



British Columbia Securities Commission

2012 Carbon Neutral Action Report

Executive Summary

The BC Securities Commission (BCSC) is the independent provincial government agency responsible for administering the Securities Act. We protect and promote the public interest by fostering:

- A securities market that is fair and warrants public confidence
- A dynamic and competitive securities industry that provides investment opportunities and access to capital

Our 249 staff (235 FTEs) work from our 54,000 square foot downtown Vancouver office.

We pride ourselves on being a responsible corporate citizen, which includes minimizing our environmental impact. Our most significant impacts, and the steps we take to mitigate our carbon footprint, are as follows:

Office commutes

Our central location minimizes commuting distance and maximizes alternative transport options for employees and market participants. We also participate in Translink's Employer Pass Program to offer discounted annual transit passes to our employees. BCSC also uses technology that enables telecommuting, which reduces the number of trips to and from our office.

Leased space

BCSC work requires that specific work functions be separated (e.g. enforcement and tribunal work), and as such requires adequate space to hold hearings and conduct investigations. We regularly review our space utilization. This year, we renovated to accommodate additional staff (212 FTEs increased to 235 FTEs) within our existing space.

Consumables

BCSC's primary consumables are electricity and paper. We work with other Canadian regulators to create national e-filing options for market participants to reduce paper consumption. When national systems do not exist, we create local solutions like the [e-services](#) system to enable paperless filing and payment. This year, we received over 7,900 submissions via e-services. BCSC is also working to reduce electricity demand by increasing employee awareness and pursuing green technologies like server virtualization.

2012 Greenhouse Gas Emissions

Source	Value	Unit / type
Mobile Fuel Consumption (Fleet and other mobile equipment)	0	tonnes of CO ₂ e
Stationary Fuel Combustion and Electricity (Buildings)	179.11	tonnes of CO ₂ e
Supplies (Paper)	21.51	tonnes of CO ₂ e
Fugitive Emissions	0.00	tonnes of CO ₂ e
Total	200.62	tonnes of CO ₂ e

Offsets Applied to Become Carbon Neutral

BCSC purchased emission offsets to become carbon neutral for 2012.

Emission Reduction Activities

Actions Taken to Minimize Greenhouse Gas Emissions in 2012

- Renovated space to accommodate additional staff and consulting headcount, which increased from 212 FTEs in 2011 to 235 FTEs in 2012.
- Participated in a landlord-run “zero-waste” program to reduce / divert building waste
- Increased videoconferencing capacity
- Continued to increase server virtualization
- Continued to promote electronic pay stubs
- Replaced some existing multi-function devices with ENERGY STAR qualified equipment
- Increased staff awareness via intranet tips and reminders

Plans to Continue Minimizing Gas Emissions 2013

- Continue working with other Canadian securities regulators to redevelop our national filing systems so they accept more filings electronically
- Begin introducing SharePoint software for electronic editing and collaboration
- Complete electronic document library upgrade
- Replace old computers with ENERGY STAR models during computer upgrades
- Continue encouraging staff to be green, by turning off monitors, lights in offices and boardrooms, by reducing printer and paper towel use, and by closing office blinds to reduce heating and cooling demands

