

# 2012 Carbon Neutral Action Report

BC Oil and Gas Commission



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About the

## BC Oil and Gas Commission

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

The Commission's core services include reviewing and assessing applications for industry activity, consulting with First Nations, cooperating with partner agencies, and ensuring industry complies with provincial legislation and all regulatory requirements. The public interest is protected by ensuring public safety, respecting those affected by oil and gas activities, conserving the environment, and ensuring equitable participation in production.

For general information about the Commission, please visit [www.bcogc.ca](http://www.bcogc.ca) or phone 250-794-5200.



### 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

Accountable

Effective

Efficient

Responsive

Transparent

## Executive Summary

The BC Oil and Gas Commission presents its fourth annual Carbon Neutral Action Report on behalf of staff, executive and Board of Directors. It details how the organization has built on the carbon reduction success realized over the past few years and shows total emissions for the Commission in 2012 was 392 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). The Commission remains committed to creating a sustainable organization, minimizing its environmental impact and providing employees with a positive and healthy work environment.

To realize our vision to be the leading oil and gas regulator in Canada, the Commission recognizes the importance of limiting emissions produced from our day-to-day actions in regulating the oil and gas industry in British Columbia. The Commission takes a two-prong approach to carbon reduction corporately: focusing on the functional areas of fleet, building, and paper, as well as providing educational information that allows staff to take the steps that lead to green behavioural changes. By making strides in these areas, we continue efforts in reducing overall emissions and recognize staff contributions to sustainable living.



“ The Commission takes a two-prong approach to carbon reduction corporately: focusing on the functional areas of fleet, building, and paper, as well as providing educational information that allows staff to take the steps that lead to green behavioural changes.”

We have continued to green our vehicle fleet with the replacement of three diesel and seven gas trucks with flex fuel units, decreasing diesel consumption by 83 per cent and overall fuel consumption by one per cent for 2012. By supporting the use of video conference equipment in all five office locations we increased the amount of face-to-face time our employees shared without having to increase the amount of travel required to attend meetings. We also encouraged the senior leadership team to lead by example in going paperless for their meetings. By initiating change at the senior level and encouraging all employees to follow suit, the paperless meetings helped to achieve an overall decrease in print output by 10 per cent in 2012.

Leveraging the lessons learned from our LEED® (Leadership in Energy and Environmental Design) Platinum Victoria office, ground was broken on the LEED® Gold office in Fort St. John. The organization is eagerly anticipating the proposed move in summer 2013. The orientation of the building will familiarize employees with the green and waste reduction options that office space will offer.

The Commission employs a variety of emission reduction activities as detailed in this report.

A handwritten signature in black ink, appearing to read 'Paul Jeakins', written in a cursive style.

Paul Jeakins  
Commissioner and CEO



## 2012 Greenhouse Gas Emissions

In the 2012 calendar year, the Commission emitted 392 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) from sources covered under the Carbon Neutral Government Regulation. Of these emissions, 255 tonnes came from vehicle fleet, 128 came from heating, cooling and lighting buildings and nine tonnes came from paper use.

Emissions for 2012 that need to be reported but do not require offset purchase total eight tonnes.

### Offsets Applied to Become Carbon Neutral in 2012

The Commission has purchased offsets for 425 tonnes of CO<sub>2</sub>e from the Pacific Carbon Trust to achieve carbon neutrality, as required by the Carbon Neutral Government Regulation using the web-based reporting system SMARTTool. Of the 425 tonnes of CO<sub>2</sub>e, 384 tonnes were for 2012 offsets and 41 tonnes were a 2011 adjustment in SMARTTool.



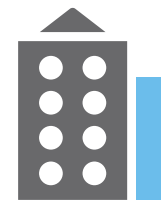
Total  
392 tonnes

=



Fleet  
255 tonnes

+



Buildings  
128 tonnes

+



Paper  
9 tonnes

## Emissions Reduction Activities

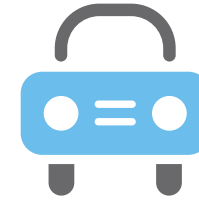
### Vehicle Fleet

In 2012, the Commission continued to replace all end-of-lease vehicles with flex fuel vehicles. This allowed the organization to achieve a decrease in diesel consumption of 83 per cent. Although gas consumption increased by 14 per cent, overall fuel consumption decreased by one per cent in 2012.

