

# BC Assessment - 2009 Carbon Neutral Action Report

## Executive Summary

Climate Action is an ongoing initiative at BC Assessment, which is supported by the Board of Directors and Executive. A Climate Action Team consisting of Head Office and Regional representatives was formed in 2008 to ensure that BC Assessment takes action on climate change and contributes to meeting British Columbia's greenhouse gas and sustainability objectives.

The Climate Action team developed a project plan, a risk management plan, and a three-year action plan to measure our current greenhouse gas emissions and identify the activities which will significantly reduce our carbon footprint. BC Assessment has taken steps to reduce emissions from its facilities, fleet and paper consumption. Beyond the scope of emissions covered under the Carbon Neutral Government Regulation, BC Assessment has also taken steps to reduce emissions from staff commuting, the procurement of goods and services, and business travel through the use of advanced technology.

In addition to the legislated requirements to reduce emissions and buy carbon offsets to neutralize any remaining emissions, the Climate Action Initiative at BC Assessment also seeks to:

- Engage employees to reinforce staff values on the environment;
- Incorporate the Climate Action initiative as an integral part of the business and culture of BC Assessment;
- Improve customer satisfaction by demonstrating that BC Assessment is a leader in green initiatives.

## Overviews

### Actions Taken to Reduce Greenhouse Gas Emissions in 2009

In 2009, BC Assessment focused on reducing greenhouse gas emissions from sources covered under the Carbon Neutral Government Regulation as well as promoting awareness about environmental impacts among staff. Key initiatives taken between January 1, 2009 and December 31, 2009 include the following:

- Doubled the fleet of hybrid vehicles from 8 in 2008 to 16 in 2009.
- Implemented a policy starting June 16, 2009 that requires purchase of 100% of paper purchases (all sizes and colours) to be 100% post-consumer recycled, if available.
- Conducted an assessment of BCA's imaging and printing environment in order to identify opportunities to reduce the use of paper, toner and energy, among other corporate objectives.
- Engaged the services of an external consultant to conduct an energy assessment in January 2009 analyzing the present energy use at the various offices operated by BC Assessment throughout the province and identifying opportunities to reduce energy consumption through delamping, upgrades of lighting fixtures, optimization of direct digital control (DDC) systems and programmable thermostats, as well as computers energy use optimization. In 2009, BC Assessment approved a Phase 1 of these recommended projects at the Abbotsford, Burnaby, Courtenay, Cranbrook, Kamloops, Kelowna, Vancouver and Williams Lake offices.
- Developed and delivered a Climate Action education session at the annual Education Seminar for all employees. Similarly, delivered a Climate Action education session during new staff orientations, which take place twice a year.

- Provided budgetary support for the "Green Teams" which were created in 2008 in each of the 19 sites throughout the province. The budget assisted the Green Teams in their planned activities. For a list of 2009 activities undertaken by the Green Teams, refer to Appendix 1.
- Communicated success stories and green tips across the organization via e-news and the SharePoint intranet site.

## **Operational Changes in 2009**

There were no major operational changes in 2009, which impacted BC Assessment's GHG emissions profile.

## **Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012**

In 2010 – 2012, BC Assessment plans to continue its efforts to reduce greenhouse gas emissions both from sources within and outside the reporting scope under Carbon Neutral Government Regulation and to engage employees around climate change and sustainability objectives. Key initiatives planned between 2010 and 2012 include the following:

- All new vehicles purchased will be hybrid.
- In 2010, move the head office in Victoria to a LEED Gold Building in order to achieve environmental goals and reduce square meters per employee. In 2011-2012, BC Assessment's plan includes moving into LEED certified facilities, where available, when new facilities are required.
- Starting in 2010 and phased in during 2011, replace older single function devices to multiple function devices and set printing defaults to encourage reduction of paper, toner and energy use.
- Continue to implement energy savings projects recommend by an external consultant. Planned updates (lighting, programmable electronic thermostats, motion sensors) are scheduled at the Prince George, Dawson Creek and Terrace offices in 2010 (Phase 2) and Nelson and Capital offices in 2011 (Phase 3).
- Continue to educate and encourage employees to reduce greenhouse gas emissions at work, at home and during travel through various educational sessions, intranet, green tips, staff competitions and rewarding individuals for taking environmentally-friendly actions. Education will include fleet driver training to reduce fuel and unnecessary idling, encourage carpooling in fleet vehicles, and promoting alternatives to fleet vehicle travel where possible.
- Continue to provide budgetary support for the "Green Teams" in their planned activities to continue reducing greenhouse gases, minimizing other environmental impacts and engaging employees.
- Continue to communicate success stories and green tips across the organization via e-news and the SharePoint intranet site.
- Continue and enhance incorporating carbon neutral/sustainability planning in Strategic Planning and Annual Business Planning processes.
- Determine any anticipated financial, environmental, or social benefits related to reducing GHG emissions.



*BC Assessment*

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## Appendix 1

### 2009 GREEN TEAM ACTIVITIES BY REGION

#### Head Office

- Arrange Process (bins- central location- pick up and/or drop off)
- Have recycling areas close to every department (audit)
- Purchasing of new recycle bins
- Carpooling and alternative transportation
- Employee bus passes
- Monitoring our carbon footprint (with personal and company vehicles)
- Hydro Vehicles
- Environmental Cleaning Products
- Other “green” products - coffee filters, garbage bags, biodegradable dishwashing soap (from Soap Exchange), etc.
- E-news –Green Section
- Monitors off at night
- Desk lights off
- Kick off campaign
- In house events- speakers etc.
- Assist with Education Seminar –Green Participation
- Giveaways to promote energy savings
- Investigate composting
- Head Office Green Team Challenge
- Guest speaker from BC Hydro PowerSmart on saving energy at home and work
- Info Session showing “Story of Stuff” documentary on consumption
- Battery recycling

#### Capital Region

- May 1 – Kick off for Green Initiatives
- Kick the Can – eliminate garbage cans at each work station
- Compostable bag for food and paper waste
- Biodegradable bag for regular garbage
- Workstation audits – checking monitors, printers, copiers, checking garbage for recyclables
- Prizes awarded for performing the above – along with gift certificates from the landlord were provided
- Purchased coffee pot timers – more energy efficient and will also alleviate problems if not turned off after work (becoming a fire hazard) - done
- Hybrid Ford Escape is the vehicle of choice
- Bike to work week led to transportation alternatives
- Increased our bikers from 10-20% of employees
- 1 is walking (and lost 20 lbs)
- 1 is carpooling
- Some are even using bikes to perform servicing
- Attempts made to reduce packaging at coffee station
- Information board created with recycling information green tips, events, newsletters and suggestions
- New copy of Al Gore’s Inconvenient Truth for office video library
- New recycling containers (with better labelling) were purchased to tidy up recycling area
- Exploring condensed work week (4 day week)

- Our building waste has been reduced by 50%
- DDC (Direct Digital Control) – set 1 degree higher (warmer) in the summer and 1 degree lower (cooler) in the winter
- Lighting changed – more efficient
- Earlier system shut down and later system start up
- Examined our practices at work and at home
- Biodegradable dishwashing soap (from Soap Exchange)
- Bio-degradable plastic bags
- Turning off lights, electronic equipment when not in use
- Walk, bike or use public transportation
- Battery and cell phone recycling – employees bring in their expired batteries for proper recycling
- Expanded recycling to include almost everything. Unfortunately chewing gum and Tim Horton/Starbuck cups still need to be in the trash. Many employees are bringing in their Styrofoam meat trays!
- Low flush toilets were recently installed in the entire building
- Capital hosted a lunch and learn session (all building tenants included) dealing with energy upgrades and going green for your home. Twenty two attended.
- Capital hosted a healthy “Green” Lunch for all staff with the clerical section providing farm fresh and local organic foods. Recycling information was posted on the white board and discussion ensued.

## **Vancouver Island Region**

### **Central Vancouver Island – Nanaimo**

- Office relocated in August/2009. New premises hopes to be certified LEED – Silver. More comprehensive recycling program introduced at new premises.
- Organized a green presentation, including a LEED presentation about new office building and a very successful 100 mile potluck luncheon for Staff;
- New premises has shower and secure bicycle storage to encourage staff to bike to work
- Portable heaters at workstations have been eliminated.
- Joined Canada Posts Red Dot program and have eliminated all unsolicited junk mail;
- Implemented the Buddy Parking Plan and have encouraged all to carpool/seek alternate transportation. Currently out of the 8 permanent AA’s two frequently walk and four carpool to and from work on a very regular basis.
- Encourage electronic files and double sided printing to reduce paper use.
- Incentive budget was used to purchase the staff travel mugs, more recycling bins and china dishes and cutlery for kitchen so that disposable dishes/cutlery would not be required for staff potlucks/lunches;
- Received new Hybrid vehicle for staff not on Supplied Use.
- Purchasing of new recycle bins, large blue containers to accommodate more recycling. Expanded recycling to include almost everything. The amount of “actual garbage” going out has been reduced significantly.
- Contract with service provider to remove all organic waste. All organic waste is placed in a large green container and picked up every Thursday. Diverted from land fill and used to make soil.
- Paper towels are either recycled or placed in the organic waste container.
- Implement computer monitors and desk lights off at night or when away from workstation for more than fifteen minutes.
- 100 Day Challenge - The 100 Day Challenge is a staff-created, self directed ongoing activity to invoke a friendly and entertaining challenge open to all Nanaimo office staff. This activity is 100% voluntary. Starting July 1, 2009 the challenge was to log as much cycling, walking, rollerblading or running as you can within a 100 day period. These activities could include walks during break times, weekend strolls with the dog, cycling around town or to and from work, rollerblading the seawall, hiking Mt. Benson, evening jogs, etc. Each participant will be

provided with an electronic tally sheet keep track of the activity during the challenge. A wrap up lunch occurred with prizes awarded to those who logged the greatest distance.

- Batteries used for work are collected and disposed of in an acceptable manner. Two Options: London Drugs has an excellent program for accepting batteries for disposal. Batteries are sent to Edmonton for environmental acceptable disposal. The local transfer station also accepts batteries.
- Paper products to be purchased locally consisting of recycled products.

#### Green Initiatives for the Future:

- Plants in the office. We want more green. If the budget allows we want to order more plants. At this stage staff must purchase plants with their own funds.
- Reduce the number of garbage containers. Each work station continues to have a trash can. The plan is to phase in one garbage can to a central area to serve eight to ten employees. Recycling will improve as there will be no trash cans, however, each work station will have recycling containers facilitating greater use.
- We will continue to participate in ride your bike to work week and may even expand this to include an additional week.
- 100 Day Challenge will continue in 2010.

#### **Central Vancouver Island – Courtenay**

- The Courtenay office will be bringing in 1 hybrid vehicle in 2009 and a second hybrid vehicle in 2010.
- We have recycling bins in the coffee room, (the recycling program has a long history of existence in this office, thanks to some very dedicated employees).
- Composting bin for recycling of organic matter was set up last fall
- The office has moved to Grand & Toy as their sole paper supplier because they track greenhouse gases for us.
- The staff members have been working with only 50% of the lights switches on (on average) throughout the day.
- The staff members have been turning off computer monitors at night.
- We adjusted the winter temperature on the thermostat down by 1 degree.
- We have turned off the hot water tank in the board room. This sink is seldom used. If the need to use this sink should arise, we can always turn the water heater back on for the event.

#### Green Initiatives planned for the future:

- Discussion has been started around having 3 'Bike to Work' weeks dispersed throughout the year.
- Hand towel initiative – need to purchase system for hanging individual hand towels and then send out an email inviting people to bring their own hand towel to work for use in the washrooms so that we can cut down on the amount of paper towels used.
- Main hot water tank – insulate tank and turn down temperature during winter months when fewer people are having morning showers here.
- Adjust the building thermostat for summer temperatures up by 2 degrees before air conditioner kicks in.
- After end of May – encourage staff to turn off all baseboard heaters around individuals work stations.
- Plan to experiment with opening doors and windows to our building in the summer to reduce the need for air conditioning. Half of the building has opening windows on the shade side, there is also a good cross flow of air from the 2 doors at either end of the building.

