



2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

Version dated April 20, 2021

Updates include:

- Adjusted "2020 GHG Emissions and Offsets" table (pg. 2) and instructions for completing the table (pg. 5)
- Updated Figures 1 and 2 in Appendix 1 (pg. 6)

IMPORTANT! Please ensure your "2020 GHG Emissions and Offsets" table is completed using these updated instructions. A system error relating to Prior Year Adjustments has been identified. If you have already completed your "2020 GHG Emissions and Offsets" table, please check the accuracy of your results by following the instructions on pages 2 and 5 and update your table accordingly.

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC's *Climate Change Accountability Act* and the *Carbon Neutral Government Regulation*.

PSOs that emitted less than 600 tonnes CO₂e during the 2019 reporting year will receive a confirmation email from Carbon.Neutral@gov.bc.ca. The CCAR Survey is optional for Small Emitter PSOs.

PSO Deadlines for Small Emitters – 2020 Reporting year

April 30, 2021	✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2020 reporting year.
May 14, 2021	✓ Self-Certification Checklist must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca . ✓ PSOs receive an offset invoice with the amount of offsets to be purchased for the 2020 reporting year.
May 31, 2021	✓ The final, signed version of the Small Emitters Form must be submitted by email to: Carbon.Neutral@gov.bc.ca . ✓ Deadline for the optional CCAR Survey to be completed and submitted online.

June 30, 2021

- ✓ Ministry of Environment and Climate Change Strategy must post a final Small Emitters Form for each organization on the BC Government's CNG [website](#) and each PSO is encouraged to post their form on their website.
- ✓ All offset invoice payments must be submitted to CAS.

SMALL EMITTERS FORM [TEMPLATE]

A. Please fill in the required information below

Organization Name:

BC ASSESSMENT 

Contact name & title:

Andy Hoggarth
Vice President and
Executive Financial Officer

BC Assessment 2020 GHG Emissions and Offsets

GHG Emissions created in Calendar Year 2020

Total Emissions (tCO ₂ e)	283.8
Total BioCO ₂	2.36
Total Offsets (tCO ₂ e)	281

Adjustments to Offset Required GHG Emissions Reported in Prior Years

Total Offsets (tCO ₂ e)	281
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Grand Total Offsets for the 2020 Reporting Year

Grand Total Offsets (tCO ₂ e) to be retired for 2020 Reporting Year	281
Offset Investment (\$25 per tCO ₂ e)	7025.00

B. To enable comparison across 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 December 31, 2020? **709**
2. What was your organizations total amount of floorspace (including occupied and unoccupied space, owned or leased) as of December 31, 2020? **15632 (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 December 31, 2020? **59**

C. Briefly describe the top three actions taken by your organization in 2020 to reduce GHG emissions and/or improve sustainability from its operations:

Action
<p>1. We relocated our Nanaimo office and the newly constructed office has the following energy efficient features;</p> <ul style="list-style-type: none">• LED lighting throughout with;• Dimming capability on 90% of the lighting• Occupancy sensors in meeting rooms and offices• Solar blinds on all windows• Auto flush low volume toilets• Auto rinse faucets• Dedicated bike lock up
<p>2. BC Assessment's paper usage was down 240% for 2020. When the pandemic started the whole company quickly transitioned to working from home within a couple of weeks. Because of this, many business areas had to move to paperless wherever they could. Although the pandemic is the main source of this large decrease, BC Assessment is always looking for ways to use less paper.</p>
<p>3. BC Assessment's vehicle usage was down 118% for 2020. For the first few months of the pandemic, all vehicle servicing was put on hold for a number of months. Like paper, the pandemic was a big reason for our large decrease, but we are always reviewing our usage of fleet vehicles to ensure we have the appropriate amount and continue to look for ways to reduce our GHG emissions in this area.</p>

D. 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 2021-2023 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.

E. Describe any actions your organization took during 2020 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 2020 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 31, 2021

Signature

Date

G.A. HOGGARTH

VICE PRESIDENT & CFO

Name (please print)

Title

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