Throughout the year the Commission disposed of seven gas units and its last three diesel units and replaced them with flex fuel gas trucks. As well, three of the one-tonne trucks were downsized and replaced by three half-ton units, lessening fuel consumption. In total, the Commission's vehicle fleet consists of 32 trucks and SUVs and six all-terrain vehicles which are used to navigate northern B.C. during compliance and enforcement activities in regulating oil and gas activities for the province.

Vehicle and driver safety training is done when new employees join the Commission to ensure 100 per cent of staff requiring driver training receive it immediately. This training includes fuel efficiency awareness and is valid for five years. Two Commission employees are certified to deliver the training. The Commission maintains the training capacity in-house to help safeguard employees from preventable accidents by ensuring all employees working in the field are up to date on driver training.

Employees continue to use the corporate resource scheduler to book pool vehicles. Facilities staff monitors incoming requests and make recommendations regarding carpooling opportunities. When employees travel in groups with partner agencies, they are encouraged to seek opportunities to share transportation.



Flex fuel option vehicles  
Driver Safety Training  
Transportation Sharing





### Facilities

In 2012 the construction of the LEED® Gold office space in Fort St. John commenced. Planning for the building leveraged lessons learned from the construction of the two Victoria LEED® Platinum buildings, while ensuring it can withstand the unique requirements of the northern B.C. climate.

Like the other office spaces the Commission currently leases, building of the new Fort St. John office is monitored to government standards and guidelines to ensure office space per employee is optimized.

The Fort St. John office will feature many of the attributes that put the two LEED® Platinum buildings in Victoria's Dockside Green complex at the forefront of energy and waste reduction technologies such as: water conservation, built-in recycling and composting programs, plus automated lighting and heating features.

Office space in Fort St. John was designed with input from Commission staff, executive, and contractors. The contractors were hired based on their proven ability to construct a LEED® Gold office building in Fort St. John. Throughout the construction, Commission facilities staff work daily with the contractors to ensure the project is carried out to the predetermined specifications necessary to attain a LEED® Gold certification. This close working relationship allows for continual adaptation of the latest

trends in space design and workflow, optimizing 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.
- Energy-efficient lighting.



LEED® offices feature water conservation, built-in recycling and composting programs, plus automated lighting and heating

### Information Technology

Power management software was installed in all the remaining computers and all new computers purchased in 2012. These power management software solutions reduce power consumption during non-operational downtimes and non-business hours. A sleep option now exists on all servers to ensure power usage is reduced outside of work hours.

Streamlining service delivery through the capital investment program aimed at integrating core business applications will create a single uniform platform with improved electronic submission, information management, and reporting. Known as the Business Transition Strategy (BTS), the two-year corporate wide initiative involves an electronic records management project. Started in 2010, one aspect of the project is to move paper copies of files, records and documents to electronic format. The Commission anticipates this will decrease the amount of paper required in the permitting and authorizations of oil and gas applications, as well as have corporate benefits in data and documentation storage, use and transport.

The Commission is fully committed to providing employees with a multitude of resources for web based meetings and learning. GoToMeeting is available to all staff on their workstations and video conferencing is available in all Commission meeting rooms. The

organization continues to provide employees the opportunity to reserve web-cameras for web conferencing at their work stations and employees with laptop computers have web-cameras built in for conferencing purposes.

The Commission encourages staff to receive their paystubs electronically but is unable to make this practice mandatory.



- Power management software
- Electronic records management project
- Web based meetings and learning



## Behaviour Change

Corporately, the Commission employs a robust and transparent strategy management system where employees from every level of the organization are involved in corporate planning and execution. Engraining this accountability framework into the day-to-day lives of employees has increased focus on corporate accountability, and has highlighted the Carbon Neutral Report and associated initiatives to employees across the organization. The focus on sustainability in the build of the new Fort St. John office, the ongoing commitments to provide video options for meetings and conferences and supporting alternative means of employees travelling to and from the workplace bodes well for increased acceptance of the ongoing green initiatives across the organization.