#### Additional thoughts from the staff:

- Print PRCs (property record cards) on 8.5 x 11 instead of 8.5 x 14
- Print PR's on both sides
- Even better – create new efficient PRC on one page per main building

- Have the cleaners use biodegradable 'Buffalo' garbage bags for all of the office waste basket needs.

### **Vancouver's Sea to Sky Region**

- In 2010, the VSS Green Team hopes to inspire sustainable behaviour in the workplace by combining recognition with engaging and educational initiatives. Goals for the year include: planning a David Suzuki Workshop, encouraging public transport, reducing printing and waste in the workplace and promoting office culture focused on conservation. Furthermore, in support of healthy and active lifestyle choices a group of approximately 40 employees will be running on BC Assessment's Corporate Team in the year's Vancouver Sun Run.
- In December of 2009 the Green Team hosted an Extra-va-Greenza Christmas Party that incorporated: "recycling" Christmas sweaters, sourcing all baking from local and organic sources and the collection of Green New Year's Resolutions. Gifts were wrapped in handmade, re-usable cloth bags and disposables were kept to an absolute minimum. After the party the Green resolutions were compiled and shared with all staff.
- We are exploring the possibility of speaking with management about a "Hybrid Parking Stall" at VSS. This space will be designated for those who opt to drive hybrid vehicles to work.
- The VSS Green Team has welcomed four new members for the coming year and looks forward to fresh contributions and insights.
- "Lug Your Mug" campaign is ongoing with constant improvements in compliance rates. To encourage employees the Green Team has allocated a portion of its budget to investing in high quality, stainless steel mugs. These mugs have been awarded to employees who have exhibited sustainable and innovative behaviour in the workplace.
- Green workstation audits were reviewed from the BC Hydro Website and an adaptation was created for BC Assessment's VSS Office. This document was also posted on the Corporate Intranet.
- Both the Translink Employer Pass Program (EPP) and the Ride Share Program at VSS are ongoing projects. Last year we were just shy of the 25 registrant minimum for the EPP; with new staff we hope to take another poll of those interested.
- Transit Week was a success. Staff were given the opportunity to try transit for free with passes supplied by the green team. Our goal was to allow commuters to experience how easy and comfortable it really is.
- The green team continues to send out a bi-weekly green tip in each regional update and gives a brief presentation at staff meetings to provide green insights. Other educational initiatives at the office include a column on BCA's Intranet Site and monthly articles submitted to the Sea to Sky Herald.
- A green employee of the month is announced at staff meetings to recognize individual's efforts to reduce, reuse or recycle.
- Battery collection box – program ongoing.
- Green employee nomination box / suggestion box – program ongoing.

### **North Fraser Region**

- Supplies – order environmentally friendly products where available
- Organic Waste Green Recycle container
- General Blue Recycle container
- Blue Recycle container for pop, juice and water bottles
- Recall bin for paper, cardboard, newspapers & magazines
- Energy efficient light bulbs
- 100% degradable garbage bags
- Paper towels are from 100% recycled paper
- Double side printing or print only what you need
- Recycle printer toner cartridges
- Reduced number of garbage cans being used in office

- Communicating via e-mail instead of paper
- Battery Recycling (small sizes)
- Eco-Friendly Office Picnic July 2009
- Eco-Friendly dishwasher soap
- Eco-Friendly courier service
- Regular "Green" themed emails sent to North Fraser staff to share greens tips, suggestions and ideas
- Currently in the process of office "de-lamping" which involves reducing the number of redundant light fixtures within the office
- Encourage office meetings to be paperless, agendas can be displayed electronically
- Promoted Earth Day with an office quiz, winner received environmentally friendly package of cleaning products
- Bike/Carpool to Work Week August 2009
- BC Grow Produce – Circle Farm
- Green Ideas Bulletin Board
- Commuting to Work Month October 2009

### South Fraser Region

- Recycling program for everything that's recyclable other than Styrofoam
- Compost bin for organic waste
- Paperless files on the IC&I team (Pilot project)
- Use of 100% recycled office paper
- Use of energy saving light bulbs, timed thermostats & motion detecting light sensors
- Periodic "re-gift raffles" which gives used items otherwise useless to others who have a use for them thereby reducing a need to buy brand new items
- Periodic used book sales
- Green cleaning products in the office – in communication with cleaning staff
- Move to green stationary supplies through Grand and Toy where possible
- Future consideration of "Adopt a Street" program
- Designation of a "green" printer to use the other side of previously printed paper
- All printers other than the "green" printer have been automatically set to double sided printing
- Consider possible incentives to promote reduction on transportation pollution
- Introduce theme days which cut down on waste
  - Previous theme days have been successful with most of the office participating.
  - The Book Exchange brought in \$32.75 towards the Green Team fund
  - The Re-gift Raffle brought in \$144.25 towards the Green Team fund
  - Nature Walk through Burns Bog to understand the benefits of a greener environment
  - The Green Team fund will be used for Recognition awards as well as donations to Green causes which will be determined by the office through voting buttons at a later date.
- Reduce waste during PARP - Suggestions to cut down on waste have been submitted to Andrea in Legal for her review.
- Turn monitors off each day has been sent and cooperation with the initiative has been successful.
- Battery Recycling
- Double sided printing
- Electronic Minutes taken in meetings and placed on server
- Using Outlook electronic Post it Notes
- Workstation garbage bins removed & replaced with 6 area cans/recycling bins
- Meeting with Landlord to encourage office building recycling
- Email sign off  Please think twice before printing this email
- Paperless Office Webinar
- Exploring Fax to Email service Option
- Discussion with City of Surrey to send all minutes, corporate reports, development proposals

electronically. (Currently all sent in bundles bi-weekly)

