

**Carbon Neutral Action Report  
British Columbia Securities Commission**

**Executive Summary**

This year, we established our carbon baseline and continued implementing changes that reduce our carbon impact. Looking ahead, key planned actions include investigating separate metering, supporting telecommuting (staffing costs account for 80% of our operating costs), and following up on numerous employee-generated carbon reduction suggestions.

**Objectives**

- attraction and retention: corporate sustainability a growing concern among candidates and employees
- efficiency: reducing office consumables often reduces operating costs, improving our cost competitiveness

**Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008**

**Overview**

Our most significant actions this year were establishing our carbon baseline, advancing several projects that reduce our paper consumption, formalizing our telecommuting / flexible working arrangements policies, and collecting numerous employee ideas for future improvements.

**1.1 Stationary fuel combustion and electricity**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	Completed		
Turned off lights in unused rooms	Completed		
Installed multi-function devices (and removed stand-alone printers/faxes)	Completed	Eliminated more than 20% of printing devices	
Implemented server virtualization	Completed		

**1.2 Supplies**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated automatic double sided printing	Completed		Already in place.
Developed document library (online and one printed copy) for large documents	Completed	Use an electronic document management system to share and secure documents.	Transition begun in 2007 and completed in 2008. Improved document security and collaboration while reducing the need for physical originals.
Used collaborative software to edit on-line	Completed		
Restructured a process to use less paper	In progress	Require e-filing and payment of exempt distribution reports	Rule changes approved. Expect mid-June '09 implementation. Will improve compliance capabilities and (market participants') paper use by 25,000+ pages per year.
		Move to electronic paystips	Identified payroll upgrades required for this change. Expect June '09 implementation. Will reduce paper use (including envelopes) by 10,000+ pages per year.

1.3 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Held contests/support to generate ideas	In progress	Identify additional carbon reduction targets	Employee-led "getting greener" shared document. Now at 42 suggestions and growing.
Other: (Please enter any items not included in the above list)	Completed	Introduced formal telecommuting / flexible working arrangements policy	
	Completed	Investigated optimal location to minimize commuting times / distances	

1.4 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Ran dishwasher only when full	Completed		
Used re-usable dishes	Completed	Replaced paper plates / Styrofoam cups / plastic utensils with ceramic plates and cups and reusable utensils.	
Purchased green cleaning products	Completed		

Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011	
<b>Overview</b>	We will further reduce our paper use through process changes, improve the accuracy of our data collection efforts, and implement employees' cost-effective carbon reduction ideas.

2.1 Mobile Fuel Combustion				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Employee suggestions implementation	In progress	Review and prioritize employee suggestions for improvement.		Dec-09
Separate electricity metering	In progress	Investigate the cost of separate metering (electricity) to improve use data.		Dec-10

2.2 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Restructure a process to use less paper	In progress	Move to a completely electronic performance management system. New system automates workflow and stores all performance-related documents.		01-Apr-09

2.3 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide conservation education	In progress	All staff receive conservation training		Dec-10

2.4 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Take water conservation measures – low flow showers or toilets, fix leaks	Planned	Replace existing toilets with low-flow toilets if feasible.		Oct-10
Improve recycling measures			Comprehensive building recycling program already in place.	