

## 2017 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

May 31, 2017

Organization Name:



Contact name:

Andy Hoggarth  
Vice President and  
Executive Financial Officer

GHG Emissions and Offsets for 2017 (tCO <sub>2</sub> e)	
<b>GHG Emissions created in Calendar Year 2017</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	411
Total Offsets (tCO <sub>2</sub> e)	406
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	1
Total Offsets (tCO <sub>2</sub> e)	1
<b>Grand Total Offsets for the 2017 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2017)	
Grand Total Offsets (tCO <sub>2</sub> e)	407

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

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2017? **707**
- What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2017: **16938 (m2)**
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? **Office Space**
- How many motor vehicles did your organization own or lease as of Dec 31, 2017? **59**



Briefly describe the top three actions taken by your organization in 2017 to reduce GHG emissions and/or improve sustainability from its operations:

Action
<p>1. Continued with our office densification through the installation of additional workstations rather than obtaining additional floor space.</p> <ul style="list-style-type: none"><li>• Uptown office in Victoria was reconfigured to add 6 workstations.</li><li>• Prince George office was reconfigured to add 9 workstations.</li></ul>
<p>2. Webex Recruitment Campaign:</p> <p>Our People division conducted a significant hiring campaign, filling upwards of 25 positions in a short period of time. Changing the method from In-Person Multiple Mini Interviews, every aspect of this hiring campaign was conducted using WebEx, video conferencing. Using this technology, the People division was able to interview 180 people in just a one-week period. As external candidates were spread out geographically across Canada and internal candidate spread across the province, WebEx allowed interviews to take place quickly from multiple locations and alleviated the need for interview panel members to travel to participate, creating efficiencies and increasing the number of candidates who could be screened</p> <p>A total of \$30,000 was saved by conducting the interviews through WebEx, including travel costs, time and productivity.</p>
<p>3. BC Assessment participated in the BC Commuter Challenge. This was a friendly competition with the main goal of reducing our CO2 emissions as we commute to work.</p> <p>Among 208 participating organizations, BC Assessment had the 4th highest number of participants in BC - 127 and the 8th highest km travelled 8,692! One week of BCA participation in the challenge saved 1,741 kg of CO2 from being released into the atmosphere, saving 745 litres of fuel!</p>

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

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 2018-2020 include:

- Ensure that energy efficiency is a top priority whenever offices are moved to new facilities or are renovated.
- Continue office densification whenever offices are moved to new facilities or are renovated.
- Regularly review the usage of our fleet vehicles to ensure the investment and number of vehicles is appropriate. Replace or dispose of vehicles older than 10 years to ensure maximum operating efficiencies.
- Continue to consider opportunities for further greenhouse gas reductions and to integrate environmental sustainability objectives in the corporate strategic planning and annual business plans.
- Continue the investment in technology and processes to decrease paper usage, electricity, and natural gas consumption.
- Develop a long term facilities plan that incorporates the flexible workplace strategy.

Describe any actions your organization took during 2017 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

The effects of climate change in the coming years will have little impact on BC Assessment. Our electricity and natural gas consumption may increase/decrease as it may take more/less energy to continue to heat and cool our office buildings.

**Retirement of Offsets:**


In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, BC Assessment (the Organization) is responsible for arranging for the



retirement of the offsets obligation reported above for the 2017 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy ensuring that these offsets are retired on the Organization's behalf, the Organization will pay the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

**Executive Sign-off**

Name: Andy Hoggarth Title: Executive Financial Officer  
(print) and Vice President

Signature:  Date: May 29, 2018

Please scan and email the completed form to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca)