

CARBON NEUTRAL ACTION REPORT

BC Oil and Gas Commission - 2011



About the

BC Oil and Gas Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

The Commission is a Crown corporation of the Province of British Columbia. The enabling legislation for the Commission's powers and responsibilities is the Oil and Gas Activities Act.



Fort St. John
Fort Nelson
Dawson Creek
Kelowna
Victoria
www.bcogc.ca

Our Mission, Vision and Values were created and adopted by Commission staff in 2010.

Mission

We regulate oil and gas activities for the benefit of British Columbians.

We achieve this by:

- Protecting public safety,
- Respecting those affected by oil and gas activities,
- Conserving the environment, and
- Supporting resource development.

Through the active engagement of our stakeholders and partners, we provide fair and timely decisions within our regulatory framework.

We support opportunities for employee growth, recognize individual and group contributions, demonstrate accountability at all levels, and instill pride and confidence in our organization.

We serve with a passion for excellence.

Vision

To be the leading oil and gas regulator in Canada.

Values

Respectful	Efficient
Accountable	Responsive
Effective	Transparent



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Message from the Commissioner

I am very pleased to announce that through the dedication of our employees, the Commission achieved an 12 per cent overall reduction in carbon emissions for 2011. This is a great accomplishment and we are proud to demonstrate our continued accountability to carbon emissions reduction now, and into the future.

During 2011 we remained focused on reducing carbon emissions in many areas of our business. Greening the vehicle fleet through the replacement of older diesel one-tonne trucks with flex-fuel models, influencing behaviour change by adhering to our Motor Vehicle Policy, as well as the continuing benefits derived from our LEED® Platinum Victoria office have gone a long way in reducing our carbon footprint.

It's an exciting time to be a part of the Commission. The commitment to provide our employees a LEED® Gold certified head office in Fort St. John builds on the expertise gained in the move to our LEED® Platinum Victoria office. The Commission is researching ways to further green the facility through ideas such as amalgamating break-rooms to save space and placing snow removed from the parking lots into bioswales to reduce both the energy expended and cost of hauling away snow.

Balancing fiscal prudence with innovative ways to further reduce our footprint is the way forward for the Commission in 2012. The senior leadership team is in full support of establishing a Green Team to encourage and coordinate the emission reduction activities between Commission offices.

Through the continuation of numerous emission reducing corporate undertakings, to the culture shift that we encourage through our policies and health and wellness programs, the Commission supports our employees as they continue on the path of lessening their carbon footprint, both in the office, and in their daily lives.

A handwritten signature in black ink, appearing to read 'Paul Jeakins', with a stylized flourish at the end.

Paul Jeakins
Commissioner and CEO

Executive Summary

This is the third Carbon Neutral Action Report prepared and submitted by the BC Oil and Gas Commission. This report was prepared in accordance with the Greenhouse Gas Reduction Targets Act adopted in November 2007. This report reflects the ongoing commitment to carbon neutrality by Commission staff, Executive and Board of Directors acting in the best interest of British Columbians.

The Commission continues to drive carbon neutrality through corporate emissions education programs and behavioural changes within all its diverse geographic locations. The actions taken over the past year have resulted in an 12 per cent reduction in overall emissions compared to 2010.

This significant reduction in emissions was achieved by concentrating efforts on areas producing the most emissions, which is the vehicle fleet for the Commission. The Commission is committed to continually adopting the latest green technologies and behaviours while upholding our strategic priority of creating value to the province of British Columbia.

Adhering to the Commission's Motor Vehicle Policy, the vehicle fleet was reduced by the exchanging of six diesel one-tonne trucks with four flex-fuel gas trucks. In addition, centralizing and increasing our fleet service maintenance were ways the Commission followed through on the commitments made in the Carbon Neutral

Action Reports.

Communication efforts and employee-led behavioural shifts on a variety of green initiatives have the support of senior leadership and are expected to ramp-up in 2012. This includes formalizing a Green Team that will coordinate and augment the work already underway through Health and Wellness programs, fleet greening and emissions reductions efforts at facilities.

During 2011 planning has advanced for a new LEED® Gold building in the unique climate of Fort St. John to house the Core Facility and employee offices.

Per the Service Plan, the Commission continues to measure emissions per employee, promoting transparency and accountability in carbon emissions reduction activities.

Applicable

2011 Greenhouse Gas Emissions

In calendar year 2011, Commission emitted 391 tonnes of carbon dioxide equivalent (CO₂e) from sources applicable to the Commission under the Carbon Neutral Government Regulation. Of these emissions, 260.61 tCO₂e came from vehicle fleet, 122.53 tCO₂e came from heating, cooling and lighting buildings and 7.43 tCO₂e came from paper use.

