

Carbon Neutral Action Report British Columbia Innovation Council

Executive Summary

The British Columbia Innovation Council is committed to reducing greenhouse gas emissions both internally and throughout the province. Although a small organization, BCIC leads by example engaging both staff and clients. BCIC has implemented a number of in-house initiatives from encouraging employees to use public transportation to eliminating the use of bottled water in its office. BCIC is also committed to supporting the development of clean technologies through collaboration with government, industry and academia. New technologies with potential to offer world-wide solutions have been supported to date in the ocean energy and bio-refining sectors. In addition, BCIC is further supporting the development of clean technologies by administering the evaluation process for the ICE II Fund on behalf of government. Technologies developed through this Fund will have regional and eventually global impact. The British Columbia Innovation Council will continue to promote the government's Greenhouse Gas Reductions Act through in-house initiatives, programs and collaboration.

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

Overview

Staff at BCIC were asked to submit ideas for climate action initiatives and several good ideas were generated. Some ideas included car-pooling and staggered work hours, use of non-toxic material, re-cycled paper, double-sided printing, etc. Staff were enthusiastic and embraced the climate action program and still continue to feed ideas to the coordinator.

1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Encouraged use of public transit/active transportation	Complete	Approximately 50% of BCIC staff use Translink employer (annual) bus passes	BCIC was able to participate in Translink's employer bus pass program through its membership in the Cooperative Auto Network
Use of Cooperative Auto Network - Company Car program	Complete	Approximately 50% of BCIC staff are enrolled with the Company Car program	Use of cooperative car vehicles mean that staff no longer need to bring their own vehicle to work. Co-op cars are parked conveniently nearby for staff to use for short work-related trips
Staggered work hours for reduced commuting time	Complete	Approximately 30% of staff take advantage of this initiative	Staff may stagger their start/finish times by 1/2 hour to allow for a more efficient commute whether by public transport or by personal conveyance

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Turned off lights in unused rooms	Complete	One meeting room with lights	Lights turned off when room not in use

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	Complete	BCIC now orders 100% recycled paper for office use	
Actions on non-paper related supplies:			
Chose "Green" items from Distribution Centre	Complete	100% of staff have access to non-metallic paper fastening devices	BCIC purchased and encourages the use of non-staple fasteners
Use of non-toxic white board pens	Complete	50% of white board use is with non-toxic, refillable pens	Non toxic, refillable pens reduce noxious emissions and reduce material going to landfills

1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Installed Video Conferencing facilities	Complete	reduction of 50 trips	Videoconferencing or teleconferencing used weekly resulting in 50 less trips of staff between Victoria and Vancouver
Mandated car pooling to government meetings	Complete	1 conference used car sharing	Used shared rental cars to travel to annual conference in Victoria

1.5 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	Complete		
Held contests/support to generate ideas	Complete	1 award	Green Award offered for best climate action idea
Staff participation in climate action volunteer positions	Complete	to be evaluated in September 09	Staff were each given 3 "free" days to volunteer in the climate action initiative of their choice

1.6 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Reduced/replaced bottled water with filtered or refrigerated water	Complete	1200 bottles saved	replaced bottled water for meetings and staff use with filtered water
Included climate action initiatives as one of the evaluation criteria for contracts	In Progress	1 major contract (banking services)	When preparing an RFP one of the evaluation criteria for the proponents was what specific actions they have undertaken to reduce greenhouse gasses or initiate climate action programs

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

Overview
BCIC will continue its commitment to reducing greenhouse gas emissions both internally and throughout the province. Year 2 of the program will see additional engagement with staff and external partners. BCIC will monitor existing initiatives and the develop of new initiatives, particularly in the green IT sector. BCIC will continue to promote the government's Greenhouse Gas Reductions Act through in-house initiatives, programs and collaboration.

2.1 Mobile Fuel Combustion				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Flex days to reduce staff commute/travel	Planned	30-50% of staff participate to reduce commute times	Staff are aware of flex times offered at approximately 1/2 hour start/finish	
2.2 Stationary Fuel Combustion (including electricity)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	Planned	100% of desktop computers will be reviewed and analyzed	new desktops purchased will have power saving options	
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Planned			
Undertaken Monitor turn-off challenge	Planned	100% staff participation	monitors will be automatically set to go into power off mode	
Initiate corporate computer shut-down/wake-up for maintenance	Planned	a server project is currently underway with power options installed	power to servers is controlled remotely by the IT service provider	
2.3 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Initiate automatic double sided printing	Planned	50% of printers will be double sided by year end - currently available on 2 printers only	once staff have double sided printing available settings in 'Word' will be adjusted accordingly	
Reduce # of print subscriptions	Planned	reduce print subscriptions by 30%	as subscriptions are renewed on-line versions will be explored	
Begin electronic data storage to reduce paper files	Planned	a feasibility study of this will be performed	BCIC is currently working on classifying its filing system in ORCS and ARCS	
2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	Planned	to reduce travel by 25%	budget constraints have forced us to review travel	

2.5 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Hold contests to change behaviour/make pledge	Planned	1 contest will be held in 2009/10	new ideas will be solicited from staff in a "contest"	
Hold contests/support to generate ideas	Planned	as above. These 2 initiatives will be combined		
Develop "green" tag line for emails	Planned	100% of staff email signatures	currently exploring software to enable automatic signature blocks and tag lines	

2.6 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Support composting	Planned	increase compliance by a further 10%	our building offers a good recycling program and staff will be encouraged to use it more effectively	
"Cool Biz" summer dress code to allow less air conditioning	Planned	staff will be offered a choice of wearing casual clothes for the summer months	the result will be that staff can tolerate higher office temperatures and use less air-conditioning	