



EXECUTIVE SUMMARY

BC Assessment produces independent property assessments on an annual basis for all property owners in the province. The latest assessment roll produced over two million assessment notices with a combined total property value in excess of \$1 trillion dollars. Our mission is to create uniform assessments which are relied upon to build sustainable communities throughout British Columbia. The 2011 assessments will produce over \$6 billion dollars in taxation revenues used to support vital public services provided by the province, local and regional governments and some First Nations.

In keeping with the commitment to communities in which we work and live, the Board of Directors and employees of BC Assessment pledge to do what we can to effectively manage and reduce the environmental impact of our operations.

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. 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 business travel through electronic meeting technologies;
- reduce the impact of employee commuting by strategically locating offices and by offering a payroll deduction process for the purchase of discounted public transit passes, where available;
- consider environmental factors in the procurement of goods and services; and
- use of advanced technology to reduce energy consumption from a variety of sources.

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:

- educate and engage employees to align corporate environmental values in day-to-day operations;
- encourage employees to embody environmental principles in their personal lives; and
- improve customer satisfaction by demonstrating that BC Assessment is invested in the protection of our environment by reducing its greenhouse gas emissions.



2010 GREENHOUSE GAS EMISSIONS

BC Assessment was able to reduce its GHG emissions from 694 tCO₂e in 2009 to 610 tCO₂e in 2010.

A 2010 investigation into anomalies of the reported 2009 data concluded that energy consumption information provided by third parties for two unmetered BC Assessment leased premises were incorrect. The correction resulted in a reduction of 113 tCO₂e represented by a 90 tCO₂e reduction in the reported natural gas emissions and a 23 tCO₂e reduction from electricity usage. The total reported GHG's reported in 2009 of 807 tCO₂e have been revised to 694 tCO₂e.

The 2010 results provided a reduction of 84 tCO₂e or 12.1% of the values reported in 2009, as adjusted.

GHG Change from 2009 to 2010				
	2009 tCO ₂ e	2010 tCO ₂ e	tCO ₂ e Change (Reduction) Increase	% of total
Fleet	134	135	1	0.7%
Natural Gas	434	348	(86)	(19.8)%
Electricity	94	98	4	4.3%
Paper	32	29	(3)	(9.4)%
Total	694	610	(84)	(12.1%)

Approximately 39% of the reduction in natural gas was related to the move of the head office to more energy efficient facilities. The remaining decrease in natural gas resulted from reduced heating load attributed to weather conditions and to a lesser degree by newly installed electronic thermostats with setback functionality.

Stationary fugitive emissions from cooling comprise less than 1% of BC Assessment's total emissions and an ongoing effort to collect or estimate emissions from this source would be disproportionately onerous. For this reason, emissions from this source are deemed out-of-scope and have not been included in BC Assessment's total greenhouse gas emissions profile.



OFFSETS APPLIED TO BECOME CARBON NEUTRAL IN 2010

Under the *Carbon Government Neutral Regulation of the Greenhouse Gas Reduction Targets Act*, all 2010 emissions for BC Assessment Authority from mobile fuel combustion, stationary fuel combustion, and supplies have been reported. BC Assessment Authority's total emissions for 2010 were 610 tCO₂e. As permitted by regulation, 4 tCO₂e of the emissions reported did not require the purchase of offsets. BC Assessment purchased 606 tCO₂e in carbon offsets at a cost of \$15,138 (plus HST) from the Pacific Carbon Trust in order to become carbon neutral in 2010.

EMISSIONS REDUCTION ACTIVITIES

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

In 2010, 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, 2010 and December 31, 2010 include the following:

- reduced the number of vehicles in the fleet from 82 to 78;
- reduced the use of paper, toner and energy by installing 20 environmentally advanced multi-function devices and removing 149 printers, photocopiers, and faxes in our Head Office, Kelowna, Capital, Nanaimo and Courtenay offices;
- provided budgetary support to the "Green Teams" in each of the 17 BC Assessment offices throughout the province to assist in their planned activities; and
- communicated environmental success stories and green tips across the organization via e-news and the SharePoint intranet site.

