

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 2013 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.

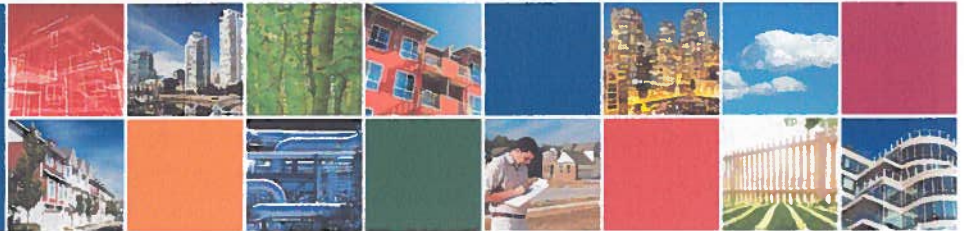
In keeping with the commitment to communities in which we work and live, the Board of Directors and employees of BC Assessment pledge to do what we can to effectively manage and reduce the environmental impact of our operations.

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.



2012 GREENHOUSE GAS EMISSIONS

BC Assessment was able to reduce its GHG emissions from 538 tCO₂e in 2011 to 537 tCO₂e in 2012.

The 2012 results provided a reduction of 1 tCO₂e or 0.28% of the values reported in 2011.

GHG Changes from 2010 to 2012					
	2010 tCO ₂ e	2011 tCO ₂ e	2012 tCO ₂ e	tCO ₂ e Change 2011 to 2012 (Reduction) Increase	% of total
Fleet	135	149	148	(1)	-1.10%
Natural Gas	348	279	301	22	3.94%
Electricity	98	80	67	(13)	-1.46%
Paper	29	30	21	9	-1.66%
Total	610	538	537	(1)	-0.28%

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 2012

Under the *Carbon Government Neutral Regulation of the Greenhouse Gas Reduction Targets Act*, all 2012 emissions for BC Assessment Authority from mobile fuel combustion, stationary fuel combustion, and supplies have been reported. BC Assessment Authority's total emissions for 2012 were 537 tCO₂e. As permitted by regulation, 5 tCO₂e (4.60 tCO₂e) of the emissions reported did not require the purchase of offsets. BC Assessment purchased 532 tCO₂e in carbon offsets at a cost of \$13,965 (includes GST) from the Pacific Carbon Trust in order to become carbon neutral in 2012.

EMISSIONS REDUCTION ACTIVITIES

Actions Taken to Reduce Greenhouse Gas Emissions in 2012

In 2012, 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, 2012 and December 31, 2012 include the following:

- Reduced our travel by holding web-conferencing meetings and training for staff. BCA delivered 9 separate eLearning modules to support the 6-phased release of the Enterprise Resource Planning System. Over 1,800 individual eLearning modules were completed, with over 900 hours of training provided without incurring any travel for employees during 2012.
- Reduced reliance on printing by 15% over the last 3 years, mainly by accessing information electronically on the EliteBook tablets and double-sided printing.
- Reduced the number of vehicles in the fleet from 71 to 69.
- Provided budgetary support to the "Green Teams" in each of the 16 BC Assessment offices throughout the province to assist in their planned activities.
- 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 2012 that improved BC Assessment's 2012 GHG emissions profile were:

- BC Assessment moved its Prince George operations in July 2012 to a more energy efficient facility.
- The Richmond/Delta and Surrey/White Rock offices were amalgamated and moved into a newer office located in Surrey.

Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2015

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 2013 to 2015 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.
- In late 2013, BC Assessment will be relocating their Kelowna office to a smaller, more efficient space, which will reduce greenhouse gas emissions from facility operations.
- BC Assessment will be reviewing their facility requirements for the Capital, Nelson, and Dawson Creek offices during 2013. Energy efficiency will be a key criterion for those offices that may move to new facilities.
- BC Assessment has established leading efficiency standards for the replacement of high-energy use appliances such as water heaters, refrigeration, and dishwashers.
- BC Assessment will complete a lighting retrofit to an energy efficient system at its Abbotsford office in 2013.



