



2018 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

May 31, 2019

Organization Name:



Contact name:

Andy Hoggarth
Vice President and
Executive Financial Officer

GHG Emissions and Offsets for 2018 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2018 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	398
Total Offsets (tCO ₂ e)	393
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	1
Total Offsets (tCO ₂ e)	1
Grand Total Offsets for the 2018 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2018)	
Grand Total Offsets (tCO ₂ e)	394

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

1. How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2018? **737**
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2018: **15,831 (m2)**
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? **Office Space**
4. How many motor vehicles did your organization own or lease as of Dec 31, 2018? **59**



Briefly describe the top three actions taken by your organization in 2018 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. We closed our Burnaby office, which was 1,116 (m2), which decreased our total amount of floor space by 6.5%.
2. We swapped out 53 – 2’x2’ fluorescent light fixtures and replaced them with LED Lights that are controlled by occupancy sensors and dimmers at various offices across the province.
3. Continued with our office densification through the installation of additional workstations rather than obtaining additional floor space. <ul style="list-style-type: none">• Vancouver office was reconfigured to add 10 workstations.

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 2019-2021 include: <ul style="list-style-type: none">• 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.
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- 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 2018 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 *Climate Change Accountability 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 2018 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
(print)

Title: Executive Financial Officer
and Vice President

Signature:

Date: May 30, 2019

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca