

2010 CARBON NEUTRAL ACTION REPORT

PLANS AND ACTIONS TAKEN TO REDUCE
GREENHOUSE GAS EMISSIONS AT THE UNIVERSITY
OF NORTHERN BRITISH COLUMBIA

University of Northern British Columbia 2010 Carbon Neutral Action Report

Executive Summary

In preparation for carbon neutrality in 2010, the University of Northern British Columbia (UNBC) has undertaken a variety of key actions with regard to reducing greenhouse gas emissions (GHG). In 2007, UNBC announced a commitment to be **Canada's Green University™**. In many ways, this decision fit perfectly with UNBC's existing culture: the proportion of environmental teaching and research is among the highest in Canada, the campus is a showpiece for energy-efficiency, the University attracts students and employees who value the natural environment, and the northern BC region is one of Canada's richest in terms of natural resources. Building off of these strengths UNBC has begun to integrate teaching, research, operations and community engagement through a variety of sustainability programs and projects, including a series of **bioenergy** and energy efficiency projects, a comprehensive recycling program and a Green Fund set up through parking revenues to provide seed grants to sustainability projects initiated by students, staff and faculty. In recognition of its sustainability efforts UNBC was awarded the **Best Campus Sustainability Project in North America** for 2010 by the Association for the Advancement of Sustainability in Higher Education. Building on the momentum of this recent acknowledgment, UNBC has identified "**leadership in renewable energy**" as the top goal in our 2010 University Plan. Over the next several few years and through the implementation of this goal, UNBC will continue to make its campuses models of sustainability and clean energy for communities and organizations across the province.



A handwritten signature in blue ink, appearing to read "E. Bray". The signature is fluid and cursive, written over a horizontal line.

Eileen Bray
Vice President, Administration and Finance

Overviews

2010 Greenhouse Gas Emissions

In 2010, UNBC produced a total of **5,655.25 tonnes of CO₂** from all sources covered by the *Greenhouse Gas Reductions Targets Act*. It has been estimated that stationary fugitive emissions do not comprise more than 0.01% of UNBC 'S total emissions and an ongoing effort to collect or estimate emissions from this source would be disproportionately onerous. For this reason, emissions from fugitive emissions have been deemed out-of-scope and have not been included in UNBC 'S total greenhouse gas emissions profile.

Offsets Applied to Become Carbon Neutral in 2010

In order to become carbon neutral for 2010, UNBC has applied a total of **5,687.90 emission offsets**. As required by section 5 of the Carbon Neutral Government Regulation, 0.83 tonnes CO₂e of emissions resulting from the operation of UNBC's Bioenergy systems were reported as part of our greenhouse gas emissions profile in 2010. However, they did not requires offsets as they are out- of-scope under section 4(2)(c) of the Carbon Neutral Government Regulation.

Emissions Reduction Activities



Actions Taken to Reduce Greenhouse Gas Emissions in 2010

During 2010, UNBC participated in a diverse range of initiatives to reduce greenhouse gas emissions. These actions are described according to that contribute to meeting the provincial carbon neutral mandate and those that will contribute the overall sustainability of our organization.

Actions to reach carbon neutral mandate

- Completed construction of a Bioenergy Plant that will be certified LEED Gold, provide heat to the core campus buildings and reduce 85% of the previous natural gas consumption.
- Hired an Energy Manager to plan and implement energy efficiency projects.
- Installed a high efficiency hot water boiler on the Terrace campus.

- Purchased natural gas, electricity and water metering for all buildings located on the Prince George Campus.
- Commenced a series of interior and exterior LED lighting retrofits, including a large lecture theatre and campus pub.
- Reduced energy consumption through a Student Competitions held in residence.
- Purchased SharePoint 2010 for filing documents electronically.
- “Leadership in renewable energy” stated as a goal of the 2010 University Plan (http://issuu.com/unbc/docs/university_plan).

