

# BC Innovation Council (BCIC) - 2009 Carbon Neutral Action Report

## Executive Summary

The Government of British Columbia has fully committed to mitigating the effects of greenhouse gas emissions and other pollutants that contribute to climate change and global warming. The BC Innovation Council (BCIC) recognizes that its contributions as a Crown agency and those of its clients in the non-governmental sector will be important in achieving the Province's Climate Action targets. As such, BCIC's commitment to reduce greenhouse gas emissions both internally and province-wide has been incorporated in its client programs and internal operations. For example, BCIC has developed client programs that encourage the growth of companies in BC's clean technology sector. Supporting these companies develops technologies that when commercialized, will not only provide economic development for the province, but will also result in environmental benefits with global and regional impact.

BCIC's staff, clients and partners are dedicated to supporting the Government's Climate Action initiatives and look forward to initiating and participating in more activities to further this mission.

## Actions Taken to Reduce Greenhouse Gas Emissions in 2009

1. Continue cutting down paper use through two-sided printing, reusing outdated printed paper and letterhead, and creating a common bulletin board with announcements.
2. Sought out office supplies made of recycled materials as well as supplies with the least amount of packaging. Switch to 100% recycled paper.
3. Turned off all equipment when possible, or use Energy Star monitors, printers, and copiers.
4. Encouraged fellow workers to bring in plates, cups, and utensils to be reused.
5. Made indoor plants an important part of office décor: adding humidity to the dry atmosphere, purified the air, deadened noise, and acted as living room dividers.
6. Used electricity wisely. Turned off all computers, printers, photocopiers, and other equipment that didn't need to be left on at the end of the day and left them off until we needed to use them again. Checked that all computers/monitors were set to their most energy efficient settings (e.g., monitor set to shut off after 15 minutes of no use). When leaving a room for more than a few minutes, switched off the lights.
7. Used environmentally friendly office products. On average, they only cost 5% more, which is a small price to pay to cut down on waste and pollution. Started small – 100% recycled paper, refillable ink cartridges, non-toxic highlighters, etc.
8. Used non-toxic cleaning products. Encouraged our cleaning company to use green cleaning products.
9. Transportation: For those who do come to the office on a regular basis, encouraged (and helped arrange) carpooling. Set up discounted group fare passes with Translink and membership with Cooperative Auto Network.
10. Read on-screen and only printed documents when absolutely necessary. Used only 100% recycled content paper products in the office and when getting promotional material professionally produced, asked our printer for FSC Certified paper.
11. Instituted a casual dress code. Not having to wear suits in hot summer months kept cooling costs down.
12. Bought fair trade, organic coffee and teas for the office. If employees preferred to go out for their hot beverages, encouraged them to take their own mugs.

## Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

1. Eliminate bathroom towels and install air dryers.
2. Keep lights off when not needed; replace incandescent bulbs with compact fluorescent bulbs.
3. Start a program to figure out way to recycle, reuse, or donate everything that might be disposed of.

4. Along with your office mates, analyze your office. Evaluate the ventilation, and lighting for efficiency, and educate yourselves about building materials and paints.
5. Make eco-friendly food choices. Encourage use of the 100-mile diet: local first; organic for high consumption foods. When ordering lunch for an office meeting, cutting down on meat can have a huge impact on the health of the planet.
6. Telecommuting: Encourage working from home, particularly for workers who would normally drive to work. This cuts down on pollution and increases time availability.



