

# BRITISH COLUMBIA'S **Knowledge Network:**

## **KNOWLEDGE NETWORK CORPORATION - 2012 Carbon Neutral Action Report**

### **Executive Summary**

Knowledge Network Corporation's Carbon Neutral Action Report was prepared in accordance with the *Greenhouse Gas Reduction Targets Act* adopted in November 2007 by the Ministry of Environment's Climate Action Secretariat. As British Columbia's viewer supported public broadcaster, it reflects our ongoing commitments to act responsibly on the environment and to increase awareness of environmental and climate change issues with our viewers across the province.

To reduce our greenhouse gas emissions in 2012, we continued efforts to reduce post-consumer recycled paper usage and consumption resulting in a 7.9% decrease from the previous year. Overall Knowledge Network has reduced its paper consumption by 29.8% since reporting began in 2009.

Knowledge Network staff led an important initiative to remove old video tapes stored at our facility. Over the course of three months staff dismantled and recycled approximately 2000 video tapes.

As a tenant in a building owned and operated by the British Columbia Institute of Technology, building operations are beyond our control.

Knowledge Network Corporation's 2013 climate change action plans focus primarily on educational broadcast initiatives that influence behavioural change. Our greatest impact continues to be with our public broadcast service, both on-air and online at Knowledge.ca and KnowledgeKids.ca. Programs broadcast in 2012 include: *Architects of Change, To Make A Farm, Who Killed the Electronic Car?, Dirt! The Movie, Secrets of the Emerald Sea, Rapidly Changing Arctic, Blue Planet, Planet Earth, Water on the Table and Earth Days*. With an average weekly reach of 1.4 million viewers, Knowledge Network is well positioned to educate British Columbians about the issues of climate change, conservation and sustainability. We are committed to researching and acquiring content in these areas that will engage audiences across the province.



Rudy Buttignol  
President and CEO  
Knowledge Network Corporation

## **2012 Greenhouse Gas Emissions**

Total greenhouse gas (GHG) emissions from all sources was 100 tonnes of CO<sub>2</sub>e.

## **Offsets Applied to become Carbon Neutral in 2012**

Carbon offsets for the above amount were purchased from the Pacific Carbon Trust.

## **Emission Reduction Activities**

Actions Taken to Reduce Greenhouse Gas Emissions in 2012:

- Dismantled and recycled approximately 2000 video tapes
- Reduced consumption of paper by 7.9% over last year.
- Purchased paper containing 30% recycled content.
- Educated viewers by broadcasting documentary series to educate viewers on climate change and the conservation of water, energy and raw materials.
- Implemented on-going communications to engage staff.

Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2015:

- Broadcast content delivery will transition from physical tape to electronic files for editing, close captioning and dubbing.
- We will continue to educate British Columbians through the broadcast of documentary series on issues of climate change, conservation and sustainability.

## Knowledge Network Corporation - 2012 Carbon Neutral Action Report

### 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
<b>Stationary Fuel Combustion, Electricity</b>					
<b>Behaviour change program</b>					
Help staff reduce personal energy use through ""workstation tune-ups""	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Reminders go out to staff regularly.	Reminders will continue to go out to staff regularly.	2009	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development	Draft communications plan developed by Green Team.	Green Team continues to develop tips for staff on saving energy in the office while working outside of regular business hours.	2010	2014
Encourage use of stairs instead of elevators	Completed (in Previous Year)				No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Completed (in Previous Year)				No End Date (Continuous)
Promote hot water conservation	In Development	Draft communications plan developed by Green Team.	Implement communications plan for staff.	2010	No End Date (Continuous)
<b>IT power management</b>					
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	Research continued into further server and storage virtualization.	Complete server and storage virtualization plans.	2009	2014
Apply auto-sleep settings on computer monitors and CPUs	Completed (in Previous Year)				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	Not Yet Evaluated				No End Date (Continuous)
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	Completed (in Previous Year)				No End Date (Continuous)
<b>Planning/management</b>					
Reduce office space (square meters) per employee	Completed (in Previous Year)				No End Date (Continuous)
<b>Supplies (Paper)</b>					
<b>Behaviour change program</b>					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Completed (in Previous Year)				No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Staff were reminded and encouraged to hold paperless meetings or presentations.	Reminders will continue throughout organization.	2009	No End Date (Continuous)
<b>Electronic media in place of paper</b>					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Completed (in Previous Year)				No End Date (Continuous)
Use electronic document library for filing common documents	Completed (in Previous Year)				No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Previous Year)				No End Date (Continuous)
<b>Paper Type</b>					
Purchase 30% post-consumer recycled paper	Completed (in Previous Year)				No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Not Yet Evaluated				No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Not Yet Evaluated				No End Date (Continuous)
<b>Printer/document settings</b>					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Previous Year)				No End Date (Continuous)