Emissions for 2011 that need to be reported but do not require offset purchase total 8 tCO₂e.

Offsets Applied to Become

Carbon Neutral in 2011

The Commission has purchased offsets for 382 tonnes of CO₂e from the Pacific Carbon Trust to achieve carbon neutrality, as required by the Carbon Neutral Government Regulation.

Emissions Reduction Activities in 2011

Vehicle Fleet

The Commission's fleet of vehicles consists of 32 trucks and sport utility vehicles and six all-terrain vehicles. The fleet is used mostly to navigate British Columbia's north to conduct compliance and enforcement activities associated with regulating oil and gas activities for the Province.

In 2011 the Commission saw a 55 per cent decrease in diesel consumption for its fleet, and an overall fuel consumption decrease of 14 per cent from the previous year. Six diesel one-tonne trucks were replaced with four flex-fuel gas trucks. With the purchase of these flex-fuel trucks and two more hybrid vehicles, the Commission's fleet is now 50 percent fuel-efficient.

Over the past year the Commission has limited its leasing contract by buying out lease agreements. The shift away from long-term lease contracts for trucks will improve safety of vehicles in that replacement and/or disposal is based on vehicle performance, reliability and mileage as opposed to the age of the lease agreement. The Commission has also improved the centralized maintenance system where vehicles receive preventative maintenance every 5,000 kilometres (km), down from the previous 7,500 km. Another beneficial by-product of ownership and the newer flex-fuel and right sized vehicles is better fuel mileage for the long run.

The Commission may never be able to fully avoid the purchase of larger trucks due to their utilitarian purposes in northern climates, but following best practices in right sizing and fuel consumption has greatly reduced emissions while improving reliability and safety of its fleet.

Continued commitment to the Commission's Motor Vehicle Policy has resulted in fleet driver training provided to 100 per cent of employees with assigned vehicles. Included in this training are the principles of operating safety and risk mitigation while travelling over industrial roads and also includes training to reduce fuel consumption.

Lower fuel consumption has also resulted from the Commission's Motor Vehicle Policy limiting the allowable distance driven from home to work. This policy has educated and changed employee behaviours around commuting, contributing to the 14 per cent overall reduction in fuel consumed.

Facilities

The Commission's offices are located in six buildings in five communities throughout the Province. All of the buildings are unique in their ability to serve our employees and clients in their respective climates and have varying degrees of green features. All buildings are leased but every effort is made to work with management



companies to optimize the availability of green technology in building design and improvements.

The Victoria offices consist of two buildings located in the Dockside Green complex. Both have LEED® Platinum environmental ratings that ensure the very best in energy and waste reduction building technologies. Water conservation, built-in recycling and composting programs and automated lighting and heating features continue to serve the Commission well, and employees have come to appreciate the variety of green features offered through the LEED® certification process.

Utilizing the lessons learned from the Victoria buildings, planning for the LEED® Gold headquarters for Fort St. John is in full swing. The construction of a LEED® Gold building in the unique climate of northern B.C. is no small task. Commission staff are working closely with developers to ensure requirements necessary for LEED® certification are functional and in the best interests of staff. Upon completion, the Commission will stand out as occupying one of only three buildings in the community that are LEED® certified, and one of two certified as LEED® Gold.

The building space in Fort St. John is being designed with input from a variety of Commission staff, and leverages our in-house knowledge on LEED® building

requirements and specifications. Adapting the latest trends in space design and workflow, the newly leased building will optimize ratios between vacant and occupied space and between common areas, cubicles, meeting rooms and offices.

The Fort St. John building will incorporate many sustainable features, such as:

- High-efficiency heating and cooling systems,
- Low flow water fixtures,
- Rain water capture,
- Storm water recovery, and
- Energy-efficient lighting.

The facilities managers, senior leaders and developers are looking at ways to go beyond just incorporating LEED® required green features. Additional initiatives include: photo luminescent exits and emergency lights that absorb ambient light, reducing the amount of office space used for common areas through amalgamating coffee rooms and saving money and energy on snow storage into bioswales. These are a few of the ways Commission staff are progressively looking for ways to cut down on the carbon footprint of the new location.

In 2011, the Fort St. John facilities manager attended LEED® Certification training held at the annual BUILD EX tradeshow. Having both Commission facilities managers

in Victoria and Fort St. John trained in LEED® certification allows for streamlined communication with external contractors and consistent messaging regarding project progress to senior leadership and employees at large.