Actions taken to enhance sustainability and reach carbon neutrality

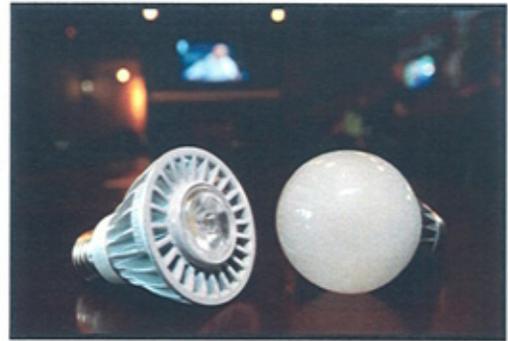
- Registered as a Charter Participant of the Sustainability Tracking, Assessment and Rating System (<https://stars.aashe.org/>), a comprehensive sustainability assessment of operations, teaching, research, planning and administration.
- Funded several *Green Fund* projects including enhancements to UNBC’s compost program, residence recycling and a Green Residence Assistants Program.
- Held various campus sustainability events including the Fourth Annual Green Day, Local Foods Day, Bike to Work Week and Bottled Water Free Day.
- Partnered with the local organizations to host a Community Based Social Marketing Workshop and supported staff, faculty and students with registration.
- Communication efforts focused on energy projects and broader sustainability initiatives were well publicized through the UNBC website (www.unbc.ca/green) and print media, including UNBC’s Alumni Magazine.
- Established a Student Environmental Leadership Scholarship.
- Secured funding to install bike showers and secure storage facilities on campus.



Plans to Continue Reducing Greenhouse Gas Emissions 2011-2013

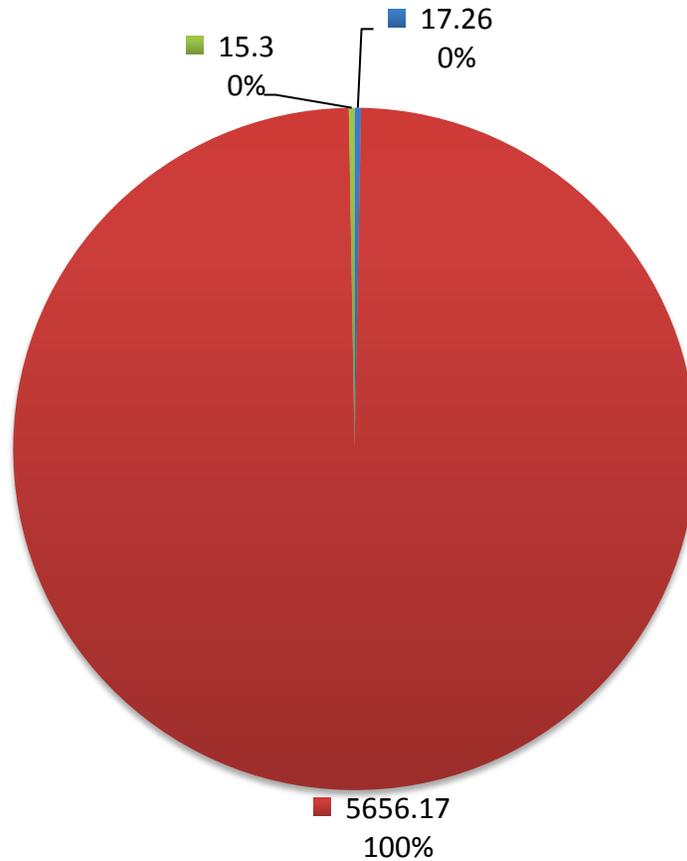
Over the next three years, UNBC will continue to reduce greenhouse gas emissions by focusing on the following key areas: (a) metering energy consumption and sustainability performance measurement, (b) operational enhancements and retrofits (c) behavioural change education focused on energy conservation and greenhouse gas reduction and d) seeking emerging opportunities to replace fossil fuel with on-site renewable energy sources. Some specific projects will include:

- Adopt measurable energy reduction targets through an Energy Management Policy.
- Assess the feasibility of wind, solar and other renewable energy sources.
- Implement an Idle-Free Policy to address carbon emissions and air quality issues.
- Develop a comprehensive action plan for addressing improvements to the campus composting program and continued organic waste diversion.



UNBC will continue to build upon its campus infrastructure and bioenergy projects to be a showpiece for renewable energy technology. We will use sustainability and carbon reduction projects as a platform for applied research and education that will directly benefit northern communities.

The University of Northern BC Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 5688.73

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **5687.9**. Total offset investment: **\$142,197.50**. Emissions which do not require offsets: **0.83** **

*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.

