

## Carbon Neutral Action Report Columbia Basin Trust

### Executive Summary

CBT delivers programs and initiatives throughout the Columbia Basin that support carbon neutrality and climate change education and planning (see Objectives). In 2008, CBT acquired a further understanding of its new requirements and commitments under the Greenhouse Gas Reductions Targets Act ("GGRTA"). The focus for 2009 will be the development of a Carbon Neutral Plan ("Plan") which will include short and long term action plans. To assist in the development of this Plan, staff will be involved in a Carbon Neutral Planning Workshop. In June 2009, CBT will receive training on the new Smart Tool software that the Province has implemented for data gathering and reporting on greenhouse gas emissions.

### Objectives

CBT delivers programs and initiatives throughout the Columbia Basin that support carbon neutrality and climate change education. While these programs/initiatives are delivered outside of the GGRTA requirements, they are an important part of CBT's contribution to the overall Province wide 2020 and 2050 GHG reduction targets. These programs and initiatives include, among others:

1. Numerous educational publications and presentations have been made available and delivered to residents and local governments throughout the Columbia River Basin: see [http://www.cbt.org/Initiatives/Climate\\_Change/?Publications](http://www.cbt.org/Initiatives/Climate_Change/?Publications)
2. CBT is a partner in the Kootenay Regional Carbon Neutral Action Strategy, a project of the Central, East and Kootenay Boundary Regional Districts and all member municipalities, as well as the Ktunaxa Nation Council and Member bands. This program will support the 3 RDs and Kootenay Local Governments to meet and exceed their carbon neutrality commitments under the voluntary Climate Action Charter. See the following link for more information: [http://www.cbt.org/Initiatives/Climate\\_Change/?Mitigation](http://www.cbt.org/Initiatives/Climate_Change/?Mitigation)
3. CBT is leading regional action on Climate Change Adaptation and the integration of mitigation and adaptation efforts. Our program, "Communities Adapting to Climate Change" will begin its second year in 2009. Year 1 will have resulted in the completion of Climate Change Adaptation and Mitigation strategies in two pilot communities: Kimberley and Elkford. This program is supporting local governments in meeting both Bill 10 and Climate Action Charter commitments. See the following website for more information: [http://www.cbt.org/Initiatives/Climate\\_Change/?Adaptation](http://www.cbt.org/Initiatives/Climate_Change/?Adaptation)

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

### 1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	In-progress		New energy star model desktops were purchased in 2008/09 fiscal year.
Turned off lights in unused rooms	Complete		
Natural Gas and Electricity Metering Improvements	Complete	Split natural gas and electricity metering between all 3 floors of the building shared with the Columbia Power Corporation (CPC).	Splitting gas and electricity meters between floors will allow CPC and CBT to more effectively monitor their respective energy use, and to assume responsibility for their own emissions, thereby improving the likelihood of energy reductions.
Installed a second Commercial Horizontal High Efficiency Water Source Heat Pump	Complete	In 2009, overall energy use for the building will be compared to 2008 and 2007.	This was done in the Castlegar Office. Specifications are available upon request. Similar strategies will be explored for the other office buildings during the 2009 energy studies.

### 1.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In-progress		
Initiated automatic double sided printing	Complete		Printers have been set for double-sided printing.
Encouraged re-use of furniture and equipment	Complete		
Encourage staff to file/store/save electronically - not to print	Complete		

### 1.3 Travel

	Even though CBT is not subject to travel reductions under GGRTA, non-GGRTA actions regarding travel were implemented in 2008 and will continue in 2009/2010 and beyond.		
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Installed Video Conferencing facilities	Complete		Video conferencing technology has been implemented in all four CBT offices throughout the Columbia Basin region.
Supported alternative travel (bike/skateboard/walk/transit) for meetings	In-progress		Bike racks have been installed at one of the four offices. CBT will be installing bike racks at some of their other locations.
Encouraged car pooling	Complete		Staff are encouraged to car pool to meetings.
CBT obtained access to shower facilities located at CPC to support and encourage alternative travel (bike/walk/run)	Complete		Columbia Power Corporation provided access to their shower facilities which encourages CBT employees to use alternative travel (eg. bike, run, walk)

## 1.4 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	Complete		CBT helped design and deliver a wide variety of Climate Change educational workshops and developed climate change educational material in the form of brochures, pamphlets and web based material. These materials can be seen at <a href="http://www.cbt.org">www.cbt.org</a> .
Supported professional development	in progress		CBT staff are encouraged to identify professional development objectives and, where applicable or necessary, have these professional development activities center around climate change.

