

Carbon Neutral Action Report Homeowner Protection Office

Executive Summary

The Homeowner Protection Office (HPO) initiated a preliminary review of its carbon footprint and developed a number of key initiatives towards becoming carbon neutral by 2010. Key initiatives planned: establishment of a HPO Green Team comprising staff and management; expansion of web platform-based business processes and on-line resources; review of HPO's computing resources to identify efficiencies and reduction of power consumption, and identification of research and education initiatives with focus on sustainability and energy efficiency in new residential construction in B.C.

Objectives

Corporate sustainability is a key objective at the HPO.
The HPO through its Green Team and the Research and Education Unit will share green resources amongst staff, residential construction industry and consumers and encourage community sustainability.
The HPO will encourage staff involvement in developing the HPO's green initiatives.

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

Overview

Several years ago, the Homeowner Protection Office (HPO) began a recycling program that included office paper (non-confidential and confidential) and empty beverage containers recycling. More recently, new e-commerce solutions and web-based services started to be explored and were adapted to the HPO needs with the purpose to increase service efficiency and to reduce the usage of paper for licensing services and authorizations relating to the owner builder authorization process.

In 2008, the HPO established a Green Team comprised of staff from all operational areas and management to support the Province's goals of carbon neutrality by January 2010. Also during this year, the HPO began providing more web-based services and expanding its on-line resources that have included registry, licensing services, educational resources, and seminar/conference registration and materials. This has assisted in the reduction of paper consumption, and fuel emissions due to decreased customer travel to the office. The HPO has identified 37 initiatives that are currently under progress or completed, and will continue to review the actions necessary in order to reduce green house gas emissions.

1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Encouraged use of public transit/active transportation	Complete	Percent of staff participating in the program Employees are provided access to the Employer Pass Program. This program began in 1998. Current participation rate is 45%.	
Changed from gas to electric lawn maintenance equipment			HPO does not undertake lawn maintenance.
Changed to manual lawn and yard maintenance equipment			HPO does not undertake lawn maintenance.
Public transportation use/ride sharing	Complete	Number of occasions when staff travel to meetings together.	Ride sharing where possible when attending the same meeting. Transit fare saver tickets to attend business meetings provided as an option.
Reduce travel by clients to the HPO Office	In progress	A 75% reduction of paper. A 75% reduction achieved.	Owner Builder Exemption Application Process available on-line.

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Complete	Percent of workstations with power bars Currently 100% of workstations are equipped with power bars.	
Implemented server virtualization	In progress		Review of existing server equipment initiated.

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In progress		Review all paper orders and order at least 30% recycled paper stock where appropriate.
Committed to use 100% recycled paper	Complete	8 1/2 x 11 white bond paper of 100% recycled paper.	New orders for 8 1/2 x 11 white bond paper specify 100% recycle content.
Initiated automatic double sided printing	Complete		Licence Information Management System now generates double-sided summary reports.

Re-used non-confidential scrap paper	Complete	Non-confidential office paper utilized as scrap paper.
Restructured a process to use less paper	Complete	Client service businesses being moved to web platform. These have been completed: On-line Owner Builder Authorization Forms, events registrations, sales of publications. Expansion planned.
Actions on non-paper related supplies:		
Encouraged re-use of furniture and equipment	Complete	Office furniture is re-used in new configurations; Office Equipment is re-assigned when appropriate or parts re-used to construct a functional workstation.

1.4 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Developed Green Teams	Complete	Initiate a HPO Green Team.	Planning completed to launch a HPO Green Team.

1.5 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Ran dishwasher only when full	Complete		
Reduced/replaced bottled water with filtered or refrigerated water	Complete		Eliminated bottled water; replaced with under the sink water filtration and cooling system.
Improved recycling measures	Complete		Recycling includes: beverage containers and paper products; toner cartridges at authorized recycling depots.
Used re-usable dishes	Complete		
Purchased green cleaning products	In progress		Encourage staff to identify green cleaning products.
Identify and pursue research and education initiatives that reflect principles of environmental sustainability and energy efficiency in residential construction	In progress		Continue educational seminars such as Building Smart and participate in industry research projects related to energy efficiency, durability and sustainability in residential construction. Completed educational seminar series on: Greening of the BC Building Code, Heating choices systems for builders, Windows performance selection, ICF mass wall solutions, technical bulletins on Greening of the BC Building Code, Rainscreen Performance.

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

Overview

The HPO will continue to expand its on-line client-based services and increase the availability of electronic reports and publications such as an online subscription service to HPO publications. In addition, the HPO will continue to identify research and education programs that focus on reducing energy consumption and addressing sustainability concerns in residential construction.

The HPO will continue to support the initiatives of the Green Team, improvements of the workplace-recycling program, identification and reduction of power consumption, and the promotion of alternative transportation methods.

2.1 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertaken monitor turn off challenge	Planned			2009
Replace # computers with EnergyStar models	Planned		New laptops and desk tops will be Energy Star rated.	2009
Turn off lights in unused rooms	Planned		Staff will be encouraged to turn off lights when rooms are not in use.	2009
Replace other appliances (with EnergyStar rated appliance)	Planned		New appliances will be Energy Star rated.	2009
Implement server virtualization	In progress			2009
Unplug unused equipment	Planned		Staff will be encouraged to unplug unused equipment.	2009
Review opportunities for GHG reductions	In progress		Meet with Building Management to discuss opportunities for GHG reductions.	2009

2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned	50% 8 1/2 x 14 printing will be double-sided	8 1/2 x 14 double sided printing.	2009
Initiate automatic double sided printing	In progress	50% of printing will be double-sided	Expand automatic double-sided printing.	2009
Use collaborative software to edit on-line	In progress		Encourage on-line editing of documents on shared drivers.	2009
Restructure a process to use less paper	In progress	100% free of charge publications will be accessible on-line.	Continue to expand on-line services and encourage use of these services. Examples: New Home Registry 2009 and Unit Registration 2009; Builder Licensing 2010. Electronic publications (newsletter, research reports and others).	2009
Actions on non-paper related supplies:				
Choose "Green" items from Distribution Centre	In progress		Order green items when available.	2009

2.3 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Support alternative travel (bike/skateboard/walk/transit) for meetings	Planned		Encourage walking and use of bicycles.	2009
2.4 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Support Green Teams (resources)	Planned		Provide two management sponsors to support the HPO Green Team.	2009
Provide green tips	Planned		Provide green bulletins, articles, clips and links to web sites providing conservation information.	2009
Support professional development	Planned		Support HPO Green Team members to attend green seminars, workshops, conferences.	2009
Other:	Planned		Lunch and learn event for staff on home energy improvements.	2009
2.5 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Improve recycling measures	In progress		Continue to identify ways to increase recycling in the workplace.	
Continue to identify and pursue research and education initiatives that reflect principles of environmental sustainability and energy efficiency in residential construction	In progress			