

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 2012 assessments will produce \$6.2 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;
- use of advanced technology to reduce energy consumption from a variety of sources;
- implemented a space utilization model to ensure that office space is effectively utilized; and
- initiated a telework pilot project to provide employees with flexible work at home arrangements and potentially reduce the amount of office space required for operations.

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.



2011 GREENHOUSE GAS EMISSIONS

BC Assessment was able to reduce its GHG emissions from 610 tCO₂e in 2010 to 538 tCO₂e in 2011.

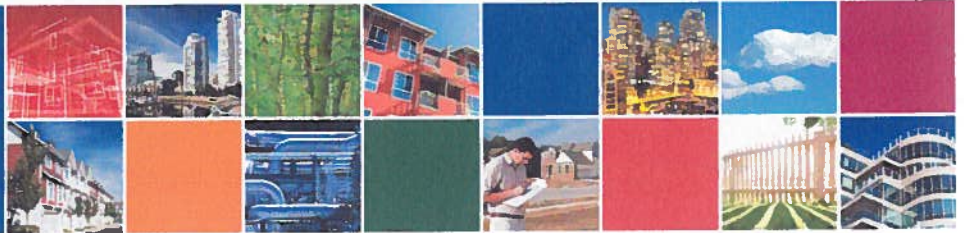
A 2010 investigation into anomalies of the reported 2009 data concluded that energy consumption information provided by third parties for two unmetered BC Assessment leased premises were incorrect. The correction resulted in a reduction of 113 tCO₂e represented by a 90 tCO₂e reduction in the reported 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 2011 results provided a reduction of 72 tCO₂e or 11.8% of the values reported in 2010.

GHG Changes from 2009 to 2011					
	2009 tCO ₂ e	2010 tCO ₂ e	2011 tCO ₂ e	tCO ₂ e Change 2010 to 2011 (Reduction) Increase	% of total
Fleet	134	135	149	14	-2.35%
Natural Gas	434	348	-279	(69)	11.2
Electricity	94	98	-80	(18)	3%)
Paper	32	29	30	1	0.1%
Total	694	610	538	(72)	(11.8%)

Approximately 76% of the reduction in natural gas and electricity was related to the move of the head office to more energy efficient facilities. Approximately 20% of the reduction in natural gas and electricity was related to the amalgamation of the Okanagan offices. 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 2011

Under the *Carbon Government Neutral Regulation of the Greenhouse Gas Reduction Targets Act*, all 2011 emissions for BC Assessment Authority from mobile fuel combustion, stationary fuel combustion, and supplies have been reported. BC Assessment Authority's total emissions for 2011 were 538 tCO₂e. As permitted by regulation, 5 tCO₂e (4.64 tCO₂e) of the emissions reported did not require the purchase of offsets. BC Assessment purchased 534 tCO₂e in carbon offsets at a cost of \$14,952 (includes HST) from the Pacific Carbon Trust in order to become carbon neutral in 2011.

EMISSIONS REDUCTION ACTIVITIES

Actions Taken to Reduce Greenhouse Gas Emissions in 2011

In 2011, 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, 2011 and December 31, 2011 include the following:

- reduced the number of vehicles in the fleet from 78 to 71;
- reduced the use of toner and energy by installing 41 environmentally advanced multi-function devices and 29 desktop printers, and removing 157 printers, photocopiers, and faxes bringing the total number of units removed to 236 over two years;
- 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 during 2010 that improved BC Assessment's 2011 GHG emissions profile were:

- BC Assessment moved its head office operations in May 2010 to a building designed, built and certified to LEED Gold standards. This move has provided a greenhouse gas emissions savings of 66 tonnes (76% reduction) from facility operations during 2011.
- 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 provided a greenhouse gas emissions savings of 17.5 tonnes (20% reduction) from facility operations during 2011.



Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014

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 2012 to 2014 include the following:

- The vehicle replacement program will utilize Hybrid models where available.
- Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.
- BC Assessment will be amalgamating their Richmond and Surrey offices during 2012, which will reduce greenhouse gas emissions from facility operations.
- BC Assessment will be relocating their Prince George office to a smaller, more efficient space, which will reduce greenhouse gas emissions from facility operations.
- BC Assessment has established leading efficiency standards for the replacement of high-energy use appliances such as water heaters, refrigeration, and dishwashers.
- 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.
- 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, electricity and natural gas consumption.
- Continue with the development and deployment of remote meeting and web-based conferencing technologies.