Four out of five office locations are situated in areas of the province that can experience considerable snow, ice and extremely low temperatures in the winter months. Understanding many people warm-up their cars or trucks



Positive Employees Team (PET)  
Commission Intranet (MyOGC)  
Green Service Award Initiative

in the winter before use, the Commission continued its partnership with the Northern Environmental Action Team (NEAT) to educate employees on anti-idling. Training and information was provided through seminars offered at the Health and Wellness fair in Fort St. John and through the Commission's staff newsletter. Between education internally on the Commission's Motor Vehicle Policy and the external training hosted by NEAT, employees were educated on ways to reduce vehicle idling in the winter months when driving to and from work and in the field, while still remaining safe and comfortable.

Commission support and encouragement continues throughout all office locations for Bike to Work week. The commuter challenge was posed to staff to encourage the use of alternative forms of travel. In support, the Commission offers reimbursement through a health and wellness program for bus passes, carpooling options, and bike purchase and maintenance.

The proposed formalization of the Positive Employees Team (PET) under the Health and Wellness department will allow the Commission to employ its services to support green initiatives. As the Health and Wellness department is involved with carbon reduction projects across the organization, the movement of this employee-led team under its guidance will provide more profile to sustainability efforts.

The Commission's Health, Wellness and Safety Manager is a trained ergonomic systems specialist and travels

between the offices to ensure employees with questions or concerns get the feedback they need. Throughout 2012 many workplace ergonomic assessments were completed at the request of employees.

The monthly internal staff newsletter continues to provide health and wellness tips, monthly reimbursement promotions, and recommendations for green living and energy saving ideas for the workplace and home. The newsletters showcase a variety of lifestyle choices and healthy eating options. It also fosters a sense of community by employees who share personal stories and life-milestone announcements fostering connections outside of job responsibilities.

The Commission Intranet was launched in 2012 and makes accessible all corporate policies, announcements, agreements, and reports. The Intranet acts as a repository for both corporate information and employee led interest groups and provides a common location for employee information and documentation, lessening the need for printed manuals. The Intranet, in collaboration with the internal newsletter, provides staff the most up-to-date information on a wide variety of corporate initiatives and programs, including green corporate projects and ideas for green living.

A proposal to include a "green" initiative recognition award as part of the Commission's annual service awards program has been put forward. A final decision for inclusion should be reached in early 2013.



## Plans to Continue Reducing Greenhouse Gas Emissions 2013-2015

### Carbon Data Collection and Management

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

### Vehicle Fleet

The Commission will continue monitoring vehicle use and benchmark to previous years for fuel consumption and maintenance requirements. The Commission plans to continue downsizing all future vehicle purchases, subject to position functionality/field requirements, with the replacement of two gas units with flex fuel units in 2013.

In-house driver education and training will continue as a part of onboarding new employees and for those employees whose five year training has expired. The Commission will continue to use the resource scheduler to book pool vehicles through monitoring requests and recommending carpooling opportunities.

### Facilities

The construction of the LEED® Gold certified office space for Fort St. John continues with a planned move in summer 2013. The contractors and facilities managers will continue to work together to ensure the building has eco-features required for LEED® certification including real-time metering, lighting sensors, water conservation devices, daylight maximizations and air quality friendly materials among others.

The implementation of the business transition strategy will move forward in 2013 transitioning systems to electronic records management. The project will be carried out over the 2013-15 planning cycle 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

IT and facilities staff will continue to ensure newly purchased computers have power management software installed and will explore additional power management solutions.

The eSubmissions sub-project of the BTS will continue and be launched in stages to ensure all phases are aligned to organizational strategy.

The use and promotion of the Intranet as a key distribution channel for organizational information will continue through 2013. Employee use of the Intranet is on the rise as more information is posted and the navigation and content is revised to ensure ease of use. The Intranet has allowed for less materials and manuals to be printed, and employees will be continually directed to the Intranet as their source for corporate information.



## Behaviour Change

The formalization of the PET committee under the Health and Wellness department will advance corporate support of green initiatives and behaviour change programs. In addition there will be accountability, support and resources for those charged with sustainability initiatives for the organization.

Discussions and decision around the parameters for the inclusion of a green award in the annual Commission service awards program will finalize in 2013. The criteria and description will be included in the ballot for the 2013 service awards program.