Information Technology

Holding fast to the initiatives set forth in the 2010 Carbon Neutral Action Report, 2011 saw the finalization of server virtualization for the Commission. The physical hardware employed will support future expansion of server virtualization when, and if, deemed necessary.

Power management software continued to be installed in all new and replaced computers, workstations and monitors. These power management software solutions work to reduce power consumption during non-operational downtimes and during non-business hours.

The work undertaken in 2010 for eSubmissions of oil and gas applications from industry clients was continued through 2011.

Through the commitment to reducing travel required for meetings between office locations, one more video-conference Polycom equipment was installed in a meeting room in the Victoria location bringing the total of meeting rooms with this capability to 100 per cent. Anticipating technological advancements in video-



conferencing, budget allocation was made for the replacement of old conference equipment ensuring the most efficient technology is available to staff. All employees with laptop computers have web-cameras built in for conferencing purposes. For those employees with desktop computing systems, web cameras are available for individual use and for meeting purposes. Additionally, GoTo Meeting has been installed and is available to all staff to encourage virtual meetings.

Communications have been prepared and disseminated by Information Technology staff regarding its capabilities and functionality and it is anticipated that with this knowledge more staff will utilize it on a regular basis.

Behaviour Change

The continuation of the Commission's governance renewal and the appointment of a new Commissioner has highlighted opportunities for executive sponsored green initiatives and programs, both at the corporate and individual employee level.

Increased accountability on corporate wide initiatives and the newly revised Employee Performance Development Conversations have encouraged discussions across the organization on how employees contribute to the success of the organization. Employees have heightened their understanding of corporate purpose, including greening actions. It has come to the forefront that carbon

reduction requires staff dedication from many functional areas of the Commission. As a result, the Commission is establishing a Green Team to spearhead carbon reduction and green initiatives.

The popular Health and Wellness program continues to thrive at the Commission with the inclusion of additional promotions to support transportation alternatives and green living. Employees now have the option of reimbursement of up to \$175 towards a transit pass and there continues to be additions to bike equipment maintenance, or purchases, to encourage alternative transportation methods to and from the offices.

The corporate staff newsletter, The Pipeline, highlights advancements on corporate initiatives underway and various ways employees can green their work space and behaviours while at the office. The Health and Wellness newsletters continue to showcase individual health and lifestyle choices. Conserving energy and water both in the office and at home and healthy eating tips and recipes are popular features of the newsletters.

The new employee orientation program includes tips on maintaining a sustainable workplace and recycling/composting opportunities unique to the various offices. Additionally, the Commission partnered with the City of Dawson Creek, Fort St. John and the Northern Environmental Action Team to offer composting and

recycling bins to our northern staff at an extremely reduced rate. Employees who took advantage of this offer were also able to reimburse the expense through their Health and Wellness dollar allotments to encourage renewal and conservation practices outside of work.

The annual Health and Wellness fair that took place in Fort St. John launched the Idle-Free campaign aimed at encouraging employees to reduce the amount of time they spend idling their vehicles on their way to, and from, the workplace. The Victoria Health and Wellness fair featured a guest speaker and booth from the Capital Regional District on Emissions Reduction and Climate Action. Anti-idling posters were made available in all office locations pre and post fair to encourage this behaviour on a continuum.

The Fort St. John office holds an off site spin class held once a week for employees hosted by the Health and Wellness coordinator. Pilates continues for its second year in the Victoria office with an instructor offering classes twice a week in-house.

2011 also saw the launch of the “Get Fit” 12 week fitness challenge program designed to encourage increased physical activity through a tracking program. The program strongly encourages walking and biking as both a form of exercise as well as mode of transportation to and from the office.



Planned Activities for 2012

Carbon Data Collection and Management

Established collection protocols for all Commission office locations will continue to inform the SMARTTool emissions estimator program. Continuing to follow the directives of the Climate Action Secretariat will allow the Commission to deliver on carbon emission reduction planned actions.

Vehicle Fleet

Fuel-efficient models of trucks and other vehicles will continue to be given preference, keeping in mind the requirements of northern locations. There are five leases up in the summer of 2012 and the Commission plans to continue switching to more fuel efficient options, recognizing not all may need replacement.

Driver education and training will be ongoing in all offices in 2012, based on priority and vehicle usage. The Commission will continue to use the resource scheduler to book pool vehicles through monitoring requests and recommending carpooling opportunities.