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## 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 (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>						
This section is not applicable to this organization						
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>						
<b>IT power management</b>						
Install power management software which shuts down computers outside of regular business hours	Complete		Our external I.T. services provider implemented power management software early in 2009.		2008	2009
Apply auto-sleep settings on computer monitors and CPUs	Complete		Our external I.T. services provider implemented auto-sleep settings early in 2009.		2008	2009
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete		Our external I.T. services provider implemented auto-sleep settings early in 2009.		2008	2009
<b>Appliances and electronic devices</b>						
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		BCIC has been slowly phasing out incandescent bulbs as they need replacing.	Ongoing.	2008	No End Date (Continuous)
<b>Behaviour change program</b>						
Help staff reduce personal energy use through "workstation tune-ups"	Complete		Our external I.T. services provider implemented workstation tune-ups early in 2009.		2008	2009
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress		BCIC has asked staff to be conscious of this.	Ongoing.	2008	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Complete		The air-dry setting is automatic on the shared dishwasher.		2005	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Complete		BCIC has shared several green tips and we encourage our staff to in-turn, share their green findings.		2008	2009
Encourage use of stairs instead of elevators	Complete		BCIC has asked staff to be conscious of this.		2008	2009
Promote hot water conservation	Complete		BCIC has asked staff to be conscious of this.		2008	2009
<b>Supplies (Paper)</b>						
<b>Paper Type</b>						
Purchase 100% post-consumer recycled paper	Complete		BCIC only purchases 100% post-consumer recycled paper		2005	No End Date (Continuous)
<b>Printer/document settings</b>						
Switch networked printers and photocopiers to automatic double-sided	Complete		Our external I.T. services provider implemented automatic double-sided printing/copying settings early in 2009.		2008	No End Date (Continuous)
<b>Electronic media in place of paper</b>						

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete		BCIC has been using Sharepoint for several years.		2007	No End Date (Continuous)
Use electronic document library for filing common documents	Complete		BCIC has been filing via electronic library for several years.		2007	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress		This is determined on a project to project basis.	Consider hiring a student to pdf softcopy our hard copy archiving.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete		BCIC has been using an electronic payroll notification system since 2007.		2007	No End Date (Continuous)
<b>Behaviour change program</b>						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete		BCIC has been using Sharepoint for several years.		2007	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Complete		BCIC has asked staff to be conscious of this.		2008	No End Date (Continuous)
Encourage re-use of scrap paper	Complete		BCIC has asked staff to be conscious of this.		2008	No End Date (Continuous)

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### Actions to Reduce Provincial Emissions and Improve Sustainability

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 organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Business Travel</b>						
<b>Policy and budgeting</b>						
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress		BCIC follows the direction of the Premier's office for travel reduction.	BCIC will consult with our Ministry to see how they have approached this issue and follow their lead.	2008	No End Date (Continuous)
<b>Virtual meeting technology</b>						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete		BCIC uses Skype, Live Meeting, etc for web-conferencing when relevant.		2008	No End Date (Continuous)
Make desktop web-cameras available to staff	In Development		Currently BCIC executives have cameras on their computers, but not the general staff.	As our computers require replacing, they will be phased out in favour of computers with web cameras.	2008	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete		BCIC uses a videoconferencing unit in our private boardroom.		2008	2009
<b>Behaviour change program</b>						
Train staff in web-conferencing	Complete		As needed.		2008	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete		As needed.		2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Complete		BCIC has asked staff to be conscious of this.		2008	No End Date (Continuous)
Encourage carpooling to meetings	Complete		BCIC frequently carpools		2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Complete		For both green and health related reasons, BCIC encourages alternative travel to meetings and work.		2008	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>						
<b>Team-building</b>						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		The Council is committed to reducing greenhouse gas emissions both internally and throughout the province. For example, BCIC requires research institution industry liaison offices and regional science technology councils to plan and report on Climate Action initiatives as a condition of their annual core funding. These initiatives are shared as best practices within their respective networks.	Brainstorming activities and initiatives to reduce greenhouse gas emissions. Implementing activities and initiatives in-house to reduce greenhouse gas emissions. Rewarding Council staff whose ideas support the climate action initiative. Encouraging all British Columbians to reduce greenhouse gas emissions by setting a good example and providing and/or participating in appropriate programs.	2008	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
<b>Procurement (non-paper supplies)</b>						

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	In Development			BCIC endeavours to be both fiscally and environmentally responsible and thoughtful when making purchases for consumable supplies.	2008	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.)	In Development			BCIC has not found itself in a position to consider this but certainly would be mindful should the occasion come about.	2009	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		BCIC only uses sustainable cleaning products, etc		2008	No End Date (Continuous)
<b>Commuting to and from home</b>						
Encourage commuting by foot, bicycle, carpool or public transit	Complete		BCIC has asked staff to be conscious of this.		2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Complete		The building in which BCIC are tenants, has locker and shower facilities.		2005	No End Date (Continuous)
Provide secure bicycle storage	Complete		GWL Manages our office building, there is secure bike storage in the underground parking area.		2005	No End Date (Continuous)