In addition, two major operational changes in 2010 that improved BC Assessment's GHG emissions profile were:

- BC Assessment moved its head office operations in May 2010 to a building designed and built to LEED Gold standards at an estimated annual GHG emissions savings of 46 tonnes per year.
- The Vernon, Penticton and Kelowna offices were amalgamated into one office located in Kelowna in September 2010. The amalgamation reduced the combined office space footprint by over 934 square metres and is expected to provide a 14% reduction in greenhouse gas emissions from facility operations in the Okanagan Region.



Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2013

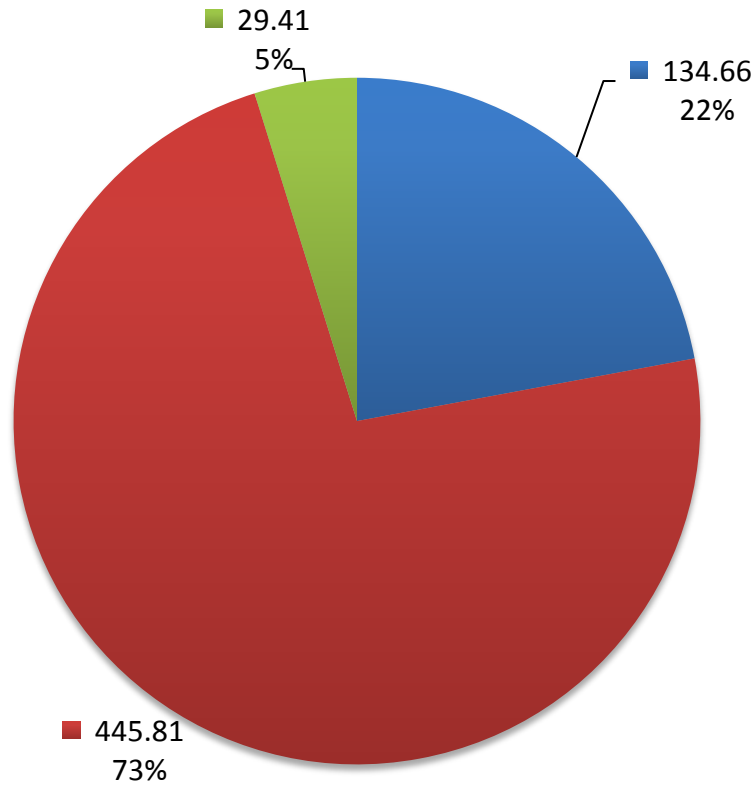
BC Assessment plans to continue its efforts to reduce greenhouse gas emissions from sources within and outside its reporting scope under the Carbon Neutral Government Regulation and to engage and educate employees about climate change and sustainability objectives. Key initiatives planned for 2011 to 2013 include the following:

- The vehicle replacement program will utilize Hybrid models where available.
- A space accommodation project will be completed in 2011 to review the principles used in designing and sizing of new or renovated office facilities to improve space utilization, and to reduce office space and energy consumption.
- Starting in 2010 and continuing in 2011 and 2012, replace older single function printing devices with new energy efficient multi-function devices and set printing defaults to reduce paper and toner usage.
- Continue to educate and encourage employees to reduce greenhouse gas emissions at work and at home through a variety of communication channels such as e-news, green tips posted on the intranet, and messages posted on electronic bulletin boards.
- Educational events in 2011 will include driver training to reduce fuel consumption.
- An anti-idling corporate practice will be developed and communicated to all staff.
- 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.
- Continue to consider opportunities for further green house gas reductions and to integrate environmental sustainability objectives in the corporate strategic planning and annual business plans.
- Continue with the investment in technology and processes to decrease paper usage and electricity and natural gas consumption.
- Continue with the development and deployment of remote meeting and web-based conferencing technologies.
- Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.

Andy Hoggarth,
Vice President and Executive Financial Officer

BC Assessment Authority

Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 609.88

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **605.51**. Total offset investment: **\$15,137.75**. Emissions which do not require offsets: **4.37** **

*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.