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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 <i>Greenhouse Gas Reduction Targets Act</i> .							
Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	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			No new vehicles purchased.	2011: Purchase only fuel efficient vehicles as new vehicles are required formally adopt this as a UNBC policy.	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress			As remaining vehicles expire we replace them with more fuel-efficient vehicles.	2011-ongoing: Continue to replace vehicles with more fuel-efficient vehicles as needed.	2009	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress			All vehicles are subject to a monthly performance maintenance program; switched all vehicles to sustainable choice wiper fluid.	2011-ongoing: Continue to complete monthly performance maintenance on all vehicles; continue to investigate more sustainable options for maintaining vehicles.	2009	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Completed in 2010			Assessed the feasibility of using of an electric powered small maintenance vehicle in Parking Services; it was found to be unsuitable for use in winter conditions.		2009	2010
Behaviour change program							
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Installed Idle Free BC signage for all campus locations that are prone to idling behaviour (8 signs in total) and distributed anti-idling awareness materials (e.g. stickers and pamphlets) to the UNBC campus community. Idle-free policy and procedures have been written and are currently in the draft phase.	2011: Formally adopt Idle-free Policy and Procedures 2010-ongoing: Continue to organize events to raise awareness about the impacts of idling and promote idle-free behaviour.	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enroll in a building energy benchmarking program (e.g., GREEN UP)	In Development				2011: Enroll in the BC Hydro Continuous Optimization Program	2010	2011
Reduce office space (square meters) per employee	Ongoing/In Progress			Completed the renovation of the Green University Centre which incorporated reduced office space principles.	2011-ongoing: Continue to seek opportunities to reduce office space per employee.	2010	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress	60	% of buildings have a real time metering system installed	Purchased natural gas, electricity and water metering for all buildings located on the Prince George Campus.	2011: Install real-time metering in each building on the Prince George Campus.	2010	2011
Owned buildings							
Establish energy performance baseline for owned buildings	Ongoing/In Progress			Hired an Energy Manager to assist in the establishment of an energy performance baseline for owned buildings.	2011: Complete energy performance baseline for owned buildings. 2012-ongoing: Perform annual assessment of building energy performance.	2010	2011
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress			Completed construction of a Bioenergy Plant Building that will be certified LEED Gold	2011-ongoing: Continue to enforce the mandatory requirement of all consultants and contractors to design and build all UNBC buildings to LEED gold standard.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Enforced UNBC procedure that requires all contractors handle and dispose of refrigerants in an environmentally sensitive manner.	2011-ongoing: Continue to enforce UNBC procedure that requires all contractors handle and dispose of refrigerants in an environmentally sensitive manner.	2009	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress			Approved and released funding to retrofit the on campus Pub and the Canfor Theatre (largest campus lecture theatre) with LED lighting.	2011-ongoing: Continue to determine the feasibility of energy retrofits, prioritize and complete as resources become available.	2009	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress			Biomass Gasification Heating System completed which will reduce fossil fuel consumption for heat by an estimated 85%; began a major infrastructure upgrade to increase the efficiency of main campus district energy system; installed a higher efficiency hot water heating boiler on Terrace campus; replaced exhaust fan and installed a variable speed drive in the dining services kitchen.	2011-ongoing: Where financially feasible, implement energy savings and efficiency projects for mechanical systems across campus.	2009	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress			Completed a detailed investigation into state-of-the-art lighting technologies for the campus; approved and released funding to retrofit the on campus Pub and the Canfor Theatre (largest campus lecture theatre) with LED lighting.	2011-ongoing: Continue to develop and implement new lighting retrofit projects (including LED where viable) to reduce energy consumption.	2009	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress			Continued to operate a comprehensive control system that was installed in 1995.	2011-ongoing: Continue to upgrade and increase the efficiency of the current control system.	2009	No End Date (Continuous)
Install an on-site renewable energy demonstration project	Ongoing/In Progress			Biomass Gasification Heating System completed; this project demonstrates the use of a biomass by-product from a local sawmill as a source of sustainable, renewable energy to heat campus buildings.	2011-ongoing: Continue to install on-site renewable energy demonstration projects as per UNBC's goal to "be a leader in renewable energy" (see http://bit.ly/fJXUt).	2009	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development				2011: Evaluate software products (i.e. Lab Stats) to shut down over 300 lab computers after the labs are closed.	2011	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	60	% of servers have been virtualized since start year indicated	In addition to the 40 existing virtualized servers, 20 servers were virtualized.	2011: Finish virtualizing servers. Not all servers will be virtualized due to activities outlined in the UNBC risk management plan.	2008	2011