Andy Hoggarth,
Vice President and Executive Financial Officer

BC Assessment Authority - 2011 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 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	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	32	% of vehicles are fuel- efficient models	BC Assessment purchased 3 hybrid vehicles during 2011.	BC Assessment will purchase hybrid vehicles in 2012 when available in the class of vehicle required.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	10	% of vehicles down-sized since start year indicated	BC Assessment disposed of 15 vehicles and purchased 8 new vehicles during 2011.	BC Assessment will purchase new vehicles in 2012 and will consider 'right-sizing' the vehicles.	2010	No End Date (Continuous)
Perform regular fleet maintenance specifically 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 kilometres driven. Maintenance typically includes the following: - inspect / replace spark plugs - lube, oil and filter change - tire rotation and check 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.	Continue the initiative in future years.	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.	Continue the initiative in future years.	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, when travelling 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							

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Reduce office space (square meters) per employee	Ongoing/In Progress	27.13 is the current average rentable square meters per employee	<p>1. BC Assessment retained the services of Rice Design Associates to update the Space Utilization Model for field offices that will assist in determining appropriate space requirements for new office premises and/or renovations in the future.</p> <p>2. In keeping with BC Assessment's desire to provide improved meeting and collaboration space, healthier employee facilities, long-term reduction to total occupied space, and flexible workspace to take advantage of new and emerging technology and working arrangements, BC Assessment incorporated the new office design principles when reviewing seven office leases that terminate during 2012.</p> <p>3. BC Assessment was granted a re-zoning change to its owned Courtenay building. This new zoning may provide BC Assessment with opportunities to reduce its carbon footprint by making the property more attractive to potential purchasers who might share the space and lease back a portion of the building to BC Assessment.</p>	<p>1. BC Assessment will amalgamate its Richmond/Delta and Surrey/White Rock offices in order to take advantage of operational efficiencies. The offices will amalgamate and move to their new location in Surrey during August 2012.</p> <p>2. After more than 30 years at the same location, the Prince George office will be moving to a new location in July 2012, which has a more efficient space configuration that allows the office to be accommodated in a smaller area.</p> <p>3. The Williams Lake office and the Terrace office continue to provide BC Assessment with very functional layouts and the spaces are a good fit with anticipated future requirements. Therefore, the leases were renewed for a further five-year term.</p> <p>4. The Cranbrook office will remain at its current location but will receive a major renovation and a small expansion to allow it to be accommodated within the building for a further ten-year term.</p>	2010	2014
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.	BC Assessment'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 certification for its Vancouver Sea to Sky Office, and LEED CI Gold certification of its Head Office.	BC Assessment 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	18 % of leased buildings have new construction performance labelling/certification	<p>1. On May 25, 2010, BC Assessment moved its Head Office in Victoria to a LEED Gold building. LEED Gold Certification for the base building was awarded in January 2012.</p> <p>2. Vancouver Sea to Sky Regional office is located in a LEED Silver building (certification pending).</p> <p>3. The landlord of the Central Vancouver Island Regional office has achieved LEED NC Silver certification.</p>	BC Assessment will pursue LEED CI certification when moving into a building in which the landlord is pursuing LEED certification.	2008	No End Date (Continuous)
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 considers LEED standard facilities when they are available.	BC Assessment'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						
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 2010, BC Assessment installed a software program from Verdiem Power Management that, among other benefits, decreases power requirements of all desktop energy.	Continue the initiative in future years.	2009	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	63 % of servers have been virtualized since start year indicated	Since 2008, virtualization is the preferred (standard) model of hosting at BC Assessment. In 2011, BC Assessment continued to virtualize servers, current total is 70.	Continue the initiative in future years.	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	62 % of computers have auto-sleep settings applied	42 Xerox ColorQube multi-functional devices have auto-sleep settings. The 21 Phaser multi-functional devices do not have auto-sleep settings.	The auto-sleep setting will be applied to the 21 Phaser MFDs.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	66	% reduction in printers, copiers, and/or fax machines since start year indicated	Starting in 2010, BC Assessment initiated a project to install Xerox multi-functional devices (MFD), 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). During 2011, replaced 157 printers with 42 Xerox ColorQubes and 21 Phasers MFDs.	BC Assessment will assess the requirement for the 21 Phasers.	2010	2012