BC Assessment Authority - 2010 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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	21	% of vehicles are fuel- efficient models	BCA did not purchase/lease any new vehicles in 2010.	BC Assessment will purchase Hybrid vehicles in 2011 when available in the class of vehicle required.	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	In Development	0	% of vehicles down-sized since start year indicated	BCA did not purchase/lease any new vehicles in 2010.	BC Assessment will be purchasing new vehicles in 2011 and will consider 'right-sizing' the vehicles.	2010	No End Date (Continuous)
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: <ul style="list-style-type: none"> - inspect / replace spark plugs - lube, oil and filter change - tire rotation and check of the 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)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	0	% of current drivers are trained	BC Assessment includes information in the Green Tips section of the Intranet.	BC Assessment will provide a link to the BC Government website information on this initiative.	2010	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			BC Assessment includes information in the Green Tips section of the Intranet.	BC Assessment will institute an anti idling practice in 2011.	2010	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			BC Assessment has encouraged employees to car pool for many years. BC Assessment includes information in the green Tips section of the Intranet.	BC Assessment will continue to encourage employees to car pool, provide "no charge" car pool parking, and will provide a link to the BC Government website information on this initiative.	2006	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			In the Lower Mainland, BC Assessment staff are encouraged to take the Sky Train from the Vancouver Airport into downtown; from downtown Vancouver to our offices located in Surrey, North Fraser, and Vancouver.	BC Assessment will continue to encourage employees to find alternative methods of travel.	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Reduce office space (square meters) per employee	Ongoing/In Progress	19	is the current average rentable square meters per employee	<p>1. On May 25, 2010 BCA moved its head office in Victoria to a building in which the landlord is pursuing LEED Gold certification. BC Assessment will also pursuing LEED CI Gold for the tenant improvements. The leased space has 34,644 useable sq ft and fewer offices to reduce square meters per employee.</p> <p>2. On September 20, 2010 the offices of Penticton, Vernon and Okanagan Regional Office were amalgamated in the Kelowna office, which also reduced square meters per employee.</p> <p>3. As of December 31, 2010 BCA negotiated a termination of the lease at #201-1912 Enterprise Way, Kelowna that was due to terminate March 2012 - this space was not utilized by BCA staff.</p>	<p>1. BCA has hired Rice Design Associates to review the principles driving our space requirements, review a number of changes in the way BCA will operate in the future, consider the reduction in office sizes and other space saving design concepts utilized in the recent construction of the new Head Office, the type of furniture being used by Field Office staff, and determine the space requirements for any new offices.</p> <p>2. BCA is considering options to reduce its space requirements in its owned Courtenay building. A re-zoning application from the City of Courtenay has been approved which will provide BCA more options to reduce its footprint.</p> <p>3. BCA is considering the amalgamation of its Richmond/Delta office with the South Fraser Regional office in order to take advantage of operational efficiencies that would be achieved.</p>	2010	2013
Retrofitting owned buildings							
Upgrade/adjust control systems during retrofits	In Development	50	% of retrofits since start year indicated had control system upgrades or adjustments	BC Assessment investigated and has received quotes for replacement of HVAC control systems in its owned Kamloops Regional Office. BC Assessment also owns its Courtenay office and applicable retrofits were completed in 2009.	BC Assessment intends to install the HVAC control system in its Kamloops office during 2011.	2010	No End Date (Continuous)
Leased buildings							
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress	0	% of leased buildings have operations and maintenance labelling/certification	Landlords are not pursuing labelling/certification.	BCA's long-term facilities plan includes moving into LEED standard facilities, where available and when supported by a business case.	2009	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress	0	% of leased buildings have commercial interiors labelling/certification	BC Assessment is pursuing LEED CI Silver certification for its Vancouver Sea to Sky Office; and LEED CI Gold certification for its Head Office.	BCA will pursue LEED CI certification when moving into a LEED designated facility.	2009	No End Date (Continuous)
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress	0	% of leased buildings have new construction performance labelling/certification	<p>1. On May 25, 2010 BCA moved its Head Office in Victoria to a LEED Gold building (certification is pending).</p> <p>2. Vancouver Sea to Sky Regional Office is located in LEED Silver buildings (certification pending).</p> <p>3. The landlord of the Central Vancouver Island Regional Office is pursuing LEED NC Silver certification.</p>	BCA will pursue LEED NC certification when moving into a LEED designated facility.	2008	2013
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Ongoing/In Progress	18	% of leases negotiated since start year indicated have included green features	BC Assessment did not enter into any lease negotiations during 2010. BC Assessment considers LEED standard facilities when they are available.	BCA's long-term facilities plan includes moving into LEED standard facilities, where available and when supported by a business case.	2008	No End Date (Continuous)
IT power management							

