British Columbia Securities Commission - 2009 Carbon Neutral Action Report

Executive Summary

We further reduced our carbon footprint, including additional server virtualization and filing requirement changes that reduce annual paper consumption.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

- Required electronic filing of exempt distribution reports to reduce paper use by 25,000+ sheets annually
- Completed a space assessment and will reduce office space by 6% on lease renewal
- Completed additional server virtualizations and developed roadmap for further virtualization
- Implemented an electronic performance management system
- Implemented an electronic recruitment application tracking system
- Upgraded payroll software and promoted electronic paystubs

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

- Continue IT hardware virtualization, including considering desktop virtualization
- Redevelop our national filing systems (with other Canadian securities regulators) to reduce paper filings
- Continue to collect and act on employee conservation suggestions
- Work with the landlord to install separate electrical meters so we can baseline our electricity use

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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
Mobile Fuel Combustion (Fleet and other mobile equipment)						
This section is not applicable to this organization						
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Planning/management						
Reduce office space (square meters) per employee	Complete		Completed a space assessment with leasing agent. Will eliminate 300 sq.metres on lease renewal.		2008	2010
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development			Negotiating installation of separate electric metering	2010	2010
Leased buildings						
Establish energy performance baseline for leased buildings	In Development			Work with landlord to install separate electrical meters so we can baseline our use.	2011	2011
IT power management						
Implement server virtualization	Ongoing/In Progress		Virtualized some servers.	Buy additional VMWare licenses and virtualize further.	2009	2011
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress		Bought energy-star rated computers	Will buy energy-star rated computers	2008	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions						
Encourage and act on employee conservation ideas	Ongoing/In Progress		Acted on several employee suggestions. Gathered additional suggestions.	Act on several employee suggestions. Gather additional suggestions.	2008	No End Date (Continuous)
Supplies (Paper)						
Electronic media in place of paper						
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress		Upgraded payroll software to version with electronic stubs. Promoted electronic stubs to employees.	Continue to promote electronic stubs.	2009	No End Date (Continuous)
Other Paper Supplies Actions						
Require e-filing of exempt distribution reports	Complete		Implemented electronic-only filing policy for exempt distribution reports. Reduced annual paper volumes by 25,000+ sheets.		2008	2009
Redevelop national filing systems to reduce paper filings	In Development			Working with other Canadian securities regulators to redevelop our national filing systems so they accept substantially all filings electronically	2009	2012
Electronic performance management system	Complete		Moved from a paper-based performance management system to an electronic performance management system.		2008	2009
Electronic recruitment application tracking system	Complete		Moved from a paper-based recruiting process to an electronic recruitment process.		2008	2009