Apply auto-sleep settings on computer monitors and CPUs	In Development				2011-2012: Identify the subset of systems that can be put into "sleep mode" and begin deployment.	2010	2012
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Continued the campus wide replacement of stand-alone devices with multi-function devices.	2011-2012: Achieve an additional 15% reduction in single function machines.	2006	2012
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress			Capital Equipment Replacement cycle renews remaining computers with ENERGY STAR machines.	2011-ongoing: Continue to replace computers with ENERGY STAR models during regular computer upgrades.	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 RFP and Tender templates specify that models must be ENERGY STAR rated; replaced all refrigerators with ENERGY STAR models during regular appliance upgrades.	2011-ongoing: Continue to replace all refrigerators with ENERGY STAR models during regular appliance upgrades.	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 RFP and Tender templates specify that models must be ENERGY STAR rated.	2011-ongoing: Continue to replace all refrigerators with ENERGY STAR models during regular appliance upgrades.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		UNBC does not purchase desk lamps, however employees are encouraged to use only efficient bulbs in their personal desk lamps.	2011-ongoing: Continue to encourage that all desk lamps are efficient models; test LED desk lamp prototypes.	2009	No End Date (Continuous)
Behaviour change program						
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development		All lighting is controlled through an automated system and turned off outside of regular business hours; Hired an Energy Manager to assist with behaviour change campaigns including developing a prompt program of reminders for turning off lights.	2011-ongoing: Continue to develop strategies/reminders for turning off lights.	2010	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress		Hired two part-time Green Residence Assistants to promote sustainability in on campus student housing; Began to look into options (i.e. low flow showerheads) to conserve hot water.	2011-ongoing: Increase the Green Resident Assistants to full-time; source, purchase and install low flow shower heads in on campus housing as a measure to conserve hot water.	2010	No End Date (Continuous)
Supplies (Paper)						
Paper Type						
Purchase 30% post-consumer recycled paper	Ongoing/In Progress		Began to purchase Forest Stewardship Council certified paper.	2011-ongoing: Work towards a purchasing agreement for paper with higher post-consumer content.	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress		UNBC Paper Project completed. The paper is made from 17% Local northern BC fiber and 83% post-consumer content. Paper will be used for letterheads, envelopes and other University publications.	2011-ongoing: Work towards a purchasing agreement for paper with higher post-consumer content.	2010	No End Date (Continuous)
Printer/document settings						
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress		Converted all publically available photocopiers to automatic double-sided.	2011-ongoing: Continue to work towards a policy to set all UNBC networked printers and photocopiers to automatic double-sided.	2009	No End Date (Continuous)
Electronic media in place of paper						
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress		Continued use of SharePoint 2007 and purchased SharePoint 2010.	Deploy SharePoint 2010.	2009	2010
Use electronic document library for filing common documents	Ongoing/In Progress		Purchased SharePoint 2010 for filing common documents electronically.	2011-ongoing: Deploy SharePoint 2010 and seek opportunities to store documents electronically that were previously printed.	2010	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress		Purchased SharePoint 2010 for sharing online documents; converted all Student Orientation correspondence to online format.	2011-ongoing: Continue to seek opportunities to post materials online that were previously printed.	2010	No End Date (Continuous)
Behaviour change program						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		ITS began to monitor the availability of new technology and determine the appropriate products/solutions.	2011-ongoing: Purchase tablets and readers for the UNBC Board of Governors to hold paperless meetings.	2010	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress		The UNBC Shipping and Receiving Department re-uses scrap paper by making small notepads out of scrap paper and distributing to university departments.	2011-ongoing: Continue to re-use scrap paper on a campus wide level and advertise the notepads made by the Shipping and Receiving Department.	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 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 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		The UNBC Green University Planning Committee, comprised of senior administrative staff, continued monthly meetings; formed Working Groups in the areas of "Green Teaching" and "Community Based Social Marketing".	2011-ongoing: Form additional working groups in the areas of Carbon Neutrality, Energy Conservation/Renewable Energy and Transportation.	2007	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Hired an Energy Manager to support Energy Conservation, Renewable Energy and Energy Efficiency projects; continued to operate the University Green Fund which provides financial support for sustainability projects led by staff, faculty and students.	2011-ongoing: Open the campus Green University Centre; seek additional resources to build the capacity of the sustainability staff at UNBC.	