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	100	% of computers shut down automatically outside of regular business hours	During 2009, BCA installed a server management solution to manage desktop energy, however, application problems were encountered. During August 2010, BCA installed a software program from Verdiem Power Management to more efficiently and effectively deliver regular maintenance updates, security upgrades and patches to all workstations. Implementing this power management solution will decrease power requirements, increase security and guarantee that all computers effortlessly receive necessary patches, applications and antivirus definitions. BCA will significantly reduce BCA's annual energy usage at considerable cost savings.	Continue the initiative in future years.	2009	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	65	% of servers have been virtualized since start year indicated	Since 2008, virtualization is the preferred (standard) model of hosting at BCA. In 2010, BC Assessment continued to virtualize servers, current total is 79.	Continue the initiative in future years.	2008	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	100	% of computers have auto-sleep settings applied	Verdiem Power Management program puts computers to sleep during off hours (i.e., 14 hours a day and weekends), and wakes them up when needed to apply updates and upgrades.	Continue the initiative 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	60	% reduction in printers, copiers, and/or fax machines since start year indicated	In 2009, an assessment of BC Assessment's imaging and printing environment was conducted. As a result, a pilot project was conducted in Head Office in early 2010 to test three MFDs, which have a number of carbon emissions-related benefits (reduced energy consumption, reduced paper, 90% reduced toner cartridge waste products as MFD uses a wax ink.) Based on the successful results of the Head Office pilot project the following offices had MFDs installed: <ul style="list-style-type: none"> - Head Office: 84 printers were replaced with 9 Xerox ColorQube MFDS and 1 Phaser MFD - Kelowna office: replaced 27 printers with 4 Xerox ColorQubes and 1 Phaser MFDs - Capital office: replaced 14 printers with 3 Xerox ColorQubes and 1 Phaser MFDs - Courtenay office: replaced 8 printers with 1 Xerox ColorQubes and 2 Phaser MFDs - Nanaimo office: replaced 16 printers with 3 Xerox ColorQubes and 1 Phaser MFDs 	As photocopier, fax, and printer leases expire in 2011, BC Assessment plans to replace with multi-functional energy efficient and environmentally friendly devices.	2010	2011
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	100	% of devices have auto-sleep settings applied	The new MFD have auto-sleep settings.	Continue the initiative in future years for all offices.	2010	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	17	% of fridges are ENERGY STAR rated	5 Fridges purchased for the new Head Office and 1 fridge for Capital Office meet ENERGY STAR requirements.	Continue the initiative in future years for other offices.	2010	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Head Office employees were provided individual climate control units that are energy efficient.	Continue the initiative in future years for other offices.	2010	No End Date (Continuous)

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			All Head Office desk lamps were replaced with energy efficient units.	Continue the initiative in future years.	2009	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	23	% of current staff have completed a workstation tune-up	energy efficient climate control units; energy efficient desk lighting, whiteboards at each workstation to reduce use of paper, and smaller footprints for workstations to reduce space requirement	Continue the initiative in future years.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			BC Assessment provides information 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.	Continue the initiative in future years.	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			The Head Office blinds on the south and west side of the building were replaced with ones with a heavier fabric to reduce glare and heat loss. BC Assessment provides information 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.	Specifications for new offices will ensure that energy efficient blinds are provided.	2010	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			BC Assessment provides information 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.	Continue the initiative in future years.	2010	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			The Head Office, North Fraser, Nanaimo, Vancouver Sea to Sky offices all have lights that are equipped with daylighting sensors and enclosed rooms have occupancy sensors. All other offices in the province have occupancy sensors in enclosed rooms.	All new offices will continue to be equipped with daylighting and occupancy sensors.	2006	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			BC Assessment provides information 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.	Continue the initiative in future years.	2010	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Many of the BC Assessment offices have the BC Hydro stickers affixed close to all lighting controls. BC Assessment provides information 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.	Continue the initiative in future years.	2010	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			The Head Office building has sensors attached to the water faucets. BC Assessment provides information 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.	Continue the initiative in future years.	2010	2010
Supplies (Paper)							
Printer/document settings							