Paul Bourque, Executive Director
BC Securities Commission

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Ongoing/In Progress	Posters in lunch room & internal Staffweb notices. Encouraged staff to participate in Landlord's "Monitor Shutdown & Lights Challenge" May 14-25, 2012.	Continue with 2012 measures and participate in Landlord's sustainability challenges via the GREEN AT WORK program.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Posters in lunch room & internal Staffweb notices. Encouraged staff to participate in Landlord's "Monitor Shutdown & Lights Challenge" May 14-25, 2012.	Continue with 2012 measures and participate in Landlord's sustainability challenges via the GREEN AT WORK program.	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Internal Staffweb notice & via Occupational Health & Safety Committee (OHSC) inspection June 2012. Posted Landlord bulletin on staffweb in July 2012 to encourage energy conservation.	Continue with 2012 measures. Annual OHSC inspection (March 2013) reminded staff to shut blinds to maximize building HVAC efficiency.	2010	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Not Yet Evaluated				No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress	Occupancy sensors lights. Floor plans by main light switches to turn specific quadrants on & off. HVAC is turned off after-hours, & staff requests to turn on after-hours are very limited.	Future space planning will include occupancy sensor evaluations	2011	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Internal staircase for our 4 floors built in 2000.	Majority of staff use internal staircase for the convenience.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Majority of office space uses occupancy sensors. Renovations included occupancy sensors when appropriate.	Future space planning will include occupancy sensor evaluations & installation.	2011	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	Landlord installed low-flow aerators in washrooms and lowered hot water temperature to below 55 degrees.	Landlord: on-going commissioning, Energy & HVAC are reviewed quarterly to ensure both building & comfort of occupants are balanced in the most efficient way.	2009	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Not Yet Evaluated				No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	First phase completed in 2011	Virtualize additional servers.	2011	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Not Yet Evaluated				No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	Completed before 2011. 2012 included replacing some existing MFD's with newer technology that is: ENERGY STAR qualified, produces lower energy consumption, less printing waste versus comparable color laser devices, non-toxic ink, & fewer consumables.	Some stand alone printers still exist. We will work towards removing some of these in 2013.	2011	2013
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Completed (in Previous Year)				No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	In Development	2012 - Not yet evaluated	Replace platter hard drives with solid state hard drives.	2013	No End Date (Continuous)
Leased buildings					
Establish energy performance baseline for leased buildings	Ongoing/In Progress	Landlord established GREEN AT WORK program in 2008. Data is compared regularly to ensure the building is maximizing efficiency.	Landlord to continue with sustainability initiatives and reviewing data.	2008	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		This includes energy and HVAC reviews. They started individual meter billing to tenants in 2011.			
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	In Development	Landlord submitted certification application for: BOMA BEST Nov. 2012 and LEED OB:O&M Dec. 2012	Landlord expecting BOMA BEST certification Spring 2013 & LEED certification Fall 2013	2012	2013
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development	Landlord does not have a formal Green Lease policy. They encourage sustainability and social responsibility for tenants. Eg. Zero Waste and GREEN AT WORK programs, LEED application, recommendations in their Tenant Improvement manual (suggest tenants to provide waybills for renovations & move-out waste, etc.).	Landlord will continue to promote the same initiatives. They will continue to review history reports for base-building & tenants to find ways to improve inefficiencies.	2011	No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Completed (in Reporting Year)	Renovations (added new offices & modified workstations) to accommodate additional staff in existing 54,027 sq. ft space. 212 FTEs in 2011 increased to 235 FTEs in 2012.		2011	2012
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Completed (in Previous Year)				No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	2012 - Not yet evaluated	Sharepoint will be introduced in 2013/2014. It will eventually will be used for collaboration.	2013	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Not Yet Evaluated				No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	2012 - Not yet evaluated	Sharepoint will be introduced in 2013/2014. It will eventually will be used for collaboration.	2013	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	Completed before 2011. DM (PCDocs) was implemented in 1997. It is now Hummingbird DM, & 2012 included planning an upgrade integration with office suite that will be implemented in 2013.	Hummingbird DM upgrade completion in 2013.	2012	2013
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	Completed in 2009. Payroll sends new employees a memo with their personal information and instructions for e-pay stub registration.	Payroll will continue to send new employees a memo with their personal information and instructions for e-pay stub registration.	2009	No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	In Development	Reviewed pricing, but difference between recycled & non-recycled remains high.	Continue to review recycled paper pricing.	2010	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	In Development	Reviewed pricing, but difference between recycled & non-recycled remains high.	Continue to review recycled paper pricing.	2010	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	In Development	Reviewed pricing, but difference between recycled & non-recycled remains high.	Continue to review recycled paper pricing.	2010	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Previous Year)				No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	In Development	This is under review.	We may include MS Communicator with the MS Exchange upgrade in 2013/2014.	2013	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Not Yet Evaluated				No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Majority of meetings are in the downtown Vancouver business district and do not require vehicles.	Same as previous year.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Majority of meetings are in the downtown Vancouver business district and do not require vehicles.	Same as previous year.	2008	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Completed (in Reporting Year)	Travel Budget reduced 20% for 2012/2013 fiscal year.		2012	No End Date (Continuous)
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	In Development	This is under review.	MS Communicator has been in consideration with the MS Exchange upgrade in 2013/2014.	2013	No End Date (Continuous)
Make desktop web-cameras available to staff	Not Yet Evaluated				No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Completed (in Reporting Year)	New Audio Video equipment installed for 7 meeting rooms including Skype capabilities in 3.		2011	2012
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	Not Yet Evaluated				No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Our organization supports training to enhance job functions. 1 staff obtained the International Facility Management Association's Sustainability Facility Professional (SFP) credential.	2 staff registered in Climate Smart Business training.	2011	No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	Not Yet Evaluated				No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Not Yet Evaluated				No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Staffweb postings: information posted regarding recycling, energy conservation, Landlord's GREEN AT WORK program, etc.	Continue with 2012 measures when applicable: Staffweb postings, information posted regarding recycling, energy conservation, Landlord's GREEN AT WORK program, etc.	2011	No End Date (Continuous)
Provide sustainability education during new staff orientation	Not Yet Evaluated				No End Date (Continuous)
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development	Facilities department participates in Landlord's GREEN AT WORK program.	2 staff registered in Climate Smart Business training.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Not Yet				No End Date