- Office Cleanup - used binders that were headed for the landfill due to unavailable recycling of these products were made available for FREE and picked up by a very happy self employed local resident.
- AA's cleaned out file cabinets and saved all old reusable file folders so that we don't have to order anymore for a very long time
- Electronic signatures were used to send in business expense forms along with electronic receipts for a seminar attended. The document was forwarded with the attachments to the Assessor for an additional electronic signature before being forwarded to HO. Unfortunately our Finance department is not prepared to accept electronic signatures at this time for expenses. Hopefully soon. Saves on envelopes, paper, postage & time.
- Reset light sensors of unoccupied offices so they don't "light up" when walking by the door.
- Recycling eyeglasses for third World countries on the agenda
- Discussions on 4 day work week – available longer hours for customer service, less start up shut down time, reduced cars on road 1 day per week, less users on computers/servers on certain days
- Suggestions for new office relocation criteria when offices amalgamate
- Recycling used/unwanted cell phones.
- In the process of upgrading our water filtration system. The new water dispenser that comes with a filter will be cheaper and more efficient than the old water dispenser that required water bottles to be delivered to the office.
- Green funds were used to purchase shelter kits for swallows (common to the area and are natural pesticides). We are planning to donate some to a school/s or use them for our own kids when we have an office family bbq get together. This will give the kids a productive activity and at the same time learn about nature and how to be green.

### Fraser Valley

- In May 2008 the Fraser Valley Office initiated a formal committee to implement a strategic plan to promote and actively pursue a policy of conservation.
- The office already had a vigorous recycling program in place, with pop cans, paper, cardboard and plastics.
- In 2008 the green committee expanded its recycling efforts to include a compost program, which became very successful.
- Due to the composting and an even more vigorous recycling program, our custodian tells us that our desk-side garbage can waste has decreased by almost half.
- The office has also adopted the practice of turning off our monitors at night.
- Reducing the need for desk-side heaters by monitoring and defining what the correct office temperature should be.
- Currently implementing recommendations of the SES audit (delamping).
- **Rideshare:** A map showing the residential locations of each of our staff, posted on a large map in a common area, in the hopes that people will be encouraged to take advantage of the network we have in our large office. Ran successful 2009 rideshare event, carpool participants received free crepe breakfast, prizes awarded (most people in one car), non-participants could enjoy crepe breakfast for a small contribution to green team fund.
- **"Gone Green":** A monthly newsletter to update staff on corporate and global environmental news; communicate Green Committee initiatives; share tips and strategies (at home and in the office) to help minimize our carbon footprint and actively participate in the rehabilitation and conservation of our environment. This publication strives to empower staff to make a change and will be featuring employee contributions, in the form of inspirational photographs, news, tips and stories.
- **Tree Planting:** Planted 800 trees in the District of Mission
- One of the goals of the Green Committee is to make a positive environmental impact outside of BC Assessment. As a result the committee has planned to execute a yearly tree planting program, in which Fraser Valley staff have agreed to volunteer some of their time (with their families) to plant trees replenishing resources used as result of work (paper use, CO2 production). Partnerships have been created with local municipal governments for



areas in need of reforestation (riparian areas, reclaimed landfills etc.)

- Purchased “green mugs” in 2009 to be used as recognition gifts for green participation, carpooling, winning office green challenges. Mugs have a discount on purchases at local coffee shop stimulating “lug your mug” campaign in order to reduce amount of paper coffee cups used by office.

## **Okanagan**

- Sign to be posted by keys for company vehicles indicating the “best” choice and ranking of vehicles – helping staff to choose the most efficient vehicle of the fleet
- Signage to assist staff with recycling
- Compost container for organic matter
- Removal of individual / desk garbage cans
- EARTH Week: in conjunction with Earth Day (April 22) Area 19 (Kelowna) staff will be presented with incentives for staff to do their part – recycling, walking to work etc. Aim is to increase awareness about the environment. Penticton office participated in clean-up for Earth Day.
- Biodegradable coffee filters
- CORKBOARD notice board to be put into staff lunch room for various team announcements, Green News
- Laptops for PARP Panel / or projector / electronic presentations
- Email notices vs sending out letters – make it mandatory for email address fields to be included
- Paperless office (presentation through RIBC – coming up)
- PARP with no in-person attendance
- Car pooling for those staff that attend PARP hearings
- Recording how much paper is used – difficult to track amounts since we purchase from more than one store
- Removal of individual garbage cans – use of centralized garbage can
- Turning off of monitors
- Introduction of recycling stations in kitchen (cans, paper, compost etc)
- Hand out incentives: cloth bags, light bulbs etc
- Inform staff of upcoming “Bike to Work Week – May 11 – 17”
- Blaine: PowerPoint presentation to show locations of garbage cans, bike lockers etc
- Encourage staff to plan field trips with even more stringent attempts to consolidate trips for various work types. Goal will be to reduce K’s driven vs 2008. We will seek to reduce Ks driven by 10% in 2009.
- Encourage more staff to take alternate forms of transport to and from work. This could include amongst others car pooling, biking, cross country skiing, running or walking.
- The three Okanagan offices (Vernon, Penticton, Kelowna) will be amalgamated in September 2009. The Vernon Office plan to form car pooling groups to mitigate the negative impact of the longer commute.
- One staff person currently regularly taking an alternate form of getting to work. We will seek many more adopting this approach and target 20% of staff adopting this approach during 2009.
- Endorse the use of more environmentally sensitive cleaning products. As we replace lunch room soap etc will seek healthier products. We will need to investigate what products are in use by the cleaning company and if there is an appetite to improve in that area.
- Using biodegradable garbage bags in the office
- Seek to reduce hydro consumption by this office. Opportunities for this include shutting down monitors or radios each night.
- Draft some green written policies around for example travel or activities in our lunch room. In particular for the education of new staff. This will be added to our next agenda for discussion.
- We adjusted the timer on the exterior building lights as to when they turn on and off

- Blue Box & Bag recycling equipment was provided for the office
- Use rechargeable batteries for our camera to take pictures of properties
- Collect the used non rechargeable batteries for recycling purposes
- All staff have brought in a plate and cup instead of using paper plates and foam cups
- Kelowna replaced 2 older vehicles with hybrid Ford Escapes
- Acquired glass plate ware in place of paper or plastic plates.
- Replaced all plastic utensils with silverware.
- Janitor is using “green” cleaning products.
- One staff member in the Penticton Office participated in a Federal Government review of the company hybrid vehicle.