- 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 - 2012 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	Steps Taken	Steps Planned	Start Year	End Year
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Provide fleet driver training to reduce fuel use	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)
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.	Continue the initiative in future years.	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress	When travelling in the Lower Mainland, BC Assessment employees are encouraged to take the Sky Train from the Vancouver airport into downtown, from downtown Vancouver to our offices located in Surrey and North Fraser.	BC Assessment will continue to encourage employees to find alternative methods of travel.	2009	No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	BC Assessment did not purchase any hybrid vehicles during 2012.	BC Assessment will purchase hybrid vehicles 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	BC Assessment disposed of 9 vehicles and purchase 6 new vehicles in 2012.	BC Assessment is not planning to purchase any vehicles in 2013. BC Assessment does plan to purchase vehicles in 2014 and will consider "right-sizing" the vehicles.	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	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 pressure and wear - inspection of brakes and other operating systems, plus fluid and coolant levels. Each of these items contribute to the improvement of fuel efficiency.	Continue the initiative in future years.	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	Energy efficient climate control units, energy efficient desk lighting, and 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 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)

BC Assessment Authority - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
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, South Fraser, and Cranbrook offices all have lights that are equipped with daylighting sensors and enclosed rooms have occupancy sensors. Most other offices in the province have occupancy sensors in enclosed rooms.	All new offices will be constructed according to tenant improvements guidelines which call for daylighting sensors and occupancy sensors within lighting systems.	2008	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	Most offices located within new buildings are connected to energy management systems which automatically turn lighting systems off during unoccupied hours.	Continue the initiative in future years.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	Some offices have motion sensors connected to faucets in washrooms. 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.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	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	Since 2008, virtualization is the preferred (standard) model of hosting at BC Assessment. In 2012, BC Assessment continued to virtualize servers, current total is 90. As part of a project to move our data centre facilities from Victoria to a new location in Kelowna, BC Assessment is upgrading all of its data centre servers. Leveraging recent changes in server processor technologies have made it possible to cover BC Assessment's infrastructure requirements with fewer physical machines. This results in a reduced power consumption and reduced carbon footprint in the production of service.	The data centre move is expected to be completed summer 2013. In future infrastructure refresh cycles, BC Assessment will continue to look to employ new technology to reduce our carbon footprint.	2008	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	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.	2010	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	During 2010 and 2011, BC Assessment replaced 157 printers with 42 Xerox ColorQubes and 21 Phaser multi-functional devices. During 2012, BC Assessment re-evaluated requirements and reduced a further 1 Xerox ColorQube and 2 Phaser multi-functional devices.	No changes anticipated in 2013.	2010	No End Date (Continuous)

BC Assessment Authority - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	41 Xerox ColorQube multi-functional devices have auto-sleep settings applied. The 19 Phaser multi-functional devices do not have auto-sleep settings.	Continue the initiative in future years.	2010	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	BC Assessment replaced all their computers and laptops during 200 with energy efficient HP EliteBook tablets.	BC Assessment will not be replacing the HP EliteBook tablets until 2014 or 2015.	2011	No End Date (Continuous)
Leased buildings					
Establish energy performance baseline for leased buildings	Not Yet Evaluated				No End Date (Continuous)
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress	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	BC Assessment has achieved LEED CI Gold certification for its Head Office, and is pursuing LEED CI certification for its Vancouver Sea to Sky 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	<ol style="list-style-type: none"> 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. The Vancouver Sea to Sky Regional office is located in a LEED Silver building (certification pending). A number of other BC Assessment offices are located in energy efficient buildings. 	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	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)
Other Stationary Fuel Combustion					
When offices are relocating to new facilities, consider replacement of the high-energy appliances.	Ongoing/In Progress	BC Assessment has established leading efficiency standards for the replacement of high-energy use appliances such as water heaters, refrigeration, and dishwashers.	Continue the initiative in future years.	2012	No End Date (Continuous)
Owned buildings					
Establish energy performance baseline for owned buildings	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Not Yet Evaluated				No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Not Yet Evaluated				No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Ongoing/In Progress	1. After more than 30 years at the same location, the Prince George office moved to a new location in July 2012, which has a more	1. During 2011, the Vernon and Penticton area offices were consolidated with the Kelowna office. With the lease due to	2010	No End Date (Continuous)