Orientation of new employees will incorporate ideas and information from an education piece being prepared for the new Fort St. John office space. Sharing insights between the Victoria and Fort St. John office on the unique features of the LEED® building will allow the maximization of the employee experience. Employees at each given location have distinctive perspectives of the benefits and features of working in a LEED® setting.

Continue to publish articles and train staff on ergonomics while providing them (upon request) ergonomics, daylight maximization, and other improvement suggestions to reduce energy use which can be adopted in all office locations.

Leading by example, the senior leadership team will continue to drive behaviour change around paperless meeting expectations. Communications efforts on how employees can transition away from paper will be sent through emails, newsletters and the Intranet site.

The new health and wellness program will continue to promote benefits and opportunities for staff. This includes reviewing new areas to provide support and potentially expand the reach of the program to ensure a broad range of healthy and “green” initiatives are available to employees.

Lunch and learn sessions and the staff newsletter will continue to include reminders on:

- Adopting the video platform meeting.
- Recycling and composting programs.
- Walking.
- 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, elimination of unnecessary printing, etc.



## Contact

This is the fourth 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 by the Ministry of Environment's Climate Action Secretariat.

This report is updated annually with new information and statistics. A current copy is available on the Commission website at [www.bcogc.ca](http://www.bcogc.ca).

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# BC Oil and Gas Commission - 2012 Carbon Neutral Action Report

## 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	Steps Taken	Steps Planned	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other)</b>					
<b>Behaviour change program</b>					
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	Training done when employees are on-boarded, ensures 100% of employees that require driving training receive it immediately. The training is good for five years. Two Commission employees are trained to deliver training.	Continue onboarding program. When employees training needs renewal after 5 years, provide training in-house.	2011	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress	Training seminars offered at the Health and Wellness fair by NEAT out of Fort St. John. Newsletter features anti-idling policies to raise awareness of negative effects of vehicle idling.	Continue offering anti-idling training and speakers at health and wellness fairs and featuring information in internal newsletters, especially in the Commission northern office locations.	2011	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Continued use of the resource scheduler to book pool vehicles through monitoring requests and recommending carpooling opportunities.	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	Commission support and encouragement continues throughout all office locations for bike to work week. The commuter challenge was also posed to staff to encourage use of alternative forms of travel. To support, the Commission increased the reimbursement offered through the health and wellness program for bus passes, carpooling options, and bike purchase and maintenance. Employees are encouraged to seek out carpooling options when travelling to meetings.	Bike to work, the commuter challenge, and encouraging new employees to consider alternatives to travel to-and-from work through the onboarding process will continue through 2013.	2010	No End Date (Continuous)
<b>Other Mobile Fuel Combustion Actions</b>					
Commission overall reduction in fuel consumption for the year.	Ongoing/In Progress	Diesel consumption decreased by 83% in 2012. Gas consumption increased by 14% in 2012. Overall fuel consumption decreased by 1% in 2012.	Continue monitoring vehicle fuel consumption and benchmark to previous years.	2010	No End Date (Continuous)
<b>Vehicle fuel efficiency</b>					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	Disposed of last 3 Diesel Units - Replaced with Flex Fuel Gas Units Disposed of 7 Gas Units - Replaced with Flex Fuel Gas Units	Two Gas Units will be replaced with Flex Fuel Gas Units in 2013	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	Replaced 3 of the Disposed 1-Ton Units with 3 Half-Ton Units (downsized these units based on position requirements)	Continue to consider downsizing for all future vehicle purchases, subject to position functionality/field requirements	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	The OGC moved back to a centralized maintenance system where vehicles receive preventative maintenance every 5000 km, down from the previous 7500km.	Continue monitoring vehicle use and benchmark to previous years	2010	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity</b>					
<b>Behaviour change program</b>					
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	The Commission Health and Wellness coordinator is a trained ergonomic systems specialist and travels between the offices to ensure employees with questions or concerns get the feedback they desire.	Continue to provide staff (upon request) ergonomics, daylight maximization, and other improvement suggestions to reduce energy use planned for all office locations.	2009	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	External sun shades are used in the Victoria office to prevent over-heating in summer.	External sun shades are included in the building plans for the new FSJ facility.	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress	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	Ongoing/In Progress	Information included in newsletter detailing energy saving tips for both in office and at home.	Continue providing staff tips and suggestions on how to limit their own power consumption.	2010	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Employees are encouraged through information in newsletters and	Continue information sharing and reminders of the benefits of using	2010	No End Date

