended from April 30, 2020.
Oct 15, 2020*	<ul style="list-style-type: none"> ✓ Self-certification checklist must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca. *Deadline extended from May 15, 2020.

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

Nisga'a Valley Health Authority

Contact name & title:

Lisa Munroe –Finance Assistant
Sayed Abbas -CFO

[Nisga'a Valley Health Authority	
] GHG Emissions and Offsets for 2020	
Total Emissions (tCO ₂ e)	135
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	135
Offset Investment (\$25 per tCO ₂ e) [Total Offsets x \$25/tCO ₂ e]	(135) X \$25 =3,375

B. To enable comparisons with all 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? 87
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2020? 20,000 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? The primary use of the space is health services, offices and lodging.
4. How many motor vehicles did your organization own or lease as of December 31, 2020? 22

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.</p> <ol style="list-style-type: none"> 1. Improve paperless environment, staff going paperless for reporting and filing. Use less paper in the organization.
<ol style="list-style-type: none"> 2. Use bigger medical bus to bring clients in to Terrace for medical appointments. Services are available Monday to Thursday.
<ol style="list-style-type: none"> 3. In 2020 we sold off three old vehicles the emissions of which were very high at the same time we bought four new vehicles which are environmental friendly and comes with lesser emissions.

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

We will replace our entire vehicle fleet with environmental friendly vehicles.

We will also try to acquire such software which would lead to lesser paper consumption.

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.)

Improved air quality in NVHA medical building in New Aiyansh. Use a medical bus to transport people to appointments in Terrace with a bigger bus. Bring a diverse range of professional workers to NVHA



Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, [Nisga'a Valley Health Authority] (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 31, 2021

Signature

Date

Sayyed Abbas Shah

CFO

Name (please print)

Title

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