Facilities

The plans for the LEED® Gold office space for Fort St. John will continue through 2012, taking into consideration weather conditions and fiscal constraints. The contractors engaged in the Fort St. John build are well versed in the

construction of LEED® standard buildings in the northern climate as they have built a LEED® Silver building in the last year.

Eco-features that will be sought and required for LEED® certification include real-time metering, lighting sensors, water conservation devices, daylight maximizations and air quality friendly materials among others.

Files are in the process of being scanned and cleaned to prepare for digitalization. Transitioning to electronic records management is ongoing and will afford tangible savings in office space, significant reduction in paper use, efficiency in retrieving and searching records, and reduced risk of records loss or improper use.

Information Technology

The ongoing replacement of workstations and laptops will have power management software installed and additional power management solutions will be continuously explored.

The eSubmissions process will start in 2012 and be phased in per project scope.

The revamping of the Intranet is nearly complete and will be launched in 2012 providing a common location for employee information and documentation, lessening the need for printed manuals.



Behaviour Change

The formation of the Green Team and documentation of green strategies presented for executive review and support will help define specific intended results for behaviour changes for Commission employees. The team will include those people closest to the work in functional areas of the Commission as well as those volunteers who believe in participating in cultural change within the organization to support a lessened footprint and emissions.

This team will support facilities staff in preparing the staff education piece to maximize the employee experience of working in a LEED® building. This plan will focus on the new features available to staff in the Fort St. John building, covering recycling, composting and other attributes available to them. Parts of this education plan will also be used to reintroduce staff in the Victoria LEED® Platinum building to what is available to them and to help inform new staff over and above the orientation program's green component.

Communications around paperless meeting expectations from CEO and senior leadership to be crafted and sent through Green Tips emails, newsletters and new Intranet site.

Continuing promotions on bicycle, transit and other alternative modes of transport will be run at least twice a year through the Health and Wellness program.

Over and above sharing green initiatives and products among employees, the Health and Wellness newsletter and The Pipeline will consistently include reminders on:

- Recycling and composting program familiarization.
- Turning off lights when not in use.
- Energy saving options when working outside of regular business hours.
- Using the air dry setting on dishwashers.
- Taking the stairs instead of elevators.
- Water conservation habits.
- Paper conservation through paperless meetings and elimination of unnecessary printing.

More Information

Contact www.bcogc.ca

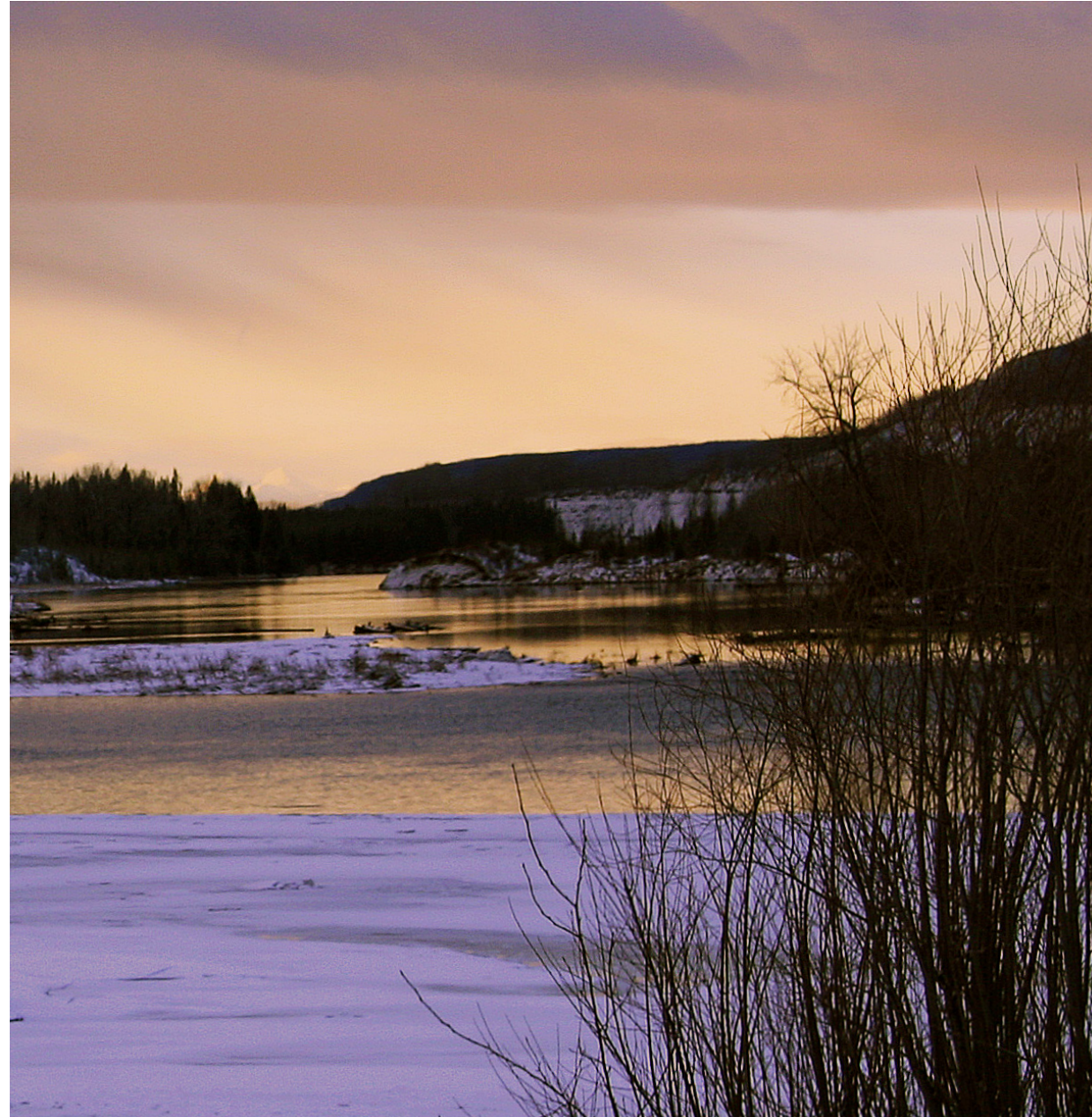
This report is updated annually with new information and statistics. A current copy is available on the Commission website at www.bcogc.ca.

