



CARBON NEUTRAL ACTION REPORT 2013 – SMALL EMITTERS FORM

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes Co2e in the 2012 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name

BC Assessment

Contact name

Andy Hoggarth
Vice President and Executive Financial Officer

2013 Total Emissions

440

2013 Total Emissions for Offsets

436

Changes to previous years emissions (if applicable)

10

Over or Underpayments held by PCT (if applicable)

n/a

Total Offsets Purchased for 2013

446

List the top three actions taken by your organization in 2013 to reduce GHG emissions and/or improve sustainability

Action

1. Retrofitted the Fraser Valley Office with energy efficient lighting. This included upgrading to fluorescent volumetric type recessed fixtures with program start operation, converting other lights to LED, and installing sensors to reduce usage in low use areas. With a redesign of the lighting layout, we were able to reduce the number of fixtures by 40%. We anticipate a 60% reduction in energy consumption.

The Kelowna office was moved into a newly built energy efficient building in December 2013. During the design phase discussions and BC Assessment's desire to lower their carbon footprint, we were able to have the landlord agree to install LED light fixtures instead of the planned fluorescent fixtures. As a result of this modification, the lighting manufacturer has estimated the reduction in energy consumption to be 30%.

2. On August 16, 2013, BC Assessment installed Cisco WebEx Connect on all employee and meeting room computers. This desktop application supports quick, easy and efficient collaboration with tools such as Instant Messaging, audio, video and integrated web conferencing. These online tools help reduce the need and cost for corporate travel through video conferencing. WebEx Connect replaces Microsoft's Live Meeting which we have had for several years.

WebEx Connect was used to connect 600 employees at the first ever Fall Summit on September 11, 2013. Previously BC Assessment held a 2 ½ day Education Seminar with about 1/3 of the staff attending, which typically equated to about once every four to six years per individual. With the new WebEx Connect, all staff participated from their own office location around the province, incurring no travel.

List the top three actions taken by your organization in 2013 to reduce GHG emissions and/or improve sustainability - continued

Action

3. Continued to provide budgetary support to the “Green Teams” in each of the 16 BC Assessment offices throughout the province to assist in their planned activities. These activities are to encourage employees to align corporate environmental values in day-to-day operations, and to embody environmental principles in their personal lives. Examples of 2013 activities include education and activity sessions to assist in changing behaviours, recycling and composting programs; and participating community activities such as park and shoreline cleanup.

Describe Plans your organization has for continuing to minimize your GHG emissions

BC Assessment plans to continue its efforts to reduce greenhouse gas emissions from sources within and outside its reporting scope under the Carbon Neutral Government Regulation and to engage and educate employees about climate change and sustainability objectives. Key initiatives planned for 2014-2016 include the following:

- Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.
- Continue the investment in technology and processes to decrease paper usage, electricity, and natural gas consumption.
- Continue with the development and deployment of remote meeting and web-based conferencing technologies.
- The vehicle replacement program will utilize hybrid models where available.
- Continue to consider opportunities for further greenhouse gas reductions and to integrate environmental sustainability objectives in the corporate strategic planning and annual business plans.
- Continue to provide budgetary support for the Green Teams in their planned activities to reduce greenhouse gas emissions and to minimize other negative impacts to the environment.

Executive Sign-off

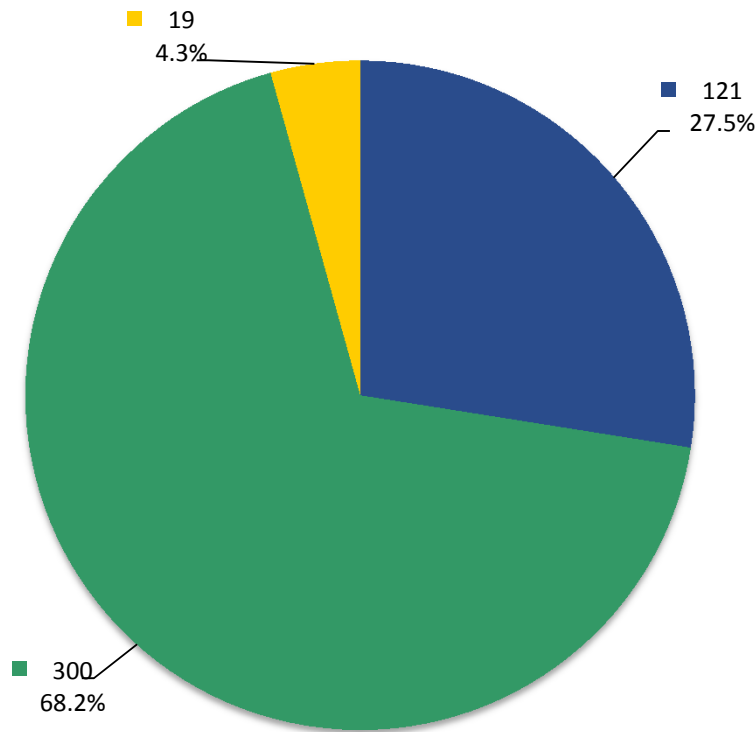


Andy Hoggarth
Vice President & Executive Financial Officer

BC Assessment

May 15, 2014
Amended May 30, 2014

**BC Assessment Authority
Greenhouse Gas Emissions by Source
for the 2013 Calendar Year (tCO₂e*)**



Total Emissions: 440

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2013 (Generated May 21, 2014 10:05 AM)

Total offsets required: **436**. Total offset investment: **\$10,900**. Emissions which do not require offsets: **4** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.