## **Kootenay Region**

### Area 22

- Use glass dishes
- Recycle paper, plastic, glass and tin
- Recycle old paper for notes etc.
- Walk, bike, public transit and carpool
- Heat and cooling shut down at night and weekends
- Turn off lights when not in room
- Plants for healthy air
- Double sided printing when possible
- Recycled paper
- Exchange for a Hybrid vehicle
- Dishwasher installed and only used when full
- Installed blinds to help reduce heating and cooling costs
- Ongoing education by emailing staff with green tips once a month
- Remind staff of earth day – on going
- Appraisers inspects properties via bike when possible

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### Area 21

- Carpool/walking/biking/bus to and from work
- Air quality in office has been improved with plants which have decreased the co2 level
- Turn lights off as the last person leaves the room
- Double sided print whenever possible
- We have a green printer which uses paper having 1 side already printed on
- Staff were trained to turn off monitors at the end of the day with incentives
- Total garbage has been reduced by recycling:
  - Printer cartridges (cartridges are given to an establishment that raises money for the community)
  - Blue bag: newspapers, misc paper types, plastics
  - Cardboard
  - Glass
  - Pop & juice bottles/cans
  - Pull tabs from pop cans
  - Organic composting using biodegradable compost bags
- Incentive program to encourage staff to think green at work & home
- Glass dishes/metal utensils for staff functions and general use
- Biodegradable dish detergent
- Lug your mug
- Promote Earth Day/Week in April
- Reusing old folders, binders, boxes
- Encourage property owners to go with e-mail Assessment Notices (epost)

## **Thompson Cariboo Region**

- Use no paper during meetings- all record keeping for meetings will be recorded and saved on server.
- All garbage cans have been removed from individual work stations and we have implemented a central garbage area w/ recycling. Recycle bins available for paper, plastic, glass and metal
- Use paper towel from the dispenser only. Do not take paper towel from the stack on the top of the dispenser. Why? Every time a towel is pulled from the top of the dispenser, 2-10 towels fall to the ground and ultimately get wasted. If there is a stack above, check to see if the towel dispenser can be filled.
- Bathroom and staff room lights are off unless in use.
- Heating- review the temperature zones and experiment with adjusting the heat settings one or two degrees to optimize comfort and use less heat in the winter and less air conditioning in the summer.
- Training for all staff on the flexibility of the slate. Look at ways to download PDF files for rural areas, and try to reduce how much printing of PRC's is necessary.
- Service areas in groups so an area can be completed faster and multiple people are going in a vehicle.
- Use the travel book available to see if any team member is traveling to a distant location to possibly take a picture that was missed or to pick up simple folio information. (This would be more appropriate in the latter months, closer to roll closure when servicing trips to distant locations have been completed and a fellow colleague who is part of another team is going to the area for a different purpose).
- PRC printing options to allow for printing a specific page rather than the entire report.
- Purchase plants for the office to improve oxygen flow and the well being of staff.
- Power off computer screens at the end of the day.
- Look into saving our expense forms with attached receipts rather than printing them off and then they can be e-mailed down to Head Office
- Get used to setting up group meetings using the "Respond" buttons and then having those meetings automatically populating each person's calendar
- Started an in-house compost bin with outdoor compost bin

## North Region

- Shut off the monitors at the end of the day
- Where possible, use EconoMode option for printing
- Email signature "Please consider the environment before printing this email"
- Use of recycle paper instead of note pads or blank paper
- Turn the lights off when the rooms are not being used – motion lights are to be installed in conference/coffee room, interview room & mail room
- The office has recycling program in place for paper and cardboard, also recycle cans & containers to raise money towards helping a family at Christmas through Salvation Army.
- Share the green initiatives with the other 3 tenants in our building
- Recycling schedule information from the City of Terrace available to all staff
- Green Suggestions shared at MMM (Monday morning meetings) as well as minutes circulated via email with hopes of encouraging more ideas from staff
- Removing individual waste containers; centralized garbage cans
- Recycle bins available at each workstation for paper, one bin for plastic/can recyclables
- Unplug the water cooler
- Kitchen - Use dishes instead of paper and plastic items
- Purchase green cleaners for lunch room
- No need to print PRC's – saved as PDF files on server and keyed to valueBC from there.
- All employees to assist in encouraging the public to sign up to e-post
- Car pooling from home-office-home

- Car pooling in work vehicles if two or more appraisers are going to work in the same area (i.e., reassessment projects where 2 appraisers drive to area and then walk between houses; when servicing regionalized properties in a different area and then using company vehicles from local office)
- Recycle printer toner at Staples

## **Green Team Initiatives - 2009**

### **Common to Most Offices**

- Central recycling bins for cardboard, drink containers, paper, and plastics.
- Compost bins
- Removal of garbage cans from workstations
- Biodegradable garbage bags
- Using environmentally friendly products
- Turning off monitors at night
- Finding alternate ways to get to work, biking, public transit, carpooling, walking.
- Turning off light in rooms that are not being used
- Using recycled paper, double siding when possible
- Offering incentives to employees for going/staying green
- Green communications – Central Board for news and events, regular newsletters emailed to staff – Letting staff know of upcoming green events. New ideas on how to go green, who's doing what
- Making staff aware of and promoting involvement in Earth Day and Bike to work week.
- Offices that are able to control the central heat have been adjusting temperatures by a degree or two to reduce the use of heaters and air conditioning.
- Most offices are opting for 'bring your own plate and mug' for staff events and meetings.
- Some offices have lobbied their local coffee shops to offer the choice for patrons to bring their own travel mug instead of using the paper to go cups.
- Area offices are opting for hybrid vehicles for field work and drive smart programs letting staff know which vehicles are more efficient than others.