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
	Evaluated				(Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Not Yet Evaluated				No End Date (Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				No End Date (Continuous)
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				No End Date (Continuous)
Building construction, renovation					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	In Development	We re-use office furniture and try to salvage materials during renovations. We do not have a formal policy.	Same as previous year.	2011	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Not Yet Evaluated				No End Date (Continuous)
Commuting to and from home					
Introduce telework/work from home policy	Ongoing/In Progress	Allow telecom where operationally feasible.	Same as previous year.	2010	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	We have offered the Translink Employer Pass Program (EPP) via payroll deduction & a 15% discount on monthly fares since 1998. Information is posted on our internal Staffweb - HR section, and reviewed during new employee orientation.	Same as previous year.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Completed (in Reporting Year)	Landlord built a new change room & shower facility in our building. It opened Dec 10, 2012.		2012	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	The Landlord offers 2 storage rooms. We promote to staff via Staffweb & employee orientation.	Same as previous year.	2008	No End Date (Continuous)
Procurement (non-paper supplies)					
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Not Yet Evaluated				No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development	We re-use office furniture and try to salvage materials during renovations. We do not have a formal policy.	Same as previous year.	2011	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress	Our Landlord's janitorial supplier uses "Green Approved" and "Canadian Seal" products. Our facilities team visited the janitorial supplier to review their sustainability supplies.	Same as previous year.	2009	No End Date (Continuous)
Waste reduction/diversion					
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress	Our Landlord encourages tenants to participate in their Zero Waste Program. Our organization piggy-backs on the Landlord's Zero Waste and GREEN AT WORK programs. We educate staff via Staffweb and posters in kitchens.	We plan to host a sustainability Lunch & Learn with our Landlord.	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	Landlord's standard lease policy indicates "no storage of hazardous waste on-site." Landlord offers recycling programs (eg. batteries) that our organization utilizes.	Same as previous year.	2010	No End Date (Continuous)
Water conservation					
Establish a water conservation strategy which includes a plan or policy	Ongoing/In Progress	Our Landlord installed aerators on faucets under their building	Our Landlord has an on-going policy for future upgrades to obtain	2009	No End Date

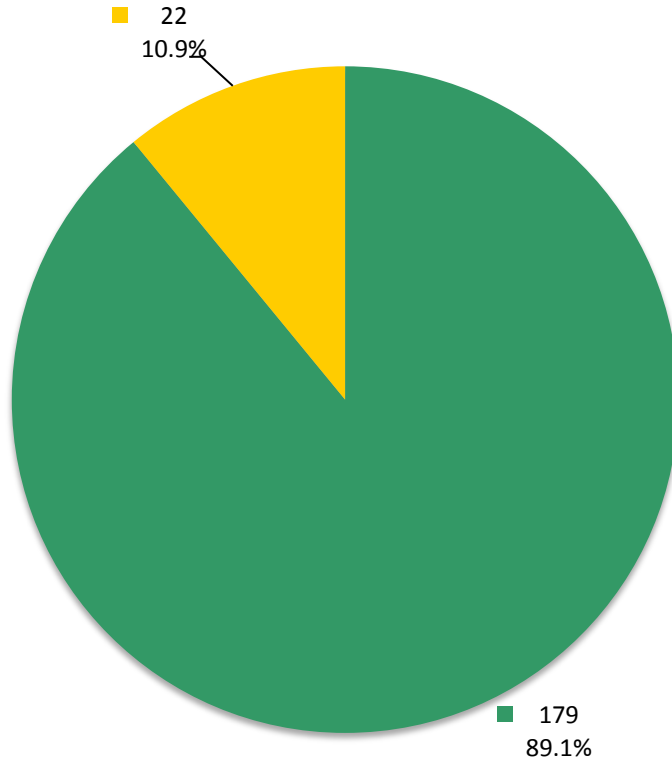
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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
for replacing water fixtures with efficient models	Progress	initiative.	higher efficiency.		(Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Completed (in Previous Year)				No End Date (Continuous)

**British Columbia Securities Commission
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO₂e*)**



Total Emissions: 201

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2012 (Generated May 27, 2013 12:07 PM)

Total offsets required: **201**. Total offset investment: **\$5,025**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.