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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	Steps Taken	Steps Planned	Start Year	End Year
	Progress	the health and wellness initiative of tracking movement through pedometers to take the stairs. Taking the stairs cannot be officially enforced as per the building regulations.	the stairs versus elevators in the employee newsletters and Get Fit challenge.		(Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Victoria office and common areas are equipped with motion sensors. Lights turn off automatically when motion is not detected.	New FSJ facility will be equipped with motion sensors. Lights will turn off automatically when motion is not detected.	2009	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	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)
<b>IT power management</b>					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	Power management software installed in the remaining computers and all new computers purchased in 2012.	Continue to ensure newly purchased computers have power management software installed.	2009	No End Date (Continuous)
Implement server virtualization	Completed (in Previous Year)				No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	A sleep option now exists on all servers.	Additional power management solutions will be continuously explored.	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Completed (in Previous Year)				No End Date (Continuous)
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Completed (in Previous Year)				No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Completed (in Previous Year)				No End Date (Continuous)
<b>Leased buildings</b>					
Establish energy performance baseline for leased buildings	Ongoing/In Progress	Energy performance has been monitored and recorded for all locations during 2012 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 operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress	Victoria CI-1 & CI-2 are LEED Platinum Certified	New FSJ Facility currently being built to LEED Gold Standard	2009	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress	Victoria CI-1 & CI-2 are LEED Platinum Certified	New FSJ Facility currently being built to LEED Gold Standard	2009	No End Date (Continuous)
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress	New FSJ Facility designed to LEED Gold Standard	New FSJ Facility currently being built to LEED Gold Standard	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 Docksider Green building where the Victoria office is located.	To the extent possible, the design and build of the new FSJ office space includes green features	2009	No End Date (Continuous)
<b>Planning/management</b>					
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)
<b>Supplies (Paper)</b>					
<b>Behaviour change program</b>					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Two employees were trained in 2012 in Sharepoint to impart knowledge and provide in house support within the organization.	Both employees trained in Sharepoint to work with groups identified to pilot the sharepoint system.	2010	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Executive driven paperless meetings encouraged to senior leadership and Board of directors spread throughout the Commission in 2012, encouraging more employees attending meetings to go paperless as well.	Continue with the Executive and leadership team leading by example the behavior change of going paperless. Continue to encourage employees to send documents in electronic format rather than print.	2010	No End Date (Continuous)

## BC Oil and Gas Commission - 2012 Carbon Neutral Action Report

### 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	Steps Taken	Steps Planned	Start Year	End Year
<b>Electronic media in place of paper</b>					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Trial testing is underway within the Commission.	Both employees trained in Sharepoint to work with groups identified to pilot the sharepoint system.	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 in it's development as a part of the bigger Business Transition Strategy the Commission is undertaking to move paper copies of files, records and documents to electronic format.	Continue to scope the EDRMS project as a part of the bigger Business Transition Strategy underway through fiscal 2012-2014.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	The Commission encourages staff to receive their paystubs electronically but cannot enforce this practice per the union agreements with a portion of staff. Currently 31.7% of staff receive their paystubs electronically.	Continue to encourage employees to receive their paystubs electronically through the onboarding program and to pre-existing employees through internal newsletters.	2010	No End Date (Continuous)
<b>Other Paper Supplies Actions</b>					
Overall reduction in printing and copying within Commission.	Ongoing/In Progress	Overall print output has been reduced by 10% since 2011	Continue to encourage paperless practices	2010	No End Date (Continuous)
<b>Paper Type</b>					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	Switched back to 30% due to colour printing quality issues.	Continue to purchase printer paper that is 30% post-consumer recycled	2012	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Completed (in Reporting Year)	Used in FSJ until April 2012. Switched to 30% due to colour printing quality issues.		2012	2013
<b>Printer/document settings</b>					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Previous Year)				No End Date (Continuous)

