

# Partnerships British Columbia - 2011 Carbon Neutral Action Report

## Executive Summary

Partnerships British Columbia Inc. (Partnerships BC) is a company responsible for bringing together the public and private sectors to develop and implement partnership projects. As a company registered under the Business Corporations Act, Partnerships BC is wholly-owned by the Province of British Columbia and reports to its shareholder, the Minister of Finance. Partnerships BC's vision is to be a recognized leader in evaluating, structuring and implementing partnership delivery solutions for public infrastructure which achieve value for money. The company is focused on delivering consistent value to its clients and is committed to its long-term viability.

A significant component of Partnerships BC's innovation, leadership and expertise is in the context of high performance and energy efficient infrastructure, reflecting the priorities of our Shareholder and our clients.

## Overviews

### Actions Taken to Reduce Greenhouse Gas Emissions in 2011

As a knowledge-based company, operations are limited in scope to the production of documents and the management of processes in an office-based environment. The majority of travel is on behalf of client ministries and other public agencies. Partnerships BC makes every effort to travel on air carriers that offer the benefit of carbon neutrality. Corporate travel is limited and Partnerships BC does not own or operate any company vehicles, nor does it operate any equipment or process with an undue carbon impact. Direct resource consumption is limited to consumption of electricity and recycled paper required for the office to function.

Partnerships BC's carbon footprint is light and efforts are made to ensure that employees recycle, reduce their paper production. In 2011, the company implemented an electronic payroll notification system. Partnerships BC's board of directors also moved to paperless board and sub-committee meetings.

Partnerships BC's employees are encouraged to take advantage of commuting through alternatives beyond the single-occupancy vehicle. For example, many employees walk, cycle or take transit to work on a daily basis. With offices located in Vancouver and Victoria, Partnerships BC conducts inter-office meetings by phone and videoconference whenever feasible.

### 2011 Greenhouse Gas Emissions

For 2011, Partnerships BC's greenhouse gas emissions were 34.81 tonnes (CO<sub>2</sub>e) consisting of 31.80 direct and indirect emissions (buildings) and 3.01 optional emissions (paper).

### Offsets Applied to Become Carbon Neutral in 2011

Partnerships BC purchased 34.81 tonnes (CO<sub>2</sub>e) of carbon offsets to become carbon neutral in 2011 at a cost of \$976.

## **Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014**

Partnerships BC works with clients to plan, design and construct energy efficient physical infrastructure. Partnerships BC plays an important role in ensuring that projects are designed to be consistent with the Province's high-performance building policy as it pertains to Leadership in Energy and Environmental Design (LEED) Gold Certification, or an equivalent. In addition, many client agencies have specific goals pertaining to energy consumption. Partnerships BC works closely with its clients to ensure that all energy and environmental considerations are properly articulated to ensure an optimal outcome.

From a corporate performance perspective, going forward Partnerships BC will continue to implement systems that reduce the amount and reliance on paper for various processes in an office-based environment. The company will continue improving business processes that encourage the use of the SharePoint knowledge management system such as electronic editing, paperless meetings and posting materials online.



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VP, Finance and Administration

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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
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
This section is either not applicable, not yet evaluated, or was completed before 2011							
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Planning/management</b>							
Reduce office space (square meters) per employee	Ongoing/In Progress	33.4	is the current average rentable square meters per employee	Encouraged office sharing	Consider new office space when current leases expire	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	80	% of computers shut down automatically outside of regular business hours	See response to auto-sleep setting	Continue to monitor	2010	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	80	% of computers have auto-sleep settings applied	Auto-sleep configuration extended to laptops on renewal	Auto-sleep configuration extended to remaining computers	2008	2012
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	90	% reduction in printers, copiers, and/or fax machines since start year indicated	Two multi-function devices aquired in 2011	Multi-function devices to be standard equipment on replacement	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	75	% of devices have auto-sleep settings applied	Auto-sleep configuration installed on new multi-function devices	Auto-sleep to be implemented where applicable	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	Purchased new laptops that were EPEAT Gold qualified and ENERGY STAR compliant	Replace remaining computers with Energy Star models when upgraded	2008	No End Date (Continuous)
<b>Appliances and electronic devices</b>							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	0	% of fridges are ENERGY STAR rated	No change to refrigerator equipment in 2011	Plan to source Energy Star equipment upon replacement	2012	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	In Development			In development	Plan to source Energy Star equipment upon replacement	2012	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	In Development			In development	Plan to source Energy Star equipment upon replacement	2012	No End Date (Continuous)
<b>Behaviour change program</b>							
Help staff reduce personal energy use through "workstation tune-ups"	In Development	0	% of current staff have completed a workstation tune-up		Plan for 2012-13	2012	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)

