

# Carbon Neutral Action Report BC Games Society

## Executive Summary

As a small Service Crown which prides itself on leadership and innovation, many current practices and changes to our operations have resulted in a smaller footprint regarding green house gases. Changes made were to address fiscal pressures and streamline logistical challenges, but have also meant significant impacts on the reduction of greenhouse gas emissions. This report details our current practices, while identifying future opportunities.

## Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008

### Overview

Pertaining to our Victoria BC office operations, the BC Games Society has introduced 100% recycled paper; leased a two sided copier, including fax machine; increased recycling capacity to include plastics, bottles, cans; leased water filter system for drinking water; and used reusable cutlery, plates, glasses, and cups.

Pertaining to our Games host community operations, the BC Games Society has introduced a no idling policy for all Games vehicles; moved Guidelines for the Host Community to an on-line resource; continued policy that states athletes must be housed in close proximity to their competition site; utilized, where possible, chartered highway coaches, which are fuelled by bio-diesel; encouraged use of PowerPoint presentations as a means of eliminating paper; and developed on-line volunteer registration for volunteers and participants.

### 1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use		reduction in electricity use through lights off, monitors off, etc.	reminders to all staff
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Complete		
Asked staff to close blinds daily	Complete	open blinds allow for natural light, eliminating need for overhead lighting	
Encouraged staff to use stairs	Complete		office practice
Turned off lights in unused rooms	Complete		office practice
Installed multi-function devices (and removed stand-alone printers/faxes)	Complete	leased multi purpose printer / fax	
Replaced standard bulbs with CFLs	In progress	reduced need for electricity	currently in discussions
Installed motion activated lights	In progress	reduced need for electricity	currently in discussions
Undertaken lighting retrofit	In progress	reduced need for electricity	currently in discussions
Utilized desk-top power management settings on computer	Complete	auto shut down after 5 minutes	

## 1.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	Complete		
Initiated automatic double sided printing	Complete		
Changed document template margins	Complete		
Developed document library (online and one printed copy) for large documents	Complete	Guidelines for the Host Community updated, renewed and viewed on-line	
Used collaborative software to edit on-line	Complete		
Re-used non-confidential scrap paper	Complete		
Restructured a process to use less paper	Complete	Guidelines for the Host Community updated, renewed and viewed on-line	
<b>Actions on non-paper related supplies:</b>			
Chose "Green" items from Distribution Centre	Complete		
Encouraged re-use of furniture and equipment	Complete	28-year-old furniture used again by local not-for-profit	

## 1.3 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	In progress	Greater employee awareness	topic covered at monthly staff meetings
Provided conservation education	In progress	Greater employee awareness	topic covered at monthly staff meetings
Provided green tips	In progress	Greater employee awareness	topic covered at monthly staff meetings
Added green work goal to performance management	Complete	Greater employee awareness	2009/2010 Service Plan renewal references efforts regarding carbon neutrality
Commuting to work	In progress	7 of 9 employees walk / bus / carpool to work on a regular basis	

## 1.4 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Took water conservation measures – low flow showers or toilets, fix leaks	In progress	building maintenance keeps fixtures running efficiently	
Ran dishwasher only when full			
Reduced/replaced bottled water with filtered or refrigerated water	In progress	leased filtration system operating	
Improved recycling measures	In progress	all paper, plastics, bottles, cans	
Supported composting	In progress	employees take their compostables home	
Used re-usable dishes	In progress	we use plates, cutlery, glassware which is washed and reused	

## Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

### Overview

BC Games Society will continue its leadership in carbon neutrality, while implementing changes to reduce GHG further

### 2.1 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertaken Monitor turn-off challenge	In progress	all monitors off when not in use	Introduced April 2009	2009
Replace # computers with EnergyStar models	Planned	when renewing all hardware, ensure EnergyStar purchases are made		before Dec. 2012
Encourage staff to use stairs	In progress			
Turn off lights in unused rooms	In progress			
Replace Refrigerators (EnergyStar rated appliance)	Planned	replace existing staffroom fridge		2009/2010
Replace other appliances (with EnergyStar rated appliance)	Planned	replace existing staffroom microwave		2009/2010
Install multi-function devices (and remove stand-alone printers/faxes)	In progress			
Replace standard bulbs with CFLs	Planned		continue discussions with landlord	
Install motion activated lights	Planned		continue discussions with landlord	
Undertake lighting retrofit	Planned		continue discussions with landlord	
replace BC Games ceremonial cauldron	In progress	replace 25-year-old LNG-fuelled cauldron	working with Camosun College engineering students, design, develop and build a cauldron which uses renewable energy as its fuel source	01-Jul-05

### 2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	In progress			
Initiate automatic double sided printing	In progress			
Change document template margins	In progress			
Commit to hold paperless meetings	In progress			
Develop document library (online and one printed copy) for large documents	In progress			
Use collaborative software to edit on-line	In progress			
Re-use non-confidential scrap paper	In progress			
Use laptops/tablets				
Restructure a process to use less paper	In progress			
<b>Actions on non-paper related supplies:</b>				
Encourage re-use of furniture and equipment	In progress	computer hardware used by not-for-profit or school		

## 2.3 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In progress			
Provide conservation education	In progress			
Provide green tips	In progress			
Add a green work goal to performance management	In progress			

## 2.4 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Take water conservation measures – low flow showers or toilets, fix leaks	In progress			
Reduce/replace bottled water with filtered or refrigerated water	In progress			
Improve recycling measures	In progress			
Support composting	In progress			
Use re-usable dishes	In progress			
Purchase green cleaning products	Planned	Promote green purchases	small purchases of environmentally-friendly dish soap	2009
Use green (low-e paints)	Planned		repainting of office space 4 years away	2013