



Community Living British Columbia (CLBC) actively promoted “green ideas” to staff through its Go Green Committee and network of Go Green office leads located throughout the province. CLBC also maintains a website (www.communitylivingbc.ca/about/go-green/) that promotes a variety of ways to help staff to think about different ways to reduce our carbon footprint.

2012 Greenhouse Gas Emissions:

The total 2012 greenhouse gas emissions were 632 tonnes.

Offsets Applied to Become Carbon Neutral in 2012:

Total emission offsets of \$15,800 have been applied to become carbon neutral for 2012.

Emissions Reduction Activities:

The primary focus of CLBC’s emission reduction activities was through the use of Go Green office leads that conducted “Go Green” audits in each office and coordinated environmentally friendly work practices.

CLBC also offers a GoodLife program for its staff who can earn redeemable points. A component of this program encourages staff to promote carbon neutrality. Examples include recycling and taking the stairs.

CLBC remains committed to being carbon neutral; this is in keeping with its vision of enabling adults with developmental disabilities to lead “good lives in welcoming communities”. During the next three years, CLBC will continue to focus its climate action strategies on reducing staff travel, improving communication technologies and supporting its network of “go green” office leads to promote environmentally friendly work practices.

Visit www.communitylivingbc.ca/about/go-green/ for more information about CLBC’s approach to carbon neutrality.

Brian Salisbury

A handwritten signature in blue ink, appearing to read "Brian Salisbury", is written over a light blue rectangular background.

Director, Strategic Planning
Community Living British Columbia

Community Living BC - 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
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Provide fleet driver training to reduce fuel use	In Development			2010	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development		Go green leads raise awareness of this issue.	2009	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Office green leads encourage staff to consider this option. Managers monitor travel expenses to ensure most cost effective and efficient mode of transportation is used.	Continued monitoring of travel expenses and usage of fleet vehicles.	2009	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Office green leads encourage staff to consider different methods of transportation. Bus pass subsidy is available to staff.	Develop organizational wide challenges to encourage alternatives to fleet vehicle travel.	2008	No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	58% of vehicles are fuel-efficient models. No new Hybrid purchases made in 2012.	All new vehicles will be Hybrid if they meet the needs of the local community office.	2008	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	PHH system monitored for vehicle maintenance. Reminders issued to staff to ensure regular maintenance on vehicles is performed.	Office green leads to encourage; regular communication from Manager of Facilities and Administration as a reminder to staff.	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage. Incorporated into GoodLife program for bonus points.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage. Incorporated into GoodLife program for bonus points.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	Part of Green Lead audit checklist.	Office green leads to encourage.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Not Yet Evaluated				No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	None	Moving to new infrastructure in 2013 to reach 90% virtualization.	2009	2013
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	All workstations have auto-sleep settings.	All new workstations to have auto-sleep settings.	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	Ongoing/In Progress	49% reduction in fax machines (from 5% in 2011).	Continue replacing fax machines with copier add-on capability.	2011	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	All devices have auto-sleep function.	New devices to have auto-sleep function.	2009	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	New computers are ENERGY STAR models.	New purchases will be ENERGY STAR rated.	2008	No End Date (Continuous)
Leased buildings					
Establish energy performance baseline for leased buildings	Ongoing/In Progress	SSBC Technical Standards are updated in consideration of high performance green building performance.	Further discussion is required with SSBC as we negotiate new leases.	2010	No End Date (Continuous)
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress	SSBC Technical Standards are updated in consideration of high performance green building performance.	Further discussion is required with SSBC as we negotiate new leases.	2010	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress	SSBC Technical Standards are updated in consideration of high performance green building performance.	Further discussion is required with SSBC as we negotiate new leases.	2010	No End Date (Continuous)
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress	SSBC Technical Standards are updated in consideration of high performance green building performance.	Further discussion is required with SSBC as we negotiate new leases.	2010	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	SSBC Technical Standards are updated in consideration of high performance green building performance.	Further discussion is required with SSBC as we negotiate new leases.	2010	No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Not Yet Evaluated				No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Not Yet Evaluated				No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	New employees trained in use of software with access to Regional Leads.	Continued training as required.	2008	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Office green leads encourage this. Some offices were provided with necessary tools to do this, i.e. projector screens.	Office green leads to encourage.	2008	No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Completed (in Previous Year)				No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	CLBC Intranet used to file documents electronically.	Better organization and easier navigation of Intranet.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Previous Year)				No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	Office green leads encourage this.	Paper procurement will be tracked through SmartTool.	2008	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	Office green leads encourage this.	Paper procurement will be tracked through SmartTool.	2008	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	Office green leads encourage this.	Paper procurement will be tracked through SmartTool.	2008	No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	All network printers are set to automatic double siding.	All new printers will have ability to be set to automatic double siding.	2009	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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	90% of staff are trained in web conferencing. New employees provided with training.	Continue to train staff in web-conferencing and increase the number of webinar courses.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	Webinar courses offered to staff increased by 75%.	Increase number of events available by webinar, virtual attendance, video conferencing, etc.	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Green Leads encourage carpooling.	Green Leads to continue encourage staff to carpool.	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Green leads encourage alternative transportation methods. Bus pass subsidy available for staff who use public transit.	Continue encouraging staff to use alternative transportation.	2009	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Not Yet Evaluated				No End Date (Continuous)
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	All government workstations have Live Meeting and Communicator capabilities.	Future purchases to have web conferencing software.	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	All staff have access to desktop web-camera.	Encourage staff to use web cameras.	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	A pilot was done for video conferencing but was not implemented due to cost.	Increase number dependent on budget availability.	2009	No End Date (Continuous)
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	Ongoing/In Progress	Employees can earn points through the GoodLife program for Health Living, i.e. recycling, walking.	Offer points for additional items related to green awareness as part of the GoodLife program.	2010	No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Staff encouraged to attend "green" workshops.	Continue to support staff requests for workshops.	2008	No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	Not Yet Evaluated				No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Not Yet Evaluated				No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Green tips included in weekly Infolash sent to all staff.	Include green tips in other media such as a newsletter.	2010	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress	New staff complete the "Go Green" course as part of their orientation.	Continue to have staff complete this course and update course with new material as necessary.	2010	No End Date (Continuous)
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	Continued with Go Green Committee and Green Leads but with decreased number of conference calls due to other commitments.	Continue meetings/communication with committees on a regular basis.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress	Green Leads continued to provide support to teams.	Continue using Green Leads as support.	2010	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g.,	Ongoing/In	Green Leads encourage change and offer ideas/tips.	Continue using Green Leads to educate staff.	2010	No End Date

