

2019 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

May 29, 2020

Organization Name:



Contact name & title:

Andy Hoggarth
Vice President and
Executive Financial Officer

<i>BC Assessment GHG Emissions and Offsets for 2019</i>	
As per the Directive issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.	
Total Emissions (tCO ₂ e)	398
Total BioCO ₂	393
Total Offsets (tCO ₂ e)	1
Offset Investment (\$25 per tCO ₂ e)	394

B. 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 December 31, 2019? **759**
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? **15833 (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 December 31, 2019? **59**



C. Briefly describe the top three actions taken by your organization in 2019 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Continued to swap out fluorescent light fixtures and replace them with LED Lights that are controlled by occupancy sensors and dimmers at our Uptown office in Victoria, as well various other offices throughout the province.
2. Upgraded the irrigation system at our Courtenay office to reduce water usage.
3. Participated in a company wide “100 day challenge” to promote exercise and activity during a 100 day period. Employees would track running, walking, biking, hiking, and swimming stats throughout the 100 days – and there was a friendly competition between all the area offices. This challenge encouraged employees to walk and bike to work rather than drive which helps reduce GHG emissions.

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

<p>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 2020-2022 include:</p> <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 (Subject to new COVID-19 office space design standards).• 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.

E. Describe any actions your organization took during 2019 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 is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) 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

May 28, 2020

Signature

Date

Andy Hoggarth

Executive Financial Officer and Vice President

Name (please print)

Title

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