## BC Assessment - 2009 Carbon Neutral Action Report

### Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>						
<b>Vehicle fuel efficiency</b>						
Replace vehicles with more fuel-efficient models	Ongoing/In Progress		During 2009, BC Assessment doubled its hybrid fleet from 8 to 16 hybrid vehicles.	BC Assessment is not planning to purchase/lease any new vehicles in 2010. When existing leases expire throughout 2011 – 2012, consideration will be given to replace them with more fuel-efficient vehicles. All new vehicles purchased will be hybrid	2009	2012
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	In Development			BC Assessment is not planning to purchase/lease any new vehicles in 2010. When existing leases expire throughout 2011 – 2012, consideration will be given to 'right-sizing' the vehicles.	2010	2012
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency  Regular fleet maintenance is performed on 100% vehicles based on kilometers driven. Maintenance typically includes the following: - inspect / replace spark plugs - lube, oil and filter change - tire rotation and check of tire pressure and wear - inspection of brakes and other operating systems, plus fluid and coolant levels Each of these items contributes to the improvement of fuel efficiency.	Continue the initiative in future years.	2009	No End Date (Continuous)
<b>Behaviour change program</b>						
Provide fleet driver training to reduce fuel use	In Development			BCA plans to provide tips on the 'green page' on the SharePoint intranet site to raise awareness among drivers around fuel use (tips to reduce fuel use, raise anti-idling awareness, encourage carpooling when possible, etc)	2010	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			BCA plans to provide tips on the 'green page' on the SharePoint intranet site to raise awareness among drivers around fuel use (tips to reduce fuel use, raise anti-idling awareness, encourage carpooling when possible, etc)	2010	No End Date (Continuous)
Encourage carpooling in fleet vehicles	In Development			BCA plans to provide tips on the 'green page' on the SharePoint intranet site to raise awareness among drivers around fuel use (tips to reduce fuel use, raise anti-idling awareness, encourage carpooling when possible, etc)	2010	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>						
<b>Planning/management</b>						
Reduce office space (square meters) per employee	In Development			On May 25, 2010, BCA will move its head office in Victoria to a LEED Gold designed building that has 36,000 sq ft and fewer offices to reduce square meters per employee (LEED certification currently pending). In September 2010, the offices of Penticton, Vernon and Okanagan Regional Office will be amalgamated in the Kelowna office, which will also reduce square meters per employee.	2010	2010

## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	Complete	100	% of owned buildings have an established energy performance baseline	BCA engaged an external consultant to analyze the present energy use at the various offices (both leased and owned) operated by BC Assessment throughout the province.		2009	2009
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	In Development				On May 25, 2010, BCA will move its head office in Victoria to a LEED Gold designed building (LEED certification currently pending). From 2010-2012, BC Assessment's plan includes moving into LEED standard facilities, where available, when new facilities are required.	2010	2012
Complete energy retrofits on existing, owned buildings	Complete	100	% of owned buildings have undergone energy retrofits since start year indicated	BCA engaged an external consultant to provide an Energy Study in January 2009 analyzing the present energy use at the various offices operated by BC Assessment throughout the province. The external consultant visited these offices, and collected data on the current types of building technology then made recommendations on potential energy projects worth considering. This analysis included lighting, HVAC and controls.  BCA owns two buildings (Kamloops and Courtenay). Both have undergone energy retrofits in 2009.		2009	2009
<b>Retrofitting owned buildings</b>							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Complete			Kamloops: - DDC Analysis & reprogramming: the external consultant analysed the DDC and contracted to install and reprogram the following - outdoor air heating lockout and weather predictor, Morning Warm-up Damper Control/Schedule Modification, Free Cooling Optimization.		2009	2009
Upgrade lighting systems during retrofits	Complete			Courtenay: - Delamping: Light levels were measured at each location and lamps removed in each fixture where employee finds this to be acceptable. Light fixtures are labelled to indicate the new lamp quantity. The external consultant delamped 18 fixtures through this process.  Kamloops: - Delamping: The external consultant delamped 13 fixtures through this process. - Parkade motion sensors installation: 3 sensors installed with ½ hr lights on timer.		2009	2009

## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Upgrade/adjust control systems during retrofits	Complete			<p>Courtenay: - Computer Optimization: IT Infrastructure group implemented a schedule through a server management solution to switch off PC equipment during night time and weekends. - Manual Thermostats Optimization: Thermostats were reset to improve efficiency and staff was educated on how and when to adjust them.</p> <p>Kamloops: - Computer Optimization: IT Infrastructure group implemented a schedule through a server management solution to switch off PC equipment during night time and weekends.</p>		2009	2009
<b>Leased buildings</b>							
Establish energy performance baseline for leased buildings	Complete	100	% of leased buildings have an established energy performance baseline	BCA engaged an external consultant to analyze the present energy use at the various offices (both leased and owned) operated by BC Assessment throughout the province.		2009	2009
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Complete			In September 2009, BCA's moved the Vancouver Island Regional Office (Nanaimo) to a new LEED Silver designed building (LEED certification currently pending).		2009	2009
<b>IT power management</b>							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress			A server management solution was installed to manage desktop energy settings such as shutdown, hibernate, stand by, etc. from mid to late 2009. However, BCA encountered application problems and started researching alternative applications. Initiative will continue in 2010.	BCA is intending to purchase a PC network energy consumption in 2010. The solution under consideration is an application, which would allow BCA to wake up computers on demand, schedule the computer to go to sleep at night, and wake up only for scheduled maintenance to reduce power consumption and the associated carbon emissions.	2010	2011
Implement server virtualization	Ongoing/In Progress			BCA has completed replacement of 3 physical servers with VM environment on 2 servers. Since 2008 - virtualization is the preferred (standard) model of hosting. In 2009, BCA continued to virtualize servers, current total is 17.	The initiative will continue in future years	2008	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress			The head office and a number of regional offices have adopted the practice of turning off monitors at night.	The initiative will continue in future years	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Refer to "Other Paper Supplies Actions".	Refer to "Other Paper Supplies Actions".	2010	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress			Refer to "Other Paper Supplies Actions".	Refer to "Other Paper Supplies Actions".	2010	2012
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	BCA replaced computers with EnergyStar models province-wide in 2008. Action complete prior to 2008.		2008	2009
<b>Appliances and electronic devices</b>							
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Various offices, such as Capital Region, have changed existing lamps to more efficient ones.	Continue the initiative in future years.	2009	2012
<b>Behaviour change program</b>							

## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Encourage staff to use air dry setting on dishwashers	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Encourage use of stairs instead of elevators	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
Promote hot water conservation	In Development			BCA plans to achieve this initiative through including it in the Green Tips section of the Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.	2010	2012
<b>Other Stationary Fuel Combustion and Electricity Actions</b>						
Complete energy projects on existing, leased buildings	Ongoing/In Progress		<p>BCA engaged an external consultant to provide an Energy Study in January 2009 analyzing the present energy use at the various offices operated by BC Assessment throughout the province. The external consultant visited these offices, and collected data on the current types of building technology then made recommendations on potential energy projects worth considering. This analysis included lighting, HVAC and controls.</p> <p>BCA leases 19 buildings. The external consultant identified a number of opportunities to reduce energy consumption through delamping, upgrades of lighting fixtures, optimization of direct digital control (DDC) systems and programmable thermostats, as well as computers energy use optimization at various locations.</p> <p>BC Assessment approved a Phase 1 of these recommended projects where payback was shorter than lease terms. Energy retrofits were completed at 6 buildings: Abbotsford, Burnaby, Cranbrook, Kelowna, Vancouver and Williams Lake offices.</p>	<p>Additional updates (lighting, programmable electronic thermostats, motion sensors) are planned as follows:</p> <ul style="list-style-type: none"> <li>- Phase 2 (2010) – Prince George, Dawson Creek, Terrace</li> <li>- Phase 3 (2011) – Nelson, Capital</li> </ul>	2011	2012



## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 100% post-consumer recycled paper	Complete	100	% of total paper purchased contains 100% recycled content	As of June 2009, BCA requires all paper purchases (all sizes and colours) to be 100% post-consumer recycled, if available.		2009	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	In Development			BCA programmed individual printers with double-sided capability to double-sided printing and encouraged all other users to print double-sided.  Furthermore, BCA completed a study of its printing environment in 2009, which resulted in further actions in 2010. Refer to "Other Paper Supplies Actions" for more detail.	Refer to "Other Paper Supplies Actions" for more detail regarding BCA's new MFD. The new MFD's in the Head Office are set to automatic double-sided printing. As the use of MFD's becomes expanded to other offices throughout 2010 – 2012, they will also be set to automatic double-sided printing.	2009	2012
<b>Electronic media in place of paper</b>							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	BCA acquired and implemented SharePoint in 2009 and all staff have access to it.		2009	2009
Use electronic document library for filing common documents	Ongoing/In Progress			Every department at BCA has a shared electronic document library for filing common documents.	This action will continue in future years.	2009	No End Date (Continuous)
Post materials online that were previously printed	In Development				As an example of an initiative to reduce printing, BCA disbanded its printed E-news newsletter in 2010 and replaced with a new SharePoint intranet site that provides a direct link to a green page with information, tips, ideas and links to other climate action initiatives.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			BCA has switched to an electronic payroll notification system in place of paper pay stubs prior to 2009. The action is complete.		2008	2009
<b>Behaviour change program</b>							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			BCA acquired and implemented SharePoint in 2009. Staff began SharePoint training in 2009; however, training will continue in future years.	This initiative will continue in future years	2009	2012
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			It is part of common practice at BCA to hold mostly paperless meeting, while using screens and laptops instead and sharing presentations electronically before or after meeting/presentation.	This initiative will continue in future years	2009	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			BCA began to encourage reusing non-confidential scrap paper in 2008 and the initiative continued in 2009.	This initiative will continue in future years	2009	No End Date (Continuous)
<b>Other Paper Supplies Actions</b>							

**BC Assessment - 2009 Carbon Neutral Action Report**

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Replaced older single function devices to multiple function devices	Ongoing/In Progress		<p>In 2009, an assessment of BCA's imaging and printing environment was conducted. Among other corporate print environment objectives, BCA wanted to reduce the use of paper, toner and energy as well as the associated carbon emissions. Furthermore, given that BCA had a higher than industry average number of printers, BCA wanted to explore consolidation of individual printers into MFD's to also reduce the need for office space.</p>	<p>Based on the results of the 2009 print environment assessment, the Head Office undertook a pilot project to try out 3 multi function devices, which have a number of carbon emissions-related benefits. Printing defaults such as duplex printing will result in savings of paper and use of Econo Mode printing will reduce the amount of toner required. Increased use of scan to folder and scan to email will further reduce the use of paper, toner and energy. The carbon footprint can be further reduced by utilizing printer power scheduling, set standby times, and turning printers off during non-working hours. Better utilization of printers into larger workgroups will reduce the amount of printers required, having an immediate and continuing impact on the carbon footprint.</p> <p>The pilot project was successful and in 2010, a decision was made to lease 9 MFD in the head office when BCA moves its location on May 25, 2010. In September 2010, when three offices (Vernon, Penticton, Kelowna) become consolidated, they will also be transitioned into a MFD environment. The plan for 2011-2012 is to transition the remaining offices into a MFD environment.</p>	2010	2012

## BC Assessment - 2009 Carbon Neutral Action Report

### Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Business Travel</b>							
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress			Live Meeting has been installed in all meeting rooms. BC Assessment has 205 licences for Live Meeting available to staff.	This initiative will continue in future years	2009	2012
Make desktop web-cameras available to staff	In Development				BC Assessment will evaluate a pilot project in 2010 to make desktop web-cameras available to staff. Based on the results of the pilot project, the initiative may be expanded in future years.	2010	2011
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress	33	% of staff are trained web-conferencing	Approximately 1/3 staff have been trained in 2009.	Continue to train staff and use Live Meeting application as an alternative to travelling to meetings.	2010	2011
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			BC Assessment regularly holds web-conferencing meetings and training for staff who are located across the province.	This initiative will continue in future years	2009	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>							
<b>Team-building</b>							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	100	% of offices with Green Teams	BCA has Green Teams in all offices throughout the province. Green Teams continued in each office with meetings, idea-generating sessions, speakers, and engaging in planned activities. (For more detail, please refer to the attached Green Team 2009 Activities List.)	Continue to encourage Green Teams in each of the 19 offices throughout the province to operate in their planned activities to reduce emissions and engage employees.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress			BC Assessment supported Green Teams in each office and provided a budget to assist in their planned activities.	This initiative will continue in future years	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress			BCA provided Climate Action info session at June 2009 employee Education Seminar. In addition, there were 8 articles published in e-News in 2009.	This initiative will continue in future years	2009	No End Date (Continuous)
<b>Awards/Recognition</b>							

## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		<p>Many of the regional offices established green awards/recognition programs, for example:</p> <ul style="list-style-type: none"> <li>- The Fraser Valley office created awards for the Rideshare program. As part of the program, a map showing the residential locations of each staff was posted on a large map in a common area, in the hopes that people would be encouraged to carpool. The office ran a successful 2009 rideshare event, which award prizes to those individuals with the highest number of people in one car.</li> <li>- The Capital Region performs workstation audits to check that monitors, printers and copiers are turned off and checks garbage for recyclables. Based on the results of the audits, the office awards prizes to individuals that are performing the above green initiatives.</li> <li>- The Vancouver Sea to Sky Region recognizes a 'green employee of the month' at staff meetings to recognize individuals' efforts to reduce, reuse or recycle.</li> </ul>	This initiative will continue in future years	2009	No End Date (Continuous)
<b>Staff Professional Development</b>						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		The appraisers at BC Assessment attend regular professional development training through various professional associations, such as the Real Estate Institute of BC, Appraisal institute of Canada and Local Government Management Association. Through these associations, the appraisers are learning about various 'green building' standards, legislation and performance standards that must be understood and incorporated in order for the appraisal reports to be effective.	This initiative will continue in future years	2009	No End Date (Continuous)
<b>Staff awareness/education</b>						
Provide education to staff about the science of climate change	Ongoing/In Progress		BCA provided Climate Action info session at June 2009 employee Education Seminar.	This initiative will continue in future years	2009	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		BCA provided Climate Action info session at June 2009 employee Education Seminar.	This initiative will continue in future years	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		<p>E-News was disbanded in 2010 and replaced with a new SharePoint intranet site that provides a direct link to a green page with information, tips, ideas, links to other climate action initiatives. BC Assessment's Green Initiative on the corporate intranet includes the following categories:</p> <ul style="list-style-type: none"> <li>- The Green Files</li> <li>- Measuring our Carbon Footprint</li> <li>- Green Tips</li> <li>- Green Teams</li> <li>- Partnerships</li> <li>- Green Events &amp; Participation</li> <li>- Climate Action in the Media</li> <li>- Additional Resources</li> </ul>	This initiative will continue in future years	2009	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		Andy Hoggarth, VP & Executive Financial Officer provides a 'Climate Action' session at each new staff orientation, which takes place twice a year.	This initiative will continue in future years	2009	No End Date (Continuous)

## BC Assessment - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Other Sustainability Actions</b>						
<b>Waste reduction/diversion</b>						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	In Development			The Head Office at BC Assessment is planning to implement a drinking water filtration system at the new office in 2010 to replace the need for bottled water used by its employees.	2010	2010
<b>Procurement (non-paper supplies)</b>						
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		<p>BC Assessment is committed to purchasing:</p> <ul style="list-style-type: none"> <li>- Reusable, recycled and recyclable products where available</li> <li>- Made from the highest available recycled content and /or post consumer content</li> <li>- Durable products, with a long life expectancy, as opposed to single use goods</li> </ul> <p>Various offices throughout the province purchase 'green' products such as 100% degradable garbage bags, coffee filters, dishwashing soap, etc.</p>	<p>BC Assessment plans to purchase:</p> <ul style="list-style-type: none"> <li>- Products and services that minimize environmental impacts (ex. hire local consultants to reduce travel)</li> <li>- Non toxic, minimally toxic and /or biodegradable products or product alternatives</li> <li>- Products that are produced or located locally or regionally to reduce shipping and packaging requirements</li> </ul>	2010	2012
<b>Indoor air quality</b>						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Complete		BC Assessment has had a scent-free policy prior to 2009.		2008	2009
<b>Commuting to and from home</b>						
Offer staff a compressed work week	Ongoing/In Progress		BC Assessment provides an option of a modified work week (working 70 hours in 9 out of 10 days).	In 2010, some offices, ex. the South Fraser office, will evaluating moving to a 4 day work week, which would provide longer hours for customer service, less start up/shut down time, reduced number of cars on road 1 day per week, fewer users on computers/servers on certain days, etc.	2008	2010
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		<p>Most offices provide various incentives to finding alternate ways to get to work through biking, public transit, carpooling, walking. The incentives range from buspass assistance, shower facilities at work, bike storage, running 'Rideshare' campaigns, incentivizing walking/biking through staff competitions, etc.</p> <p>Payroll deductible ProPass Bus Program (BC Transit) implemented for Victoria employees Feb 01/09, with 8 Head Office employees enrolled in the program. A similar program (TransLink) for the Lower Mainland employees was offered, however, the number of interested participants did not meet TransLink's minimum requirement.</p>	This initiative will continue in future years	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Shower and locker facilities are offered in all large offices.	This initiative will continue in future years	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Bicycle storage is offered in all offices.	This initiative will continue in future years	2008	No End Date (Continuous)