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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 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	47	% of vehicles are fuel- efficient models	Two new hybrids were purchased in 2011 and four 1T diesel vehicles were replaced with more fuel efficient gas trucks.	Fuel-efficient models of trucks and other vehicles will continue to be given preference given the requirements of northern locations.	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	5	% of vehicles down-sized since start year indicated	One of the new hybrids purchased in 2011 replaced a ¾ T truck and the other was added to the fleet for the Kelowna office.	Five leases up in the summer to switch to more fuel-efficient trucks. May not need to replace all.	2010	No End Date (Continuous)
Perform regular fleet maintenance specifically to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	The OGC moved back to a centralized maintenance system where vehicles receive preventative maintenance every 5000 km, down from the previous 7500km.	Vehicle inspections continue as a part of the OHS program to continue monitoring fuel use and benchmark to previous years.	2010	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Completed in 2011	100	% of small maintenance vehicles are fuel-efficient	Two new hybrids were purchased in 2011.	Hybrids and other fuel-efficient vehicles will continue to be given preference given the requirements of northern locations.	2009	2011
Behaviour change program							
Provide fleet driver training to reduce fuel use	Completed in 2011	100	% of current drivers are trained	Fleet driver training to reduce fuel use is included in the vehicle safety training which has been given to 100% of employees with assigned vehicles.	Ongoing training will be held in all offices in 2012, based on priority and vehicle usage.	2011	2013
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Idle free campaign presentation at the Health and Wellness (H&W) fair and information about idle free posted in all office locations.	Idle free information incorporated into OGC internal newsletter and in 2012 H&W fair.	2011	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Carpooling to events is encouraged and all staff meetings and presentations at all geographic office locations is often done within walking distance.	Continued use of the resource scheduler to book pool vehicles through monitoring requests and recommending carpooling opportunities.	2009	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			H&W monthly promotions feature bike reimbursements related to bike equipment purchase and maintenance. OGC actively participated in Bike to Work and included transit and bike alternatives as a part of the new employee orientation. Bus pass reimbursement is now being covered up to \$175 by H&W Program.	Continue monthly promotions, participation in Bike to Work week and informing new hires of transit and bike alternatives available in their representative geographic location.	2010	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Victoria office LEED certified.	Continue office space planning with LEED Gold certification standards. New office space in Fort St John will be enrolled in the BC Hydro energy benchmarking program.	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress			Office space in all geographic locations is monitored to government standards and guidelines.	Planning for the new office space in FSJ will take into consideration latest trends in workspace to modular specifications.	2009	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress			The Victoria office is equipped with reliable Controls for real time metering.	Planning for the new office space in FSJ will take into account real time metering.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Leased buildings						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		Energy performance has been monitored and recorded for all locations during 2011 and a baseline has been established.	Continue to monitor consumption and identify reasons for increases or decreases and take mitigative measures respectively.	2010	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress		The Victoria Office is LEED Platinum CI certified.	To the extent possible, green features will be included in planning for new office space in Fort St. John.	2009	No End Date (Continuous)
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Ongoing/In Progress		Green features are entrenched in the building itself and in the Lease Agreement for the Dockside Green building where the Victoria office is located.	To the extent possible, green features will be included in planning for new office space in Fort St. John.	2009	No End Date (Continuous)
IT power management						
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress		Power management software installed in 2011 in all new and all replaced computers.	The ongoing replacement of hardware has power management software installed.	2009	No End Date (Continuous)
Implement server virtualization	Completed in 2011		Virtual servers finalized on physical servers.		2010	2011
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress		Power management software solutions have been installed to workstations, incl. monitors.	Additional power management solutions will be continuously explored.	2009	No End Date (Continuous)
Appliances and electronic devices						
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		All replacements and new refrigerators replaced with ENERGY STAR models.	All new and replaced refrigerators replaced with ENERGY STAR models.	2009	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		All replacements and new appliances regardless of geographic location are replaced with ENERGY STAR models.	Continue purchasing ENERGY STAR appliances for all new and replaced models.	2009	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		All desk lamps new and replacements are LED.	As part of the new office space in Fort St. John, all desk lamps will be LED.	2009	No End Date (Continuous)
Behaviour change program						
Help staff reduce personal energy use through "workstation tune-ups"	In Development			Potential Lunch and Learn on "workstation tune-ups" with respect to ergonomics, daylight maximization, and other improvement to reduce energy use planned for all office locations.	2009	2013
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress		External shadings are used in the Victoria office to prevent over-heating in summer.	Planning for new office space in Fort St. John will include consideration of shutters to ease cooling and heating as appropriate.	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development		Reminders posted on dishwashers in FSJ.	Reminders to staff to be provided on or around dishwashers in all office locations.	2010	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development		Power smart reminders included in safety newsletter for employees working after hours.	Reminders to staff to be included periodically in the staff newsletter.	2010	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress		Taking the stairs as opposed to elevators is encouraged in staff newsletters and is promoted through the Get Fit initiative available to all staff at the OGC.	Continue reminders to staff in the internal newsletter and annual Get Fit challenge.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development		Power smart reminders included in internal newsletters and on bulletin boards. Victoria office and common areas are equipped with motion sensors. Lights turn off automatically when motion is not detected.	Further options for motion sensors and automatic light shut-off will be explored in the FSJ office space.	2009	No End Date (Continuous)
Promote hot water conservation	In Development		Water conservation features are included in the lease for the Victoria office.	Further options for hot water conservation will be explored and implemented if feasible for other office locations.	2009	No End Date (Continuous)
Supplies (Paper)						
Electronic media in place of paper						
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			Collaborative software options are being considered.	2010	No End Date (Continuous)
Use electronic document library for filing common documents	In Development		The electronic records management project that was started in 2010 continues.	Continue work to design and implement electronic records management project and hiring a Records Manager to oversee. Continue planning and design for conversion to electronic submission of applications related to oil and gas activities.	2010	No End Date (Continuous)
Post materials online that were previously printed	In Development		The shared H Drive has been cleaned for document accessibility and ease of use.	The revamping of the Intranet is nearly complete and will be launched in 2012.	2009	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress		Communication efforts from the payroll department (HR services), internal newsletters and inclusion of the electronic paystub option in employee orientation package.	HR Services to continue to inform employees of the option to receive their paystubs electronically through various communication channels.	2010	No End Date (Continuous)
Behaviour change program						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			If collaborative document editing software is implemented, training will be provided.	2010	2012
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development		Executive driven paperless meetings encouraged to senior leadership and Board of directors.	Communications around paperless meeting expectations from CEO and senior leadership to be crafted and sent through Green Tips emails, newsletters and new Intranet site.	2010	No End Date (Continuous)
Encourage re-use of scrap paper	In Development			Green tips communicated through emails, Intranet and newsletters.	2010	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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Business Travel						
Policy and budgeting						
Create a low-carbon travel policy or travel reduction goal	In Development		Building awareness; teleconferencing implemented in all offices to reduce employee need to travel for meetings.	Continue building awareness around benefits of videoconferencing. Continue to look for ways to identify and recommend ways to reduce travel.	2010	No End Date (Continuous)
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress		Go To Meeting is available to all staff.	Continue support and awareness on Go To Meeting benefits and use.	2009	2013
Make desktop web-cameras available to staff	In Development		All employees with laptop computers have web-cameras built in. Web cameras are available to employees to book and use for meetings purposes.	IT looking to making the web cameras available for booking through the centralized resource scheduler. Communications ongoing for benefits and web cameras availability.	2011	2013
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress		Added one video-conferencing equipment into Victoria meeting room and budgeted to start replacing old conference equipment to assure latest technology available to staff.	Replace older video-conferencing equipment on a continuum.	2009	No End Date (Continuous)
Behaviour change program						
Train staff in web-conferencing	Ongoing/In Progress		Training has been provided to staff as needed.	Potential Go To Meeting Lunch and Learn.	2010	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress		Periodic training sessions held in each of OGC offices to provide a training opportunity to new employees and a refresher for interested existing employees. Instructions are provided in all video conference meeting rooms for reference.	Continued training and communications on use and benefits of the systems through the drafting of a new Guide to Web Conferencing being published by the IT group.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		Teleconferencing capabilities are made well known to all staff and encouraged through leadership.	Continue to foster a culture of reducing unnecessary travel through education and alternatives.	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		All Staff meetings offsite are at locations easily accessible by walking or short car ride from OGC offices. The centralized pool vehicle scheduling system monitors destinations and number of people traveling and automatically generates carpooling options.	Continue holding OGC meetings close to the offices and encouraging staff to carpool when needed through communications efforts (newsletters, Intranet, etc.)	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		All Staff meetings offsite are at locations easily accessible by walking or short car ride from OGC offices. Also bus pass reimbursement is now being covered up to \$175 by H&W Program and the "Biking" promotion encourages use of alternate mode of transportation to and from work.	Continue encouraging alternative ways to get to work and to and from meetings.	2009	No End Date (Continuous)
Education, Awareness, and Engagement						
Team-building						