## BC Oil and Gas Commission - 2012 Carbon Neutral Action Report

### 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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
<b>Business Travel</b>					
<b>Behaviour change program</b>					
Train staff in web-conferencing	Ongoing/In Progress	Lunch and learns offered in 2012 to teach staff about using video conference equipment provided to them.	Continue offering sessions to support the adoption of the video platform meeting.	2010	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	By increasing the number of meeting rooms with video equipment available, the Commission was able to support employees attending out of town meetings and conferences virtually. The Commission purchased DVD's of a conference that many staff wanted to attend to ensure they had access to the information presented without the travel required.	Continue to encourage use of the video conference equipment while ensuring employees have access to the latest news, information and research available in their respective fields.	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	Delegates visiting the Commission in 2012 were housed in accommodations close to the venue and encouraged to walk to and from. Employees continue to be encouraged to walk to venues weather permitting.	Continue to provide alternative means to getting to and from meeting venues and encourage staff to seek out carpooling, walking or other means of attending meetings.	2009	No End Date (Continuous)
<b>Policy and budgeting</b>					
Create a low-carbon travel policy or travel reduction goal	In Development	The organization continued to encourage employees to reduce travel through the addition of more teleconferencing equipment	The FSJ build incorporates more teleconferencing equipment in Commission office space, furthering the commitment to travel reductions	2010	No End Date (Continuous)
<b>Virtual meeting technology</b>					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	In Development	Go To Meeting is available to all staff.	Continue to encourage staff to use the Go To Meeting platform. Increasing the number of video conference rooms available to staff through the FSJ office build.	2009	2013
Make desktop web-cameras available to staff	Ongoing/In Progress	Web camera's are available to all staff to sign out from Commission IT inventory.	Continue making web cameras available to all staff.	2011	2013
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	Video conferencing is available in all Commission meeting rooms.	Plans to create more meeting space in the new FSJ building and replace any old video equipment as necessary.	2009	2013
<b>Education, Awareness, and Engagement</b>					
<b>Awards/Recognition</b>					
Establish a sustainability/green awards or recognition program	In Development	Idea proposed for Commission Service Awards to include a "green" initiative recognition award. Executive gave the go-ahead for a "green" employee award to be included in the 2013 Commission Service Awards.	Discussions and decision around the parameters for the green award will finalize the criteria for the award. Once finalized, the description and criteria will be included in the ballot for the 2013 Commission service Awards.	2010	2013
<b>Staff Professional Development</b>					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Facilities Manager distributed two communication pieces to staff containing LEED Gold guideline information and sustainability opportunities as they pertain to the new FSJ office facility.	Staff orientation and tours will take place prior to occupying the new FSJ facility, including training on green initiatives and new procedures.	2011	No End Date (Continuous)
Include green options in employee performance measurement system	In Development	The individual performance management system will consider a green option for inclusion when it comes time for a renewal of the system.	The formalization of the green team under Health and Wellness will see green initiatives be included in those employees EPDC's.	2011	No End Date (Continuous)
<b>Staff awareness/education</b>					

## BC Oil and Gas Commission - 2012 Carbon Neutral Action Report

### 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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Provide education to staff about the science of climate change	In Development	Through 2012 the staff involved with carbon neutrality for the Commission discussed how they would discuss the science of climate change.	Continue to review how we could do this appropriately.	2010	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	In Development	Internal newsletters highlight a variety of 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	Building the new office space in Fort St. John continued through 2012.	Staff orientation and tours will take place prior to occupying the new FSJ facility, including training on green initiatives and new procedures. Opportunity to include sustainability tips in the Connections orientation program currently run by the Commission.	2013	2014
<b>Team-building</b>					
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 continues to operate informally.	The formalization of the Green Team may be possible under the direction of the Positive Employees Team (PET) that is currently operational in the Commission and will now be led by the Health and Wellness Coordinator, the employee currently in charge of many of the green initiatives currently underway.	2010	2013
Provide resources and/or dedicated staff to support teams	In Development	Discussion continued around how to dedicate permanent resources to support the development of a green team.	Possibility of dedicated resources through the appointment of the Health and Wellness coordinator to head of the PET committee.	2010	2013
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development	Ongoing involvement with NEAT in northeastern BC and with the CRD in the Victoria area. Tweeted the release of the Carbon Neutral Report for 2012.	Education and training gaps for CNR related issues identified and proposed through the CNR team process.	2010	2013
<b>Other Sustainability Actions</b>					
<b>Adaptation to Climate Change</b>					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	In Development	Business Continuity Plan underway in 2012.	Business Continuity Plan will continue through 2013.	2012	2013
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				No End Date (Continuous)
<b>Building construction, renovation</b>					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress	Current construction project (FSJ office) has commercial recycling program in place.	Continue the construction project commercial recycling program until the end of the Fort St. John Office build.	2013	2013
Incorporate lifecycle costing into new construction or renovations	Not Yet Evaluated				No End Date (Continuous)
<b>Commuting to and from home</b>					
Offer staff a compressed work week	Completed (in Previous Year)				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Bus pass reimbursement and other promotional offerings through the Health and Wellness Program reimburse staff for alternative modes of commuting to and from the office and home.	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)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Completed (in Previous Year)				No End Date (Continuous)
Provide secure bicycle storage	Completed (in Previous Year)				No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>					



