

# SkilledTradesBC 2023 PSO Climate Change Accountability Report

**Title:** 2023 PSO Climate Change Accountability Report

**Organization:** SkilledTradesBC

## PART 1. Legislative Reporting Requirements

**Declaration statement:** This PSO Climate Change Accountability Report for the period January 1, 2023 to December 31, 2023 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2023 to minimize our GHG emissions, and our plans to continue reducing emissions in 2024 and beyond.

### Emission Reductions: Actions & Plans

#### A. Stationary Sources (e.g. buildings, power generation)

1) Does your organization have a strategy to reduce emissions from stationary sources?

While SkilledTradesBC does not own the building it operates in, we have taken the following steps to reduce our impact as it relates to our space:

- Introduced a flexible hybrid working model where staff are required to come to the office a minimum of three (2) days a week. This has resulted in the reduction of staff driving to work which in turn has reduced transportation/commute emissions as well as lowered the overall usage of electricity in our offices; and
- Use of sensor light switches in our enclosed office spaces/meeting rooms that are activated only when the spaces are in use.

2) Whether you have a strategy or not, what are your organization’s plans to continue reducing emissions from stationary sources?

Since September 2021, SkilledTradesBC has implemented a hybrid work model. This model will continue for the foreseeable future and will help reduce our carbon footprint.

Mobi bike corporate discounts have also been distributed to staff to help promote healthy living and sustainable lifestyle choices. SkilledTradesBC is actively promoting the use of public transport by being easily accessible to transit routes.

We are adopting digital platforms which enable virtual interactions and thereby reducing the volume of paper ordered, used, and stored. We are planning to move to a new platform to issue digital certification for apprentices.

3) How are building retrofits (minor, major, deep)<sup>1</sup> considered in your organization's plans to reduce emissions?

We are tenants in a leased building, and we work with our property manager to support and implement sustainability initiatives. As an example, the building will lower the heating system and the lights will be automatically turned off after working hours, on the weekends and on statutory holidays.

## **B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)**

N/A – SkilledTradesBC does not own mobile sources.

## **C. Paper Consumption**

1) Does your organization have policies or guidelines in place for:

- a. *Reducing paper use (e.g. digital transformation of business processes, paper consumption awareness campaign, etc.)*

SkilledTradesBC has continued electronic stamping approvals for invoice reconciliation as well as digital signatures for agreements and/or other documents to reduce paper waste. We are still in an ongoing process of transitioning into fully paperless environments (e.g., enabling online portals for digital forms instead of hard copy processes). We have also implemented a Digital Transformation Process to enhance and manage electronics records use.

- b. *Purchasing environmentally and socially sustainable paper products (e.g. paper with recycled content, FSC certification, etc.)?*

SkilledTradesBC increased the percentage of recycled and FSC Certified content in our 2023 purchased paper.

2) How does your organization plan to continue reducing emissions from paper use?

SkilledTradesBC has implemented an ongoing digital transformation strategy in all its offices to enhance employees' ability to work remotely, paperless and continue to minimize our carbon footprint. This is an ongoing process.

## 2023 GHG Emissions and Offsets Summary Table

<i>SkilledTradesBC</i> - 2023 GHG Emissions and Offsets Summary	
<b>GHG emissions for the period January 1 - December 31, 2023</b>	
Total BioCO <sub>2</sub>	0
Total Emissions (tCO <sub>2</sub> e)	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 Adjustment (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2023 Reporting Year</b>	
Grand Total Offsets to be Retired for 2023 Reporting Year (tCO <sub>2</sub> e)	5
Offset Investment (\$)	\$125

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, SkilledTradesBC (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2023 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 within 30 days, 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:



Signature

Date

Name (please print)

Title