

Carbon Neutral Action Report Columbia Power Corporation

Executive Summary

Columbia Power Corporation is working diligently to meet the goals of the province of British Columbia and, consequently, the targets that were outlined in our Carbon Neutral Plan (Columbia Power Corporation, 2008). CPC also anticipates advancing other ways that we may reduce our carbon footprint above and beyond what has already been committed to. In 2008 (compared with 2007 figures) CPC successfully reduced the amount of fuel used in our fleet vehicles, the amount of natural gas and electricity used in our corporate office, as well as the overall volume of paper. CPC is also an active member of the Canadian Electricity Association Sustainable Electricity Steering Committee, a group that is committed to reducing the impact of electrical operations on climate change. CPC has committed to becoming carbon neutral by 2010 and have demonstrated that we are well on the way to achieving that goal.

Objectives

CPC has an Environmental Policy in place which has been signed by the Chief Executive Officer. The Policy commits the corporation to making "environmental considerations an integral part of our planning, project design, operating decisions and ongoing due diligence, and where appropriate, set measurable environmental objectives and targets." This Policy is in line with and directly supports the objective of becoming carbon neutral.

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

Overview

CPC undertook and completed renovations of our main corporate office (200-445, 13th Ave., Castlegar, BC) and achieved LEED (Leadership in Energy and the Environmental Design) Gold certification. CPC also began a comprehensive overhaul of our records system as part of CPC's plan to go paperless within four years.

During the 2008 calendar year Columbia Power Corporation (CPC) renovated the corporate office. The renovations incorporated heating/cooling efficiency as key design criteria to achieve LEED Gold standards. The renovations also addressed electrical efficiency by maximizing the use of natural light, reducing the amount of power used by computers and other office equipment by upgrading old kitchen and office equipment to Energy Star standards. CPC is has also taken several steps towards becoming a paperless office.

1.1 Mobile Fuel Combustion

As outlined in the Columbia Power Corporation Carbon Neutral Plan (Jan. 2009), CPC committed to replacing one of the five corporate fleet vehicles with a fuel-efficient model. Research into the available model options was carried out. We now have a clearer idea about which vehicle models to consider for purchase.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In progress.	One of the five fleet vehicles is ear-marked for replacement in 2009.	n/a

1.2 Stationary fuel combustion and electricity

In 2008 and 2009, CPC completed a renovation of its corporate office. A retrofit was carried out on the heating and cooling system. The overall system is now high-efficiency. This will help CPC reduce the volume of natural gas being used in the main building on an annual basis.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	Complete	All computers in the office were replaced with EnergyStar models (~50 units).	
Turned off lights in unused rooms	Complete	Lights are on a motion sensor in individual rooms and turn off and on automatically.	This was carried out as part of the office renovations.
Replaced Refrigerators (EnergyStar rated appliance)	Complete	Appliances were replaced as part of the LEED Gold renovation. The refrigerator was replaced in 2008.	
Replaced other appliances (with EnergyStar rated appliance)		Appliances were replaced as part of the LEED Gold renovation. Dishwasher was replaced with an EnergyStar rated appliance in 2008.	
Replaced standard bulbs with CFLs	Complete	Approximately 200 lights bulbs and fixtures were replaced as part of the office renovations.	
Installed motion activated lights	Complete	Lights are on a motion sensor in individual rooms and turn off and on automatically.	This was carried out as part of the office renovations.
Undertaken lighting retrofit	Complete	Certification issued.	This was carried out as part of the office renovations.
Applied for LEED existing building rating	Complete	Certification issued.	Gold certification achieved.
Initiated or completed a building energy retrofit	Complete	Certification issued.	Gold certification achieved.
Installed high efficient HVAC system	Complete	Certification issued.	Gold certification achieved.

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	Complete	All paper purchased contains 30% recycled content.	
Committed to use 100% recycled paper	In progress.	Gradually move towards purchasing paper that contains 100% recycled content.	
Initiated automatic double sided printing	Complete	Double sided printing is default on all computers.	
Committed to hold paperless meetings	In progress.	CPC has committed to becoming paperless by 2011.	
Developed document library (online and one printed copy) for large documents	In progress.	CPC has committed to becoming paperless by 2011.	

Actions on non-paper related supplies:			
Chose "Green" items from Distribution Centre	Complete	All cleaning supplies are now environmentally-friendly.	
Encouraged re-use of furniture and equipment	Complete	Old furniture derived from office renovation was reused in field offices.	

1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Trained staff in the use of Live Meeting (or other desktop collaborative software)	complete	All administrative staff (12) are trained in organizing LiveMeeting.	
Installed Video Conferencing facilities	complete	One Video Conferencing system was installed at the main corporate building and can be used by all staff.	No training has been provided to date. This is pending.