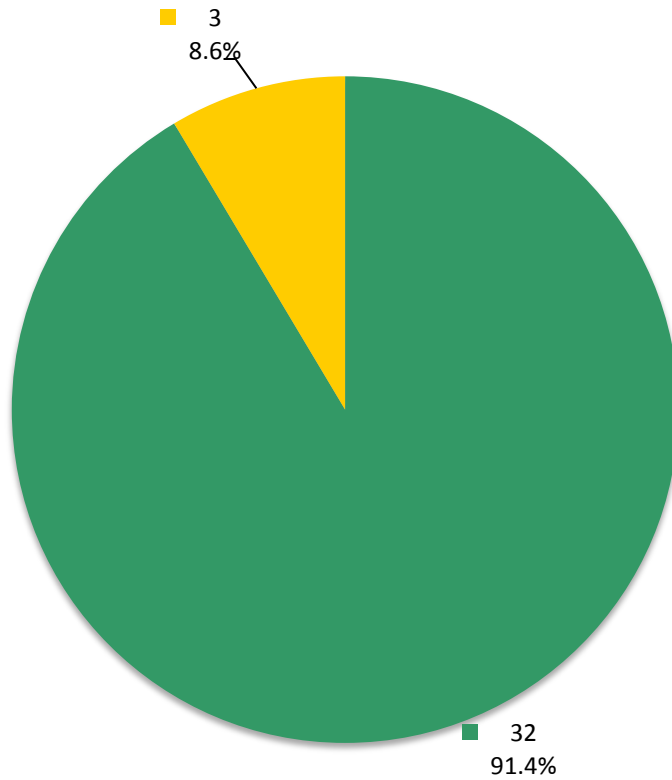
## Partnerships British Columbia Inc. - 2011 Carbon Neutral Action Report

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
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)
Encourage use of stairs instead of elevators	In Development			In development	Encourage where practical	2012	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)
Promote hot water conservation	In Development			In development	Plan for 2012-13	2012	No End Date (Continuous)
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	13	% of total paper purchased contains 30% recycled content	Increased percentage of 30% recycled paper	Plan to increase the percentage of 100% recycled paper	2009	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	3	% of total paper purchased contains 40% recycled content	Increased percentage of 40% recycled paper	Plan to increase the percentage of 100% recycled paper	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	80	% of total paper purchased contains 100% recycled content	Increased percentage of 100% recycled paper	Plan to increase the percentage of 100% recycled paper	2009	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	0	% of network printers or photocopiers are set to automatic double-sided	Increased percentage of printing done on double-sided paper	Plan to cut down the amount of printed materials	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress	0	% of network printers have 'print and hold' settings applied	In development	Plan to implement where feasible	2012	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			In development	Plan to reduce template documents to reduce margins	2012	No End Date (Continuous)
<b>Electronic media in place of paper</b>							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff workstations with software installed	Used SharePoint knowledge management system	Plan to upgrade to Office 2010 to improve compatibility	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			Used SharePoint knowledge management system	Plan to continue with online storage	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Used SharePoint knowledge management system	Plan to increase database utilization of databases for storage	2008	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
Switch to an electronic payroll notification system in place of paper pay stubs	Completed in 2011			Implemented electronic payroll notification systems in place of paper pay stubs	Plan to continue with electronic pay statements	2011	No End Date (Continuous)
<b>Behaviour change program</b>							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff currently have received collaborative software training	Used SharePoint knowledge management system	Plan to continue improving business processes that encourage the use of SharePoint features	2008	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Implemented paperless Board of Directors and subcommittee meetings	Plan to reduce the number of paper handouts at meetings where feasible	2012	No End Date (Continuous)

**Partnerships BC  
Greenhouse Gas Emissions by Source  
for the 2011 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 35**

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity

■ Supplies (Paper)

**Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:27 AM)**

Total offsets required: **35**. Total offset investment: **\$875**. Emissions which do not require offsets: **0** \*\*

\*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.