

Carbon Neutral Action Report BC Assessment Authority

Executive Summary

Climate Action is an ongoing initiative at BC Assessment supported by the Board of Directors and Executive. A Climate Action Team consisting of Head Office and Regional representatives was formed in 2008 to ensure that BC Assessment takes action on climate change and makes a contribution in meeting British Columbia's total greenhouse gases and environmental targets.

The Climate Action team developed a project plan, a risk management plan, and a three-year action plan to measure our current greenhouse gas emissions and identify the activities which will significantly reduce our carbon footprint necessary to achieve carbon neutrality by 2010. BC Assessment has taken steps to achieve these goals by way of commitments in the areas of travel and transportation, procurement of goods and services, and advanced technology.

"Green Teams" were created in each of the 19 sites throughout the province. The teams conduct regular idea-generating meetings and report on their climate action initiatives through the minutes of their meetings. Successful ideas and activities in the area offices are communicated across the organization via the corporate Intranet.

Objectives

Employee engagement - reinforcing staff values on the environment

Business and Culture - incorporating the Climate Action initiative as an integral part of the business and culture of BC Assessment.

Customer satisfaction - improving customer satisfaction by showing that BC Assessment is a leader in green initiatives.

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

Overview

Actions taken in 2008 include the following:

- Completion of a Project Plan, a Risk Management Plan and a three-year Action Plan.
- A commitment to buy and use only 100% recycled paper.
- A commitment to buy or leases only hybrid vehicles. There are currently 8 hybrid vehicles in the fleet.
- Completion of release forms, required for an Energy Audit and Report, for all leased facilities .
- Formation of Green Teams in all area offices.
- Province-wide replacement of computers with Energy Star models.
- Province-wide training for "Live Meeting"
- SES Consultants delivered a draft energy audit of all BCA offices, including recommendations for energy efficiencies and improvements.
- Completion of a Communications Plan (internal communications)
- Development of an Intranet site (pages) to promote Green Teams and Climate Action initiatives to BC Assessment employees
- Implemented a regular "Going Green" feature in BCA's monthly e-newsletter to employees

1.1 Mobile Fuel Combustion			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In Progress		Currently 8 hybrid vehicles in fleet.
Encouraged use of public transit/active transportation	In Progress		Began negotiating Transat Passes for offices (payroll deduction)
1.2 Stationary fuel combustion and electricity			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	Complete		Replaced computers with EnergyStar models province-wide. Old computers recycled or destroyed via Gov't disposal.
Undertaken lighting retrofit	In Progress		Action plan, including budgets for work to be done, provided by SES Consulting. Currently obtaining firm quotes for work to be done.
Implemented server virtualization	In Progress		BCA has completed replacement of 3 physical servers with VM environment on 2 servers. Since 2008 - virtualization is the preferred (standard) model of hosting
Unplugged unused equipment	Complete		BCA has retired and disposed of old desktop and laptop computers in 2008
Undertaken building energy audit at LOCATION(s)	In Progress	Working with Key Accounts Managers from BC Hydro and Terasen Gas to develop custom reports for energy consumption	SES Consulting Inc. Energy Audit and report. Letters and Release forms for energy consumption completed for all leased facilities.
1.3 Supplies			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	In Progress		Policy for procurement of 100% post consumer recycled paper (letter size)
Initiated automatic double sided printing	In Progress		Policy for duplex printing
Re-used non-confidential scrap paper	In Progress		Policy to reduce and reuse paper
1.4 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	In progress		Articles and ideas in monthly E- news
Developed Green Teams	Complete		Created "Green Teams" in each area office with meetings, idea-generating sessions, speakers and promotions. Regular meeting of the Chairs with the Climate Action Project Manager.
Provided green tips	In progress		E-news articles every month

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

Overview

Actions planned and in progress for 2009 include the following:

- replace 10 vehicles in the fleet with hybrid models
- encourage use of public transit by initiating bus pass program
- use 100% recycled paper (8 1/2 x 11) and set printer defaults to duplex printing
- include a session on Climate Action at the annual Education Seminar for employees
- communicate success stories and green tips across the organization via e-news and on the web
- provide budgetary support for Green Teams to support green initiatives and activities in all area offices

2.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Planned		Plan to buy 10 more hybrid vehicles in 2009
Encourage use of public transit/active transportation	In Progress		Payroll deductible Bus Pass Program implemented for Victoria employees Feb 01/09. A similar program for Vancouver employees is planned.

2.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiate automatic double sided printing	In Progress	Grand & Toy Office Products developing custom reports for BCA paper use.	Policy for duplex printing

2.3 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provide climate change education	In Progress		Education Seminar
Provide green tips	In Progress		E-news

2.4 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Improve recycling measures	In Progress		HO Green Team initiated recycling program
Support composting	Planned		HO Green Team researching composting alternatives