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<b>Actions to Reduce Provincial Emissions and Improve Sustainability</b>					
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
<b>Business Travel</b>					
<b>Behaviour change program</b>					
Train staff in web-conferencing	Completed (in Previous Year)				No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Completed (in Previous Year)				No End Date (Continuous)
Encourage carpooling to meetings	Completed (in Previous Year)				No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Completed (in Previous Year)				No End Date (Continuous)
<b>Policy and budgeting</b>					
Create a low-carbon travel policy or travel reduction goal	Not Yet Evaluated				No End Date (Continuous)
<b>Virtual meeting technology</b>					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Not Yet Evaluated				No End Date (Continuous)
Make desktop web-cameras available to staff	In Development	Continued to explore viability of desk top web camera use.	Develop implementation plans for desk top camera use for staff where necessary.	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Not Yet Evaluated				No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>					
<b>Awards/Recognition</b>					
Establish a sustainability/green awards or recognition program	Not Yet Evaluated				No End Date (Continuous)
<b>Staff Professional Development</b>					
Support green professional development (e.g., workshops, conferences, training)	Not Yet Evaluated				No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
<b>Staff awareness/education</b>					
Provide education to staff about the science of climate change	Ongoing/In Progress	Knowledge Network content with information on climate change is shared with staff through seasonal preview meetings.	Knowledge Network content with information on climate change is shared with staff through seasonal preview meetings.	2010	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	Knowledge Network content with information on conservation is shared with staff through seasonal preview meetings.	Knowledge Network content with information on conservation is shared with staff through seasonal preview meetings.	2010	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Information page on staff intranet site is in development.	Complete information page on staff intranet site.	2010	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development	Information package in development.	HR to include in orientation package.	2010	2013
<b>Team-building</b>					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Completed (in Previous Year)				No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Completed (in Previous Year)				No End Date (Continuous)

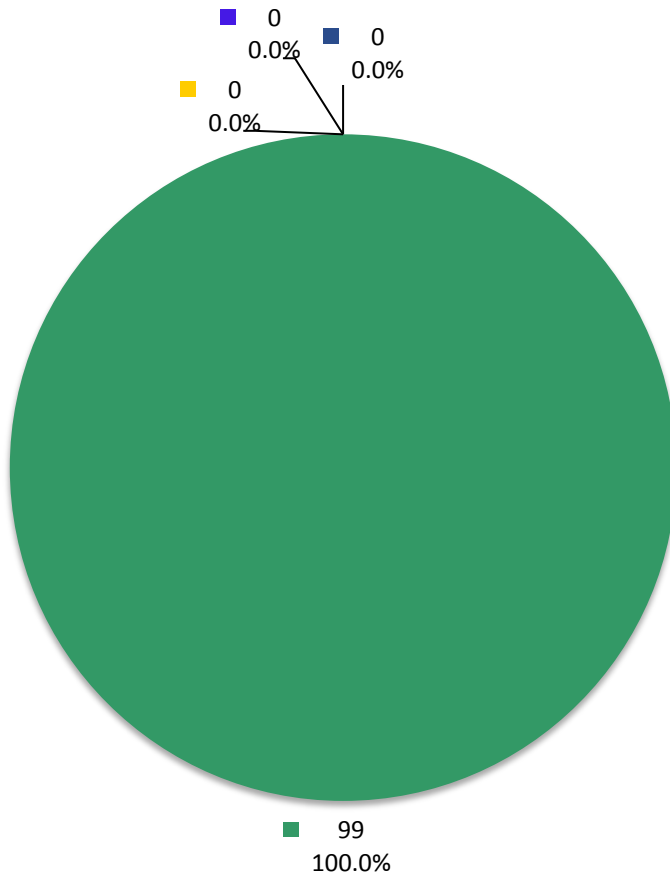
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The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Not Yet Evaluated				No End Date (Continuous)
<b>Other Sustainability Actions</b>					
<b>Adaptation to Climate Change</b>					
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)
<b>Commuting to and from home</b>					
Introduce telework/work from home policy	Not Yet Evaluated				No End Date (Continuous)
Offer staff a compressed work week	Not Yet Evaluated				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Completed (in Previous Year)				No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>					
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.)	Ongoing/In Progress	Continued process of identifying goods that would be covered under proposed green standards.	Complete review process.	2010	2013

**Knowledge Network Corporation  
Greenhouse Gas Emissions by Source  
for the 2012 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 100**

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive Sources

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

Total offsets required: **100**. Total offset investment: **\$2,500**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.