1.5 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Supported professional development	Complete	CPC sent the Manager, Enviro. Programs and the Manager, Enviro. Support to a seminar on climate change in the Kootenays in Oct. 2008. Manager, Enviro.. Support a member of the CEA Sustainable Electricity Steering Committee.	

1.6 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Took water conservation measures – low flow showers or toilets, fix leaks	Complete	Certification issued.	This was carried out as part of the office renovations.
Ran dishwasher only when full	Complete	Signage posted on dishwasher telling staff about when to run the dishwasher.	
Reduced/replaced bottled water with filtered or refrigerated water	Complete	Filtered water provided to all staff.	This was carried out as part of the office renovations.
Improved recycling measures	Complete	Paper Recycling bins are provided under everyone's desk and are easily identifiable. Recycling bins are also provided in the main kitchen for paper, cardboard and bottles.	This was carried out as part of the office renovations.
Used re-usable dishes	Complete	Porcelain dishware provided in kitchen.	No disposable options are provided.
Purchased green cleaning products	Complete	All cleaning supplies are now environmentally-friendly.	This was carried out as part of the office renovations.
Used green (low-e paints)	Complete	Certification issued.	This was carried out as part of the office renovations.

Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

Overview

CPC is committed to the following actions over the next three years:

- Increase the frequency of teleconferencing and videoconferencing as part of daily corporate activities.
- Continue to reduce paper usage each year with the goal of achieving a 25% annual reduction over the next four years.
- When old or obsolete office equipment needs to be replaced, source only energy-efficient options.
- Implement and encourage the use of digital signatures.
- Increase the post-consumer content of office paper.
- Implement a centralized physical filing system.
- Replace fleet vehicles as needed with models that receive superior fuel-efficiency.

2.1 Mobile Fuel Combustion

CPC plans to continue to replace the company vehicle fleet with vehicles that get better fuel-efficiency.

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Planned	Replace vehicles as they need to be retired.	In 2009, CPC will be replacing a 2000 Ford Ranger 4x4. Research into options is underway.	2009-2011

2.2 Stationary Fuel Combustion (including electricity)

CPC completed a full renovation of its corporate office in 2009. The renovation achieved LEEDs Gold Certification. No further work is anticipated at this time.

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Turn off lights in unused rooms	Complete	Automatic lights installed. Finished in 2008 during office renovation		
Replace Refrigerators (EnergyStar rated appliance)	Complete	Appliances were replaced as part of the LEED Gold renovation. The refrigerator was replaced in 2008.		
Replace other appliances (with EnergyStar rated appliance)	Complete	Appliances were replaced as part of the LEED Gold renovation. Dishwasher was replaced with an EnergyStar rated appliance in 2008.		
Install multi-function devices (and remove stand-alone printers/faxes)	Planned.	Eventually replace all equipment in the office with energy efficient options and remove personal printers.	Replace old/obsolete electronics with energy efficient options. This has already taken place with all office computers.	2009-2011
Replace standard bulbs with CFLs	Complete	Finished in 2008 during office renovation		
Install motion activated lights	Complete	Finished in 2008 during office renovation		
Undertake lighting retrofit	Complete	Finished in 2008 during office renovation		

2.3 Supplies

CPC is committed to reducing paper usage each year with the goal of achieving a 25% annual reduction over the next four years. Part of the plan for achieving this involves continuing to default to double-sided printing, as well as implement and encourage the use of digital signatures. There is also a commitment to gradually increase the post-consumer content of office paper over the immediate timeframe as well as implement a centralized physical filing system to reduce the number of copies of documents needing circulation.

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned.	100% of paper purchased contains 100% post-consumer recycled content		2011
Initiate automatic double sided printing	In progress.	100% of systems default to double sided printing		2009-2011
Commit to hold paperless meetings	Planned.	100 % of meetings held are paperless		2009-2013
Develop document library (online and one printed copy) for large documents	Planned.	Implement a centralized physical filing system		2009
Restructure a process to use less paper	Planned.	Paper usage reduced by 25% over previous year's levels		2009-2013

2.4 Travel

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	Planned.	Travel reduction for meeting is approved by executive.	No specific goal was approved	2009
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned.	Number of Live Meetings that replaces travel increases	Encourage teleconferencing/ videoconferencing.	2009

2.5 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Planned	To inform all employees of CPC's commitments to Carbon Neutrality through e-mail announcements and develop a 'Lunch and Learn' session to present this information.		2009-2010
Provide conservation education	Planned	Conservation education will be provided as part of the "Lunch and Learn" presentation. A "kill-a-watt" meter will be made available for employees to sign out to monitor power use of appliances at home.		2009-2010

2.6 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Complete reclamation programs at construction sites.	Planned	80% of bare soil reclaimed so that vegetation including grasses, shrubs and trees are thriving in areas impacted by construction. (includes ~8 ha total at all sites)		2009-2010