BC Assessment Authority - 2012 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		<p>efficient space configuration that allows the office to be accommodated in a smaller area.</p> <p>2. BC Assessment amalgamated its Richmond/Delta and Surrey/White Rock offices during August 2012 in order to take advantage of operational efficiencies.</p>	<p>terminate in December 2013, research conducted indicated a highly competitive commercial and office space market with excess rental capacity. BC Assessment issued a request for proposal and secured a new ten-year lease, resulting in savings in both rentable area and cost. Therefore, the Kelowna office will be relocating in December 2013.</p> <p>2. Planning is underway to determine the future requirements of the Capital, Nelson and North Fraser offices.</p>		
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Not Yet Evaluated				No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	BC Assessment implemented and trained staff in SharePoint in 2009, and upgraded to SharePoint10 during 2011.	Continue the initiative in future years.	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 tablets instead, and sharing presentations electronically before and/or after meeting/presentation. By February 2012, wireless network became available in all BC Assessment offices throughout the Province, through the HP EliteBook tablet, enhancing the ability of employees to work and meet anywhere in an office.	Continue the initiative in future years.	2008	No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	BC Assessment implemented and trained staff in SharePoint starting in 2009. During 2011, BC Assessment started to migrate to SharePoint 2010.	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)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	As of 2005, BC Assessment pays all their employees by electronic bank deposit, and provides an electronic pay stub. During 2012, BC Assessment implemented a new Enterprise Resource Planning System which provides employees access to personal information, such as pay. Pay stubs are available on-line by the end of the day Wednesday prior to the bi-weekly pay date (Friday).	Continue the initiative in future years.	2008	No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	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	As of 2009, BC Assessment requires all paper purchases (all sizes) to be 100% post-consumer recycled content, 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	BC Assessment has programmed all the Xerox ColorQube and	Continue the initiative in future years.	2009	No End Date

BC Assessment Authority - 2012 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	Steps Taken	Steps Planned	Start Year	End Year
	Progress	Phaser multi-functional devices to double-sided, black and white printing.			(Continuous)

BC Assessment Authority - 2012 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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	BC Assessment has trained staff who lead web-conferencing technology.	Continue to use Live Meeting application as an alternative to travelling to meetings and/or training sessions. No additional training is planned during 2013.	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. BC Assessment delivered 9 separate eLearning modules to support the 6-phased release of the ERP system. Over 1,800 individual eLearning module completions, over 900 hours of training was provided without incurring any travel for employees during 2012.	During 2012, BC Assessment reviewed 10 currently offered courses and provided recommendations for delivery alternatives. An initiative is now underway to implement changes such as blended and eLearning methodologies to increase accessibility to training, reduce budget, and minimize travel.	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.	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	The Lower Mainland staff are encouraged to take the Skytrain from the Vancouver airport into downtown Vancouver, from downtown Vancouver to their offices located in Surrey and North Fraser.	BC Assessment will encourage employees to find alternative methods of travel.	2009	No End Date (Continuous)
Virtual meeting technology					
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 275 licences for Live Meeting available to staff.	Continue the initiative in future years.	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	In 2011, BC Assessment replaced all their computers and laptops with HP EliteBook tablets that have a built-in web camera.	BC Assessment started to review available collaboration software in 2012 and are continuing this review in 2013.	2010	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	During the 2012-2015 budget planning cycle, BC Assessment determined that video-conferencing units needed to be explored.	During 2013, BC Assessment will complete a project that reviews video collaboration technology that could facilitate telework.	2012	No End Date (Continuous)
Education, Awareness, and Engagement					
Awards/Recognition					
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)
Include green options in employee performance measurement system	Not Yet Evaluated				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	Continue the initiative in future years.	2009	No End Date

BC Assessment Authority - 2012 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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
	Progress	Intranet and other educational sessions at various offices aimed at reducing employees' carbon emissions at work, at home and during travel.			(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	BC Assessment provides information on the Climate Action Program to new employees through the electronic orientation handbook which also links to the internal Climate Action Intranet site.	Continue the initiative in future years.	2009	No End Date (Continuous)
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	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 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 supports Green Teams in each office and provides 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)
Other Sustainability Actions					
Building construction, renovation					
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)
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, conducted during 2011 and 2012. The final report was issued in October 2012. During the 2012 collective bargaining period, BC Assessment and the union representing its employees agreed to continue to explore the implementation of telework opportunities and develop a long-term strategy to guide the application of telework.	The telework long-term strategy will be implemented during 2013.	2010	No End Date (Continuous)
Offer staff a compressed work week	Ongoing/In Progress	BC Assessment has offered an option of a modified work week (working 70 hours in 9 out of 10 days) since 1998. During the 2012 collective bargaining period, BC Assessment and the union representing its employees agreed to a new flexible hours of work over a four week period.	The new flexible hours of work over a four week period will be implemented in 2013.	2008	No End Date (Continuous)