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	75	% of network printers or photocopiers are set to automatic double-sided	BC Assessment has programmed all its printers with double-sided capability to double-sided printing. The multi-functional devices have been programmed to print double-sided.	As photocopier leases expire in 2011, BC Assessment will replace with multi-functional devices that will be programmed to print double-sided.	2009	2011
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development	0	% of network printers have 'print and hold' settings applied	In 2010, BC Assessment had 26 multi-functional devices with the capability of 'print and hold' settings, however, this feature was not programmed.	During 2011, BC Assessment will have its remaining old photocopiers, printers and faxes replaced with the multi-functional devices that have the 'print and hold' settings. It is anticipated that all MFDs will be programmed with this setting.	2010	2011
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			BC Assessment published new standard document templates and guidelines reducing default margin sizes and font size. Information is also printed on both sides of business cards.	Continue the initiative in future years.	2010	No End Date (Continuous)
Electronic media in place of paper							
Use electronic document library for filing common documents	Ongoing/In Progress			Every department at BC Assessment has a shared electronic document library for filing common documents.	Continue the initiative in future years.	2009	No End Date (Continuous)
Post materials online that were previously printed	In Development			<ol style="list-style-type: none"> 1. BC Assessment disbanded its printed e-news letter in 2010 and replaced with a new SharePoint Intranet site that provides a direct link to the Green Tips section that has information, tips, ideas and links to other climate action initiatives. 2. Materials for internal meetings are posted in shared folders and no longer being printed. 	Continue the initiative in future years.	2010	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	25	% of staff currently have received collaborative software training	BC Assessment acquired and implemented SharePoint in 2009. Staff began SharePoint training and implementation of the program as of 2009. Training has been delivered using Live Meeting for remote users, team meetings in one location, and one-on-one training where necessary. All training materials are available on the BC Assessment Intranet, with the encouragement to 'not print'.	Update to SharePoint 2010 during 2011.	2009	No End Date (Continuous)
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 meetings, while using screens and laptops instead, and sharing presentations electronically before or after meeting/ presentation.	Continue the initiative in future years.	2009	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			BC Assessment began to encourage reusing non-confidential scrap paper in 2008, and the initiative continues.	Continue the initiative in future years.	2008	No End Date (Continuous)

BC Assessment Authority - 2010 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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	30	% of computers have web-conferencing software installed	Live Meeting has been installed in all meeting rooms. BC Assessment has 205 licences for Live Meeting available to staff.	Continue the initiative in future years.	2009	2012
Make desktop web-cameras available to staff	Ongoing/In Progress	1	% of staff have access to a desktop web-camera	Desktop web-cameras were installed for five staff in two cities to determine its effectiveness.	BC Assessment has licences for 50 desktop web-cameras and is undertaking a pilot project for greater use.	2010	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	33	% of staff are trained web-conferencing	BC Assessment has trained those staff who would lead web-conferencing.	Continue to use Live Meeting application as an alternative to travelling to meetings. No additional training is planned in 2011.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			BC Assessment is continually increasing the number of web-conferencing meetings and training for staff who are located across the province. Webinars are an effective delivery methodology for short-term training sessions, which 37 were delivered during 2010.	Continue the initiative in future years.	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			BC Assessment has encouraged staff to carpool to meetings for many years.	BC Assessment will continue to encourage car pooling in future years.	2006	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			In the Lower Mainland, BC Assessment staff are encouraged to take the SkyTrain from the Vancouver Airport into downtown Vancouver; from downtown Vancouver to our offices located in Surrey, North Fraser, and Vancouver.	BC Assessment will continue to encourage employees to find alternative methods of travel.	2009	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	100	% of offices with Green Teams	BC Assessment has Green Teams in all offices throughout the province. Green Teams actively engage in meetings, idea-generating sessions, speakers, and planned activities.	BC Assessment will continue to encourage Green Teams in each of the 17 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.	Continue the initiative in future years.	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress			BC Assessment provides information 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.	Continue the initiative in future years.	2009	2010
Awards/Recognition							