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	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)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	BC Assessment replaced all their computers and laptops during 2011 with energy efficient HP EliteBook tablets.	BC Assessment will not be replacing computers/laptops until 2014 or 2015.	2011	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	12	% of fridges are ENERGY STAR rated	Five refrigerators purchased for Head Office and one refrigerator purchased for the 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 are provided individual climate control units that are energy efficient.	Continue the initiative in future years for other offices.	2010	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			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 reduce the use of paper. Smaller footprints for the workstations reduce the 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			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)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
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 employee's 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	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	13	% of total paper purchased contains 30% recycled content	As of 2009, BC Assessment requires all paper purchases to be 100% post-consumer recycled, if available. Unfortunately, some paper required is not available in 100% post-consumer recycled content.	Continue the initiative in future years.	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	97	% of total paper purchased contains 100% recycled content	As of 2009, BC Assessment requires all paper purchases (all sizes) to be 100% post-consumer recycled, if available.	Continue the initiative in future years.	2009	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	60	% of network printers or photocopiers are set to automatic double-sided	BC Assessment has programmed all the Xerox ColorQube multi-functional devices to double-sided printing.	BC Assessment will program the Xerox Phasers to print double-sided black and white.	2009	2012
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	BC Assessment has installed 41 multi-functional devices with the capability of 'print and hold' settings, however, this feature was not programmed.	BC Assessment will consider programming the 'print and hold' feature.	2010	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			BC Assessment published 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							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff workstations with software installed	BC Assessment implemented and trained staff in SharePoint starting in 2009. During 2011, BC Assessment started to migrate to SharePoint2010.	Continue the initiative in future years.	2009	No End Date (Continuous)
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 within their departments. Every department also has a SharePoint site that all BC Assessment staff can access to review materials.	Continue the initiative in future years.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Post materials online that were previously printed	In Development			<p>1. BC Assessment upgraded to SharePoint2010 on their Intranet site during 2011, which allows user-friendly ability to update, share and post documents that were previously printed. All Board of Directors' materials are shared through a SharePoint site.</p> <p>2. Materials for internal meetings are posted in shared folders and are no longer printed.</p> <p>3. BC Assessment has embraced social media for both its staff and external clients, including YouTube videos, Twitter, Facebook, LinkedIn, and (Quick Response) QR Codes. Starting with the 2012 Assessment Roll, BC property owners were able to use QR Codes to access information about their assessment notice and BC Assessment.</p>	As part of BC Assessment's information management and information technology plan, it is moving towards full self-service capability online and will encourage use of BC Assessment's online channels. The promotion of online channels will encourage more property owners to go green, become less dependent on paper and save taxpayer costs by utilizing other online services such as epost.	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	75	% of staff currently have received collaborative software training	BC Assessment implemented and trained staff in SharePoint starting in 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'.	BC Assessment migrated 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 BC Assessment to hold mostly paperless meetings, while using screens and laptops/tablets instead, and sharing presentations electronically before and/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)

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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 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	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	100	% of staff have access to a desktop web-camera	BC Assessment replaced all their computers and laptops with HP EliteBook that has a built-in web camera.	During 2012, BC Assessment will develop a pilot project to review available collaboration software.	2010	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development	0	% of meeting rooms have access to video-conferencing equipment	During the 2012-2015 budget planning cycle, BC Assessment determined that video-conferencing units needed to be explored.	During 2013, BC Assessment will develop a project to review available technology.	2012	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 staff who lead web-conferencing.	Continue to use Live Meeting application as an alternative to travelling to meetings. No additional training is planned in 2012.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Web-conferencing meetings and training for staff has become ingrained in the way BC Assessment employees do their work. Webinars are an effective delivery methodology for short-term training sessions, which 23 were delivered by the Human Resources Division during 2011. Many other training sessions and meetings were held between offices, however, as it has become part of the way we communicate, these sessions are not always tracked.	BC Assessment will be using e-learning to train all staff to support the launch of the new Enterprise Resource Planning System during 2012. BC Assessment intends to create an increased focus on blended and e-learning methodologies to increase accessibility to training, reduce budget, and minimize its carbon footprint.	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 their 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	No End Date (Continuous)
Awards/Recognition							

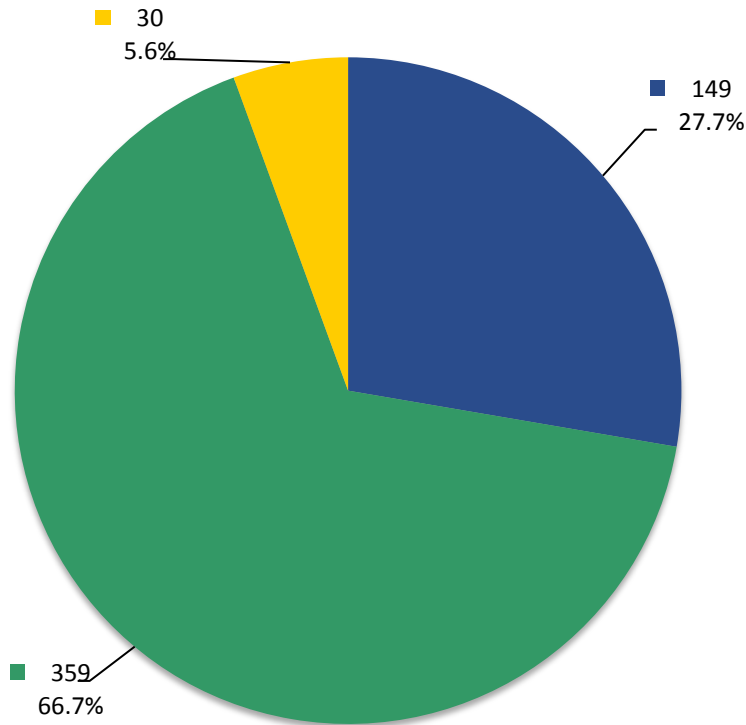
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Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Many of the regional offices established green awards/recognition programs. The most common is the 'green recognition lunch'.	Continue the initiative in future years.	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 employee's 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 employee's 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 employee's 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)
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 Head Office and Nanaimo office water fixtures are sensor controlled, and they have low flow fixtures and urinals with automatic flush valves.	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						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		<ol style="list-style-type: none"> 1. The Head Office 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 implemented recycling programs. 	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's 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		By installing the Xerox ColorQube multi-functional devices during 2010 and 2011, BC Assessment decreased its toner cartridge waste products as the Xerox ColorQubes use a wax ink.	BC Assessment will develop minimum recycled content standards to be incorporated in procurement practices for non-paper supplies.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
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 did not purchase any capital items during 2011.	With a number of office moves and renovations over the next few years, BC Assessment is in the process of determining future office systems requirements (furniture) through the Request For Proposal process. This RFP will include the environmental factors for systems 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						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Most BC Assessment offices have adopted a scent-free policy.	Continue the initiative in future years.	2008	No End Date (Continuous)
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	Ongoing/In Progress		BC Assessment and the union representing its employees agreed during the 2010 collective bargaining period 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 participated in a survey that determined telework compatibility with BC Assessment business operations. A telework pilot project was started in 2011 that continues into 2012.	The pilot project continues into the summer of 2012. The management and the union will review the pilot project results, and determine the future of telework compatibility with BC Assessment business operations going forward.	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 find alternate ways to get to work through biking, public transit, carpooling, and walking. The incentives range from bus pass assistance, shower facilities at work, and bike storage.	Continue the initiative in future years.	2002	No End Date (Continuous)
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		Carpool stalls are allocated in Head Office.	Continue the initiative in future years.	2010	No End Date (Continuous)

**BC Assessment Authority
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 538

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

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:05 AM)

Total offsets required: **534**. Total offset investment: **\$13,350**. Emissions which do not require offsets: **5** **

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

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