BC Assessment Authority - 2012 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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Most offices provide various incentives to find alternative ways to get to work through biking, public transit, car pooling, and walking. The incentives range from buss pass assistance, car pool parking spots, shower facilities at work, and bike storage.	Continue the initiative 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	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.	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	BC Assessment provides security bicycle storage at most offices.	Continue the initiative into 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.)	Ongoing/In Progress	BC Assessment is committed to purchasing: <ul style="list-style-type: none"> - reuseable, 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. <p>By installing the Xerox ColorQube multi-functional devices during 2010 and 2011, BC Assessment decreased its toner cartridge waste products as the ColorQubes use a wax ink.</p>	Continue the initiative in future years.	2011	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	with a number of office moves and renovations between 2012 and 2014, BC Assessment determined their office systems requirements (furniture) through the Request For Proposal process. This RFP included the environmental factors for systems furniture.	Continue the initiative in future years.	2012	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: <ul style="list-style-type: none"> - reuseable, 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. <p>Various offices throughout the Province purchase 'green' products such as 100% degradable garbage bags, coffee filters, dishwashing soap, etc.</p>	Continue the initiative in future years.	2010	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	The Head Office installed a water system in the staff lunchroom to replace the need for bottled water used by its employees. Most of the BC Assessment offices have implemented recycling programs.	Continue the initiative in future years.	2010	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	BC Assessment's old computer equipment is sent for recycling through BC Asset Recovery. The Head Office implemented a battery recycling program that encouraged employees to bring batteries from home as well as batteries from around the office. The Green Team to recycled 90 lbs of household and office batteries.	Continue the initiative in future years.	2008	No End Date (Continuous)

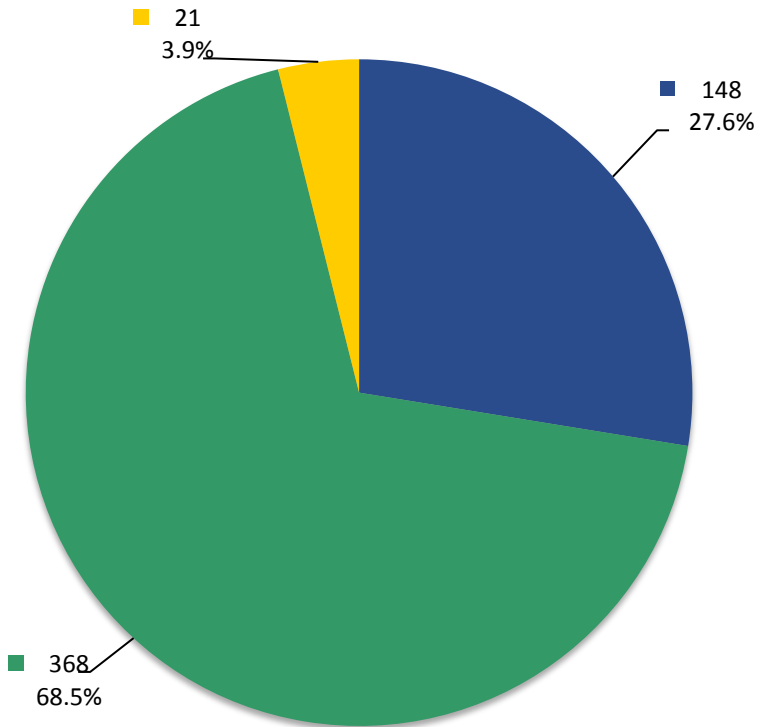
BC Assessment Authority - 2012 Carbon Neutral Action Report

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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
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 lower flow fixtures and urinals with automatic flush valves.	Specifications for tenant improvements in future renovations and/or relocations will include low flow fixtures and urinals with automatic flush valves.	2008	No End Date (Continuous)

**BC Assessment Authority
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO₂e*)**



Total Emissions: 537

- 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 2012 (Generated May 27, 2013 12:00 PM)

Total offsets required: **532**. Total offset investment: **\$13,300**. 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.