

2016 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

May 31, 2017

Organization Name:



Contact name:

Andy Hoggarth
Vice President and
Executive Financial Officer

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	414
Total Offsets (tCO ₂ e)	409
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	2
Total Offsets (tCO ₂ e)	2
Grand Total Offsets for the 2016 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO ₂ e)	411

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2016? **733 FTEs**
- What was the total amount of floor space (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: **17,250 (m2)**
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? **Office Space**
- How many motor vehicles did your organization own or lease as of Dec 31, 2016? **59 Vehicles**



Briefly describe the top three actions taken by your organization in 2016 to reduce GHG emissions and/or improve sustainability from its operations:

Action
<p>1. Increased office densification through the installation of additional workstations rather than obtaining additional floor space.</p> <ul style="list-style-type: none">• Uptown office in Victoria was reconfigured to add 35 workstations.• Vancouver office was reconfigured to add 19 workstations.• Surrey office was reconfigured to add 8 workstations.• Abbotsford office was reconfigured to add 11 workstations.• Kamloops was reconfigured to add 15 workstations.
<p>2. The Kamloops office was renovated in August 2016. Our carbon footprint was reduced by specifying energy efficient lighting and controls. These included high efficiency LED lights c/w diming controls throughout the 8,000 square foot premises. All enclosed offices and meeting rooms have occupancy sensors controlling the lights.</p>
<p>3. The Dawson Creek office moved to a new-leased location that was approximately 70% smaller than the previous location. Over the last number of years, the staffing needs for the Dawson Creek office have decreased, thereby, decreasing the need for the larger office that BC Assessment had occupied. It was determined an office is still required to service the northern area. This office services 98% of the provincial oil and gas folios (properties). Upgraded specifications included energy efficient T8 CFL lighting.</p>

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

<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 2017-2019 include:</p> <ul style="list-style-type: none">• Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.• Continue office densification whenever offices are moved to new facilities or are renovated.• Review the usage of our fleet vehicles to ensure the investment and number of vehicles is appropriate.
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- 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 the investment in technology and processes to decrease paper usage, electricity, and natural gas consumption.
- Develop a long term facilities plan that incorporates the flexible workplace strategy.

Describe any actions your organization took during 2016 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 (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 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: Executive Financial Officer
and Vice President

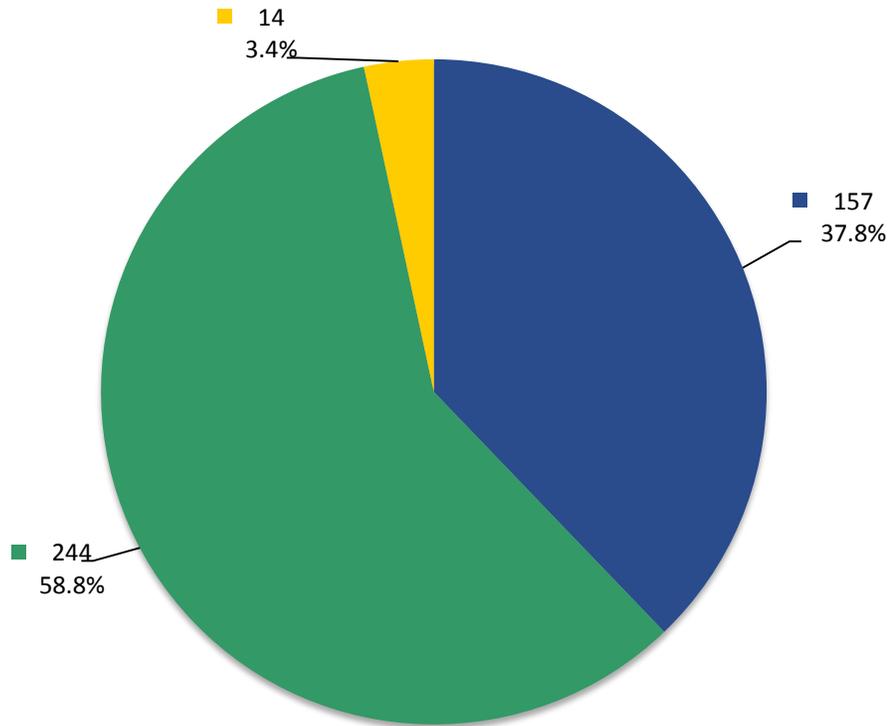
Signature:

Date:

May 31, 2017

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

**BC Assessment Authority
Greenhouse Gas Emissions by Source
for the 2016 Calendar Year (tCO₂e*)**



Total Emissions: 414

- 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 2016 (Generated May 16, 2017 9:58 AM)

Total offsets required: **409**. Total offset investment: **\$10,225**. Emissions which do not require offsets: **5** **

*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.