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Many of the regional offices established green awards/recognition programs. - 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. - The Nanaimo office recognized their Green Team members with a plant.	Continue the initiative in future years.	2009	No End Date (Continuous)
Staff Professional Development						
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 Associations. 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.	Continue the initiative in future years.	2009	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		BC Assessment provides information 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.	Continue the initiative in future years.	2009	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		BC Assessment provides information 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.	Continue the initiative in future years.	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		BC Assessment provides information 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.	Continue the initiative 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.	Continue the initiative in future years.	2009	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		BC Assessment conducted a Green Building Session at the June 2010 Appraisal Institute of Canada conference.	Continue the initiative in future years.	2010	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		BC Assessment conducted a Green Building Session at the June 2010 Appraisal Institute of Canada conference.	Continue the initiative in future years.	2010	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		The new Head Office water fixtures are sensor controlled.	Specifications for tenant improvements that include washrooms, will include low flow fixtures and urinals with automatic flush valves.	2005	No End Date (Continuous)
Waste reduction/diversion						

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		1. The Head Office at BC Assessment installed a water system in the staff lunchroom to replace the need for bottled water used by its employees. 2. Most of the BC Assessment offices have recycling programs implemented.	Continue the initiative in future years.	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		All BC Assessment old computer equipment is sent for recycling through BC Asset Recovery.	Continue the initiative in future years.	2008	No End Date (Continuous)
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	In Development		1. MFD toner cartridges	BC Assessment is researching various green consumable products that could be implemented in the procurement policy.	2010	No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Ongoing/In Progress		BC Assessment purchased 3 post-consumer picnic tables for their Head Office patio.	Continue the initiative to consider post-consumer products when purchasing capital equipment such as workstations and other office furniture.	2010	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		BC Assessment is committed to purchasing: - reusable, recycled and recyclable products where available - made from the highest available recycled content and/or post consumer content - durable products, with a long life expectancy, as opposed to single use goods. Various offices throughout the province purchase "green" products such as 100% degradable garbage bags, coffee filters, dishwashing soap, etc.	Continue the initiative in future years.	2010	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		LEED projects require that construction and demolition debris are diverted from landfills or incineration facilities.	Continue the initiative in future years.	2008	No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress		LEED projects require that low volatile organic compounds levels be part of the specifications for all materials.	Continue the initiative in future years.	2008	No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	In Development		BC Assessment and the Union representing its employees agreed during collective bargaining to explore the feasibility of telework through a series of pilot initiatives in both field and head office. A joint committee was formed, and all staff had an opportunity to complete a survey which will help assess telework compatibility with BC Assessment business operations.	Pilot projects will start in 2011.	2010	No End Date (Continuous)
Offer staff a compressed work week	Ongoing/In Progress		BC Assessment offers an option of a modified work week (working 70 hours in 9 out of 10 days).	Continue the initiative in future years.	1998	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		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, and bike storage.	Continue the initiative in future years.	2002	No End Date (Continuous)

BC Assessment Authority - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		BC Assessment has provided shower facilities for staff for many years. Lockers are now a requirement for all new facilities.	Continue the initiative in future years.	2002	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		BC Assessment provides secure bicycle storage at most offices.	Continue the initiative in future years.	2000	No End Date (Continuous)
Modify parking fees or parking availability for staff/students	Ongoing/In Progress		Car pool stalls are allocated in Head Office.	Continue the initiative in future years.	2010	No End Date (Continuous)