## 1.5 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Took water conservation measures – low flow showers or toilets, fix leaks	Complete		
Ran dishwasher only when full	Complete		
Improved recycling measures	Complete		
Used re-usable dishes	Complete		
Implemented Video Conferencing Technologies	Complete		CBT has implemented video conferencing technology in all 4 offices. This will reduce the overall amount of travel undertaken by CBT employees, contractors, and partners throughout the Columbia Basin region.

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

<b>Overview</b>	<p>In 2008, CBT acquired a further understanding of its new requirements and commitments under the GGRTA. The focus for 2009 will be the development of a Carbon Neutral Plan (“Plan”) which will include short and long term action plans. To assist in the development of this Plan, staff will be involved in a Carbon Neutral Planning Workshop. In June 2009, CBT will receive training on the new Smart Tool software that the Province has implemented for data gathering and reporting on greenhouse gas emissions.</p>		
-----------------	---	--	--

## 2.1 Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
2009 staff Carbon Neutral workshop	Planned		See Part 2 Overview above for details. Even though CBT is not subject to travel reductions under GGRTA, non-GGRTA actions regarding travel will be implemented in 2009/2010 and beyond.	

## 2.2 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	Planned			
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Planned			
Undertaken Monitor turn-off challenge	Planned			
Replace # computers with EnergyStar models	In-Progress		New energy star laptops will be purchased in the 2009/10 fiscal year.	
Ask staff to close blinds daily	Planned			
Use air dry setting on dishwashers	Planned			
Encourage staff to use stairs	Planned			
Turn off lights in unused rooms	Planned			
Replace Refrigerators (EnergyStar rated appliance)	Planned			
Replace other appliances (with EnergyStar rated appliance)	Planned			
Install multi-function devices (and remove stand-alone printers/faxes)	Planned			
Replace standard bulbs with CFLs	Planned			
Install motion activated lights	Planned			
Undertake lighting retrofit	Planned			
Implement server virtualization	Planned			
Utilize desk-top power management settings on computer	Planned			
Initiate corporate computer shut-down/wake-up for maintenance	Planned			
Unplug unused equipment	Planned			
Apply for LEED existing building rating				
Undertake building energy audit at LOCATION(s)	Planned			
Initiate or complete a building energy retrofit	Planned			
2009 energy audit and staff workshop	Planned		See Part 2 Overview above for details.	

<b>2.3 Supplies</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Commit to use 100% recycled paper	Planned			
Change document template margins	Planned			
Commit to hold paperless meetings	Planned			
Develop document library (online and one printed copy) for large documents	Planned			
Use collaborative software to edit on-line	Planned			
Re-use non-confidential scrap paper	Planned			
Use laptops/tablets	Planned			
Restructure a process to use less paper	Planned			
<b>Actions on non-paper related supplies:</b>				
Purchase cradle to cradle goods	Planned			
Choose "Green" items from Distribution Centre	Planned			
<b>2009 energy audit and staff workshop</b>	Planned		See Part 2 Overview above for details.	

<b>2.4 Travel</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned			
Mandate car pooling to government meetings	Planned			
<b>Other</b>			See Part 2 Overview above for details. Even though CBT is not subject to travel reductions under GGRTA, non-GGRTA actions regarding travel will be implemented in 2009/2010 and beyond.	

<b>2.5 Employee Engagement</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Provide climate change education	In-progress		CBT helped design and deliver a wide variety of Climate Change educational workshops and developed climate change educational material in the form of brochures, pamphlets and web based material. These materials can be seen at <a href="http://www.cbt.org">www.cbt.org</a> .	
Provide conservation education	Planned		CBT is in the process of developing and designing educational material on energy conservation and water conservation.	
Hold contests to change behaviour/make pledge	Planned			
Hold contests/support to generate ideas	Planned			
Develop Green Teams	Planned			
Support Green Teams (resources)	Planned			
Provide green tips	Planned			
Support professional development	Planned			
Add a green work goal to performance management	Planned			

2009 staff Carbon Neutral Planning Workshop	Planned		Employee engagement will be part of the Carbon Neutral Planning Workshop in the fall.	
CBT will set up a sub-committee to oversee the planning stages leading up to the development of the Carbon Neutral Plan	Planned			
<b>2.6 Sustainability Actions (others)</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Reduce/replace bottled water with filtered or refrigerated water	Planned			
Improve recycling measures	Planned			
Support composting	Planned			
Purchase green cleaning products	Planned			
Support sustainable procurement practices	Planned			
Adopt low-carbon contracting practices	Planned			