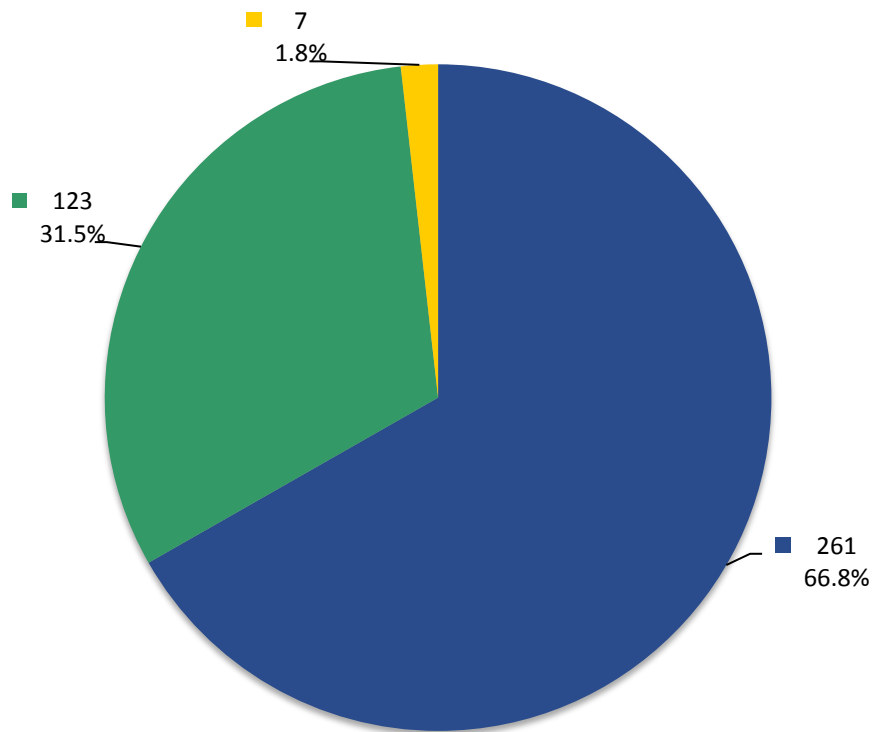
BC Oil and Gas Commission - 2011 Carbon Neutral Action Report

Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)		Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development			Carbon neutral 'team' assembled out of employees closest to the areas included in the CNR to review and compile a draft proposal for a CNR team/program to be presented to Executive for approval.	P&P branch lead the drafting of a proposal for a CNR team/program to bring forward to Executive for review and endorsement in Summer 2012.	2010	2012
Provide resources and/or dedicated staff to support teams	In Development				Resources will be included in the draft proposal brought forward by the CNR team.	2010	2012
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development				Education and training gaps for CNR related issues identified and proposed through the CNR team process.	2010	2012
Awards/Recognition							
Establish a sustainability/green awards or recognition program	In Development				Recognition for "green" actions will be considered as part of the employee recognition program.	2010	2012
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	In Development			Facilities manager participated in workshop on LEED certification to ensure both employees charged with overseeing building infrastructure and leases understand LEED certification and requirements.	Continue looking for workshops or courses that support green professional development. Facilities manager that participated in the 2011 LEED workshop is drafting a series of communication pieces for employees for the Intranet and the internal newsletter.	2011	No End Date (Continuous)
Include green options in employee performance measurement system	In Development				"Green actions" being considered for inclusion in the EPDC employee evaluation system launched in 2011.	2011	No End Date (Continuous)
Staff awareness/education							
Provide education to staff about the science of climate change	In Development				Avenues for providing education to staff will be considered in light of limited staff and financial resources.	2011	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	In Development			H&W internal newsletters highlight various ways to conserve energy, water and raw materials. H&W employee reimbursement opportunities include green and sustainable building materials.	This practice will continue.	2011	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress			Staff weekly and monthly newsletters often include information and tips on green living initiatives.	This practice will continue.	2009	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development			New employee orientation program includes tips on maintaining a sustainable workplace and recycling/composting opportunities unique to the various OGC offices.	Orientation manual will be updated and an Employee Education program will be developed for the new office space in Fort St. John pertaining to composting, recycling and reusing options newly available.	2011	2013
Client/public awareness/education							
Provide education to clients/public about the conservation of water, energy, and raw materials	In Development			E-submissions of oil and gas applications under development within the OGC.	As e-submission capabilities evolve, clients will be apprised and educated as to the benefits and reduced waste outcomes anticipated.	2011	No End Date (Continuous)
Other Sustainability Actions							
Water conservation							
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress			Water conservation is a requirement of the LEED Platinum certification for the OGC Victoria office.	Planning for the new office space in Fort St. John will incorporate water conservation as per LEED Gold guidelines.	2010	No End Date (Continuous)