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		Partnered with the local organizations to host a Community Based Social Marketing Workshop and provided resources for staff, faculty and students to attend.	2011-ongoing: Hold events focused on behaviour change education including, UNBC's Annual Green Day and Bottled Water Free Day; UNBC Green Coordinator will continue to give class lectures focused on fostering sustainable behaviour at UNBC.	2009	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Established a Student Environmental Leadership Scholarship	2011-ongoing: Continue to seek opportunities to provide student, staff and faculty awards and recognition for leadership in sustainability.	2009	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Sent several faculty, staff and student representatives to various professional development events including the Sustainability Education Across the Province Workshop, the UBC Summer Institute in Sustainability and the Association for the Advancement of Sustainability in Higher Education Annual Conference.	2011-ongoing: Continue to seek opportunities to support green professional development; designate a set fund for the purpose of providing this support.	2009	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Pacific Institute for Climate Solutions organized many lectures and workshops on the science of climate change.	2011-ongoing: Continue the work of PICS.	2007	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		UNBC Third Annual Green Day (January 14, 2010). UNBC's Green Day is an annual event that is focused on promoting education and awareness about sustainable behaviour by sharing information on the various aspects of sustainable living (i.e. food, energy, transportation, waste reduction/recycling, water conservation, etc.). The event is held during the winter semester and brings together UNBC staff, faculty, students and the broader community of Prince George.	2011: UNBC Fourth Annual Green Day (March 17, 2011) 2012: UNBC Fifth Annual Green Day (Date TBD) 2013: UNBC Sixth Annual Green Day (Date TBD)	2007	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Green facts included on UNBC Green Website.	2011-ongoing: Continue to update website and install LCD display monitors in the Green University Centre to display green tips in a high traffic area of campus.	2009	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		Pacific Institute for Climate Solutions organized many lectures and workshops, available to the public, on the science of climate change.	2011-ongoing: Continue the work of PICS.	2009	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		UNBC Third Annual Green Day (January 14, 2010)	UNBC Fourth Annual Green Day (March 17, 2011) Bottled Water Free Day (March 11, 2011)	2007	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress		UNBC Green Website provides information on green facts to the public.	2011-ongoing: Update the UNBC Green Website; provide public tours during the Grand Opening of the Green University Centre and the biomass Gasification System.	2007	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
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		Continued to build on the use of indigenous grass species and low mow/grow living walls to reduce the need for maintenance and water use.	2011-2013: Formally adopt a potable water management strategy.	2009	No End Date (Continuous)
Introduce a storm water management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress		Continued use of storm water retention pond for the collection of storm water.	2011-ongoing: Investigate further opportunities for sustainably managing storm water (e.g. green roofs, rain gardens, etc.)	1995	No End Date (Continuous)
Procurement (non-paper supplies)						
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		Continued to operate informal green standards for purchasing furniture and carpeting.	2011-2013: Establish written green standards to be made available to the UNBC campus community and to be used where appropriate in various departments.	2010	2013
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	In Development			2011-ongoing: Draft and implement policy/procedures/program for the purchase of sustainable cleaning products.	2011	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	In Development			2011-2012: Document existing standard operating procedures for reusing and diverting construction waste from landfills and incinerators; develop a set of best practices.	2011	2012
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		A scent-free policy is enforced on a Departmental basis.	Continue to enforce a scent-free policy on a Departmental basis.	2009	No End Date (Continuous)
Commuting to and from home						
Offer staff a compressed work week	Ongoing/In Progress		Staff are considered for a compressed work week on an individual and departmental basis.	2011-ongoing: Continue to offer staff a compressed work week.	2009	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Participated in the province-wide "Bike to Work Week" which promotes the use of sustainable modes of transportation to the workplace. The UNBC team cycled more than 2,000 km during the event, representing the highest number of any organization in Prince George.	2011-ongoing: Take a leadership role in the planning and implementation of Bike to Work Week in addition to participating in Bike to Work Week; Establish a Working Group for the negotiation and implementation of a faculty and staff transit pass.	2006	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Secured funding for providing shower facilities for staff/students who commute by foot or bicycle.	2011: Install shower facilities for staff/students who commute by foot or bicycle.	2009	2011
Provide secure bicycle storage	Ongoing/In Progress		Secured funding to install on-site secure bicycle storage.	2011-2012: Determine the most appropriate design and location for secure bicycle storage; install storage units and monitor usage.	2009	2012