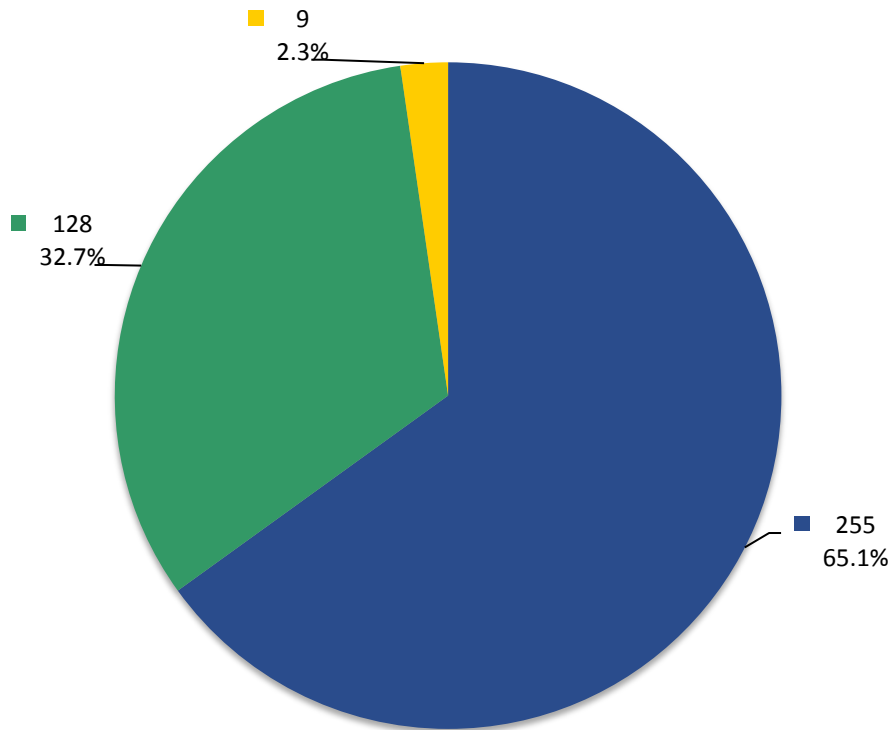
## BC Oil and Gas Commission - 2012 Carbon Neutral Action Report

### Actions to Reduce Provincial Emissions and Improve Sustainability

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Action	Status	Steps Taken	Steps Planned	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.)	Ongoing/In Progress	30% recycled paper policy implemented for all locations. 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)
<b>Waste reduction/diversion</b>					
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress	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)
<b>Water conservation</b>					
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 Victoria office. Efficient water fixtures installed in Fort Nelson and Dawson Creek offices. Kelowna office N/A.	New FSJ office facility will incorporate water conservation as per LEED Gold guidelines.	2010	No End Date (Continuous)
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.	New FSJ office facility will incorporate potable water management as per LEED Gold guidelines.	2010	2013
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.	New FSJ office facility has been designed to incorporate storm water management as per LEED Gold guidelines. Storm water to be captured and reused for landscaping/irrigation system.	2010	2013

**Oil and Gas Commission  
Greenhouse Gas Emissions by Source  
for the 2012 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 392**

- 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 2012 (Generated May 27, 2013 12:14 PM)**

Total offsets required: **384**. Total offset investment: **\$9,600**. Emissions which do not require offsets: **8** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.