

Carbon Neutral Action Report Knowledge Network Corporation

Executive Summary

Knowledge Network Corporation (Knowledge) is British Columbia's public educational media service. In July 2008, Knowledge became a crown corporation. Over the last year, we have been building awareness internally regarding our new responsibilities supporting Government's goal of carbon neutrality for the public sector by 2010. We identified activities to be measured in support of this goal, and developed the systems to track our progress.

Objectives

Knowledge, with approximately 46 Full-Time Equivalent employees, is a tenant in a building owned and operated by British Columbia Institute of Technology. As a result, our climate change initiatives focus on two key activities we have control over:

- 1) Indirect emissions from office paper purchases – we are planning to reduce office paper usage over the next three years, and will be purchasing paper that has a higher percentage of recycled material. We began measuring this activity in January 2009.
- 2) Procurement – we are updating our procurement processes to ensure energy-efficient protocols are in place for purchased goods and services.

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

Overview

As a commercial free broadcaster with must-carry status in BC on cable and direct to home satellite, Knowledge uses its airwaves to educate British Columbians on climate change and sustainability. We will do this in two ways:

- 1) Through acquiring and pre-licensing compelling and informative documentaries on environmental issues.
- 2) Through media partnerships, broadcasting short messages in the public interest to encourage British Columbians to make positive changes in their lives.

1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Implemented server virtualization	Complete	Replaced 20 old servers with 3 new servers.	Developed and resourced plan.

1.2 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Reduced/replaced bottled water with filtered or refrigerated water	Complete	Installed WA2 filtration system in 3 kitchens; provided staff with mugs.	Encouraged staff to look at alternatives to bottled water.

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

Overview

Knowledge will continue to identify ways in which we can reduce stationary fuel combustion, reduce our consumption of paper, and increase employee engagement. A key priority will be to develop online web tools to encourage our 26,000 donor households to renew their memberships and receive their Program Guides online.

2.1 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	Audit all workstations. Results shared with staff, including recommendations on how to reduce personal energy use.		Completed by Sept. 2009.
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Planned	All workstations will have one or more powerbars.		Completed by Sept. 2009.
Undertaken Monitor turn-off challenge	Planned	All staff monitors will be turned off at night.	Part of broader staff engagement process.	Completed by Sept. 2009.
Ask staff to close blinds daily	Planned		Part of broader staff engagement process.	Completed by Sept. 2009.
Turn off lights in unused rooms	Planned	Meeting rooms, screening room.	Part of broader staff engagement process.	Completed by Sept. 2009.
Replace Refrigerators (EnergyStar rated appliance)	Planned	Audit all refrigerators Replace one refrigerator per year with EnergyStar rated appliance.		Sept. 2009 - Ongoing.
Utilize desk-top power management settings on computer	Planned	All staff will utilize desk-top power management settings on their computers.	Part of work station audit.	Completed by Sept. 2009.

2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned	100% recycled or FSC certified paper stock is used for all Partners In Knowledge correspondence, including the Program Guide.	Identify all Partners In Knowledge correspondence/source paper suppliers. Partners In Knowledge uses large quantities of paper to communicate with donors.	Completed by Fall 2010.
Initiate automatic double sided printing	Planned	Work with IT to set default on all printers. All printers have and are set to automatic double sided printing.		Completed by Sept. 2009
Commit to hold paperless meetings	Planned	Phase 1 - Senior Management Team to move to paperless meetings.	Adjust processes; take advantage of technology in meetings rooms.	Completed by October 2009.

Develop document library (online and one printed copy) for large documents	Planned	Acquire new software system.	All corporate and department documents will be accessible online.	Completed by September 2009.
Restructure a process to use less paper	Planned	Review department/business workflow. Each department will commit to changing workflow/processes to reduce paper usage.		Completed by October 2009.
Actions on non-paper related supplies:				
Encourage re-use of furniture and equipment	Planned	All new work spaces will have a minimum of 50% re-use of furniture and equipment.	Establish process to re-use furniture or buy 2nd hand for all new work spaces.	On-going.
Reduce Overall Paper Consumption	In Progress	Measure current consumption; develop reduction targets (in progress).		TBD
2.3 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Planned	Once a month, provide new information on climate change on online conference.		On-going - begin October 2009.
Provide conservation education	Planned	Once a month, provide new information on climate change to online conference.		On-going - begin October 2009.
Develop Green Teams	Planned	Establish Knowledge Green Team with mandate and goals.		Completed by fall 2009.
Provide green tips	Planned	Once a month, provide green tips on online conference.		On-going - begin October 2009.
2.4 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Improve recycling measures	Planned	Ensure all staff have access to recycling bins in their workstations and meeting rooms. Create awareness.		Completed by Sept. 2009.
Use re-usable dishes	Planned	Provide re-useable dishes and cleaning items.	All staff to have access to re-useable dishes and cleaning items in common areas/kitchens.	Completed by Sept. 2009.
Support sustainable procurement practices	Planned	Implement energy efficient protocols for purchased goods and services.		Completed by October 2009.