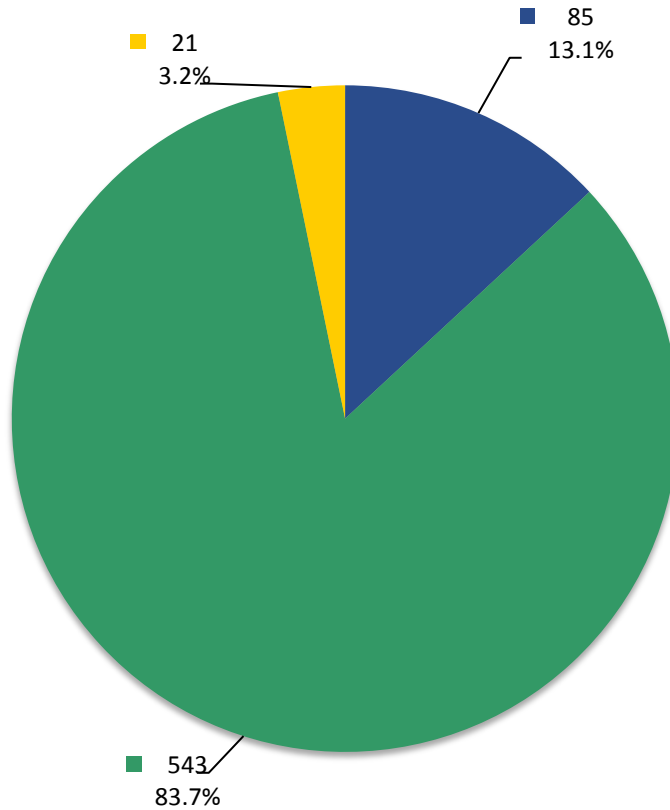
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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
community-based social marketing)	Progress				(Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				No End Date (Continuous)
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)
Building construction, renovation					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress	SSBC Technical Standards are updated in consideration of high performance green building performance.	To be incorporated as new leases/renovations done.	2010	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Not Yet Evaluated				No End Date (Continuous)
Commuting to and from home					
Introduce telework/work from home policy	Not Yet Evaluated				No End Date (Continuous)
Offer staff a compressed work week	Not Yet Evaluated				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Green Leads encourage alternative transportation. Bus pass subsidy provided to staff who use public transit.	Green Leads continue to encourage staff.	2009	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress	One additional shower added - currently have 9 offices with showers installed.	Install showers in new space where possible.	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	Encouraged staff to approach building managers to install bike racks. 2 bike racks installed at CLBC expense.	Continue to explore installation of bike racks and make it a requirement in new office leases.	2008	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.)	In Development		Develop standards for re-using/recycling.	2012	No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development		Develop standards for re-using/recycling.	2012	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	In Development	Cleaning supplies provided by WSI contracted agencies are required to use environmentally responsible supplies.	Develop standards with WSI (property management) for all office locations, not just ones that WSI provides cleaning services.	2012	No End Date (Continuous)
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	Staff are encouraged to implement recycling and composting programs in their offices. No policy has been developed.	Develop a policy to enforce these waste reduction measures.	2010	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Not Yet Evaluated				No End Date (Continuous)
Water conservation					
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	In Development	SSBC Technical Standards are updated in consideration of high performance green building performance.	To be incorporated as new leases/renovations done.	2010	No End Date (Continuous)

Community Living British Columbia Greenhouse Gas Emissions by Source for the 2012 Calendar Year (tCO₂e*)



Total Emissions: 649

- 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 12:09 PM)

Total offsets required: **647**. Total offset investment: **\$16,175**. Emissions which do not require offsets: **3** **

*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.