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Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Ongoing/In Progress		Potable water management is a requirement of the LEED Platinum certification for the OGC Victoria office.	Planning for the new office space in Fort St. John will incorporate potable water management as per LEED Gold guidelines.	2009	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress		Storm water management is a requirement of the LEED Platinum certification for the OGC Victoria office.	Planning for the new office space in Fort St. John will incorporate storm water management as per LEED Gold guidelines.	2010	2013
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	In Development		Recycling, compost and waste management are a requirement of the LEED Platinum certification for the OGC Victoria office.	Orientation manual will be updated and an Employee Education program will be developed for the new office space in Fort St. John pertaining to composting, recycling and reusing options newly available.	2010	No End Date (Continuous)
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress		30% recycled paper policy implemented for Victoria, 100% in Fort St. John. Wherever possible, Fort St. John office uses recycled non-paper consumables. Organizational supply list contains green options available to all offices.	Opportunities to enhance procurement supplies list to increase % of green options for staff. Recycling programs for binders and cartridges continue.	2010	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.)	Ongoing/In Progress		Green standards for goods replaced infrequently is a requirement of the LEED Platinum certification for the OGC Victoria office.	Planning for the new office space in Fort St. John will incorporate green standards for goods replaced infrequently as per LEED Gold guidelines.	2010	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		Use of green cleaning products is a requirement of the LEED Platinum lease agreement for the OGC Victoria office.	Planning for the new office space in Fort St. John will incorporate use of green cleaning products as per LEED Gold guidelines.	2010	No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress		VOCs standard has been strictly observed for Victoria office	VOCs standards will be incorporated into space planning for the new Fort St. John office space as per LEED Gold guidelines.	2010	No End Date (Continuous)
Commuting to and from home						
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Bus pass reimbursement is now being covered up to \$175 by H&W Program. Participation in the Bike to Work week and the "Biking" H&W promotion encourages use of alternate mode of transportation to and from work.	Additional incentives for alternative modes of green transportation continue to be evaluated and included in the OGC Health and Wellness program.	2009	No End Date (Continuous)

**Oil and Gas Commission
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 391

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:14 AM)

Total offsets required: **382**. Total offset investment: **\$9,550**. Emissions which do not require offsets: **8** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.