

# 2015 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

May 31, 2016

Organization Name:



Contact name:

Andy Hoggarth  
Vice President and  
Executive Financial Officer

GHG Emissions and Offsets for 2015 (TCO2E)	
<b>GHG Emissions created in Calendar Year 2015 (from SMARTTool Homepage):</b>	
Total Emissions (tCO <sub>2</sub> e)	368
Total Offsets (tCO <sub>2</sub> e)	364
<b>Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):</b>	
Total Emissions (tCO <sub>2</sub> e)	1
Total Offsets (tCO <sub>2</sub> e)	1
<b>Grand Total Offsets for the 2015 Reporting Year (from SMARTTool Homepage):</b> (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO <sub>2</sub> e)	365

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 Dec 31, 2015? 730 FTEs
2. What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2015: 19,013 (m2)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office space
4. How many motor vehicles did your organization own or lease as of Dec 31, 2015? 60 vehicles

List the top three actions taken by your organization in 2015 to reduce GHG emissions and/or improve sustainability:

Action
1. Increased office densification through the installation of additional workstations rather than obtaining additional floor space. The Vancouver Office was renovated to accommodate 23 additional workstations, increasing density by 21%. The Nelson Office was renovated to accommodate 4 additional workstations, increasing density by 27%. The Prince George Office added 3 workstations, increasing density by 8%.
2. Increased usage of remote meeting and web-based conferencing technologies during 2015, averaging 530 meetings per month held through webex or telepresence technology. This contributed to the reduced the need for employees to travel to participate in face-to-face meetings.
3. Analyzed possible future central office locations for five of our Lower Mainland and Central Vancouver Island offices. One method was to plot where staff live using their postal code (to protect their privacy) and comparing to current office location.

Describe plans your organization has for continuing to minimize your GHG emissions:

<p>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 2016-2018 include:</p> <ul style="list-style-type: none"><li>• Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.</li><li>• Continue office densification whenever offices are moved to new facilities or are renovated.</li><li>• Review the usage of our fleet vehicles to ensure the investment and number of vehicles is appropriate. The vehicle replacement program will utilize hybrid models where available.</li><li>• Continue to consider opportunities for further greenhouse gas reductions and to integrate environmental sustainability objectives in the corporate strategic planning and annual business plans.</li><li>• Continue the investment in technology and processes to decrease paper usage, electricity, and natural gas consumption.</li><li>• Develop a long term facilities plan that incorporates the flexible workplace strategy.</li></ul>
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Describe any actions your organization took during 2015 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 effects of climate change in the coming years will have little impact on BC Assessment. Our electricity and natural gas consumption may increase/decrease as it may take more/less energy to continue to heat and cool our office buildings.

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, BC Assessment Authority, (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment 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:**

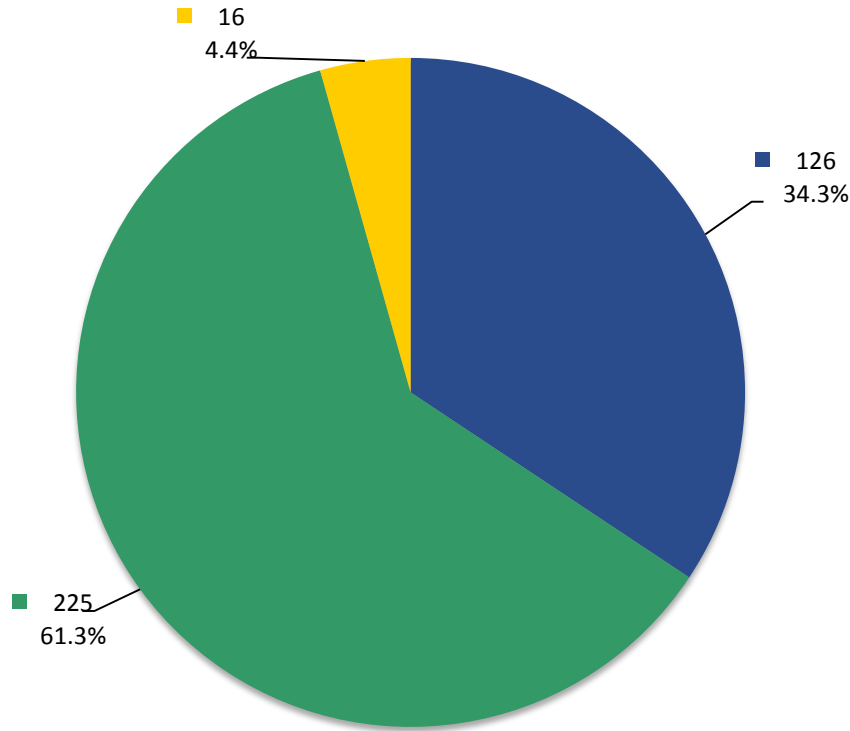
Name: Andy Hoggarth Title: Vice President and Executive Finance Officer

Signature:  Date: May 27, 2016

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



**BC Assessment Authority  
Greenhouse Gas Emissions by Source  
for the 2015 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 368**

- 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 2015 (Generated May 24, 2016 3:52 PM)**

Total offsets required: **364**. Total offset investment: **\$9,100**. Emissions which do not require offsets: **4** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.