

Carbon Neutral Action Report Tourism British Columbia

Executive Summary

100% recycled paper usage; computer rotation converted to laptops for reduced power consumption; recycling of the following items electronic devices, surplus office supplies, toner, metal, styrofoam, glass, paper and battery; construction of new Visitor Centre buildings to LEED "Gold Standard"; reduced travel and introduced video conferencing, regular maintenance of corporate vehicles

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

100% recycled paper usage; computer rotation converted to laptops for reduced power consumption; recycling of the following items electronic devices, surplus office supplies, toner, metal, styrofoam, glass, paper and battery; construction of new Visitor Centre buildings to LEED "Gold Standard"; reduced travel and introduced video conferencing, regular maintenance of corporate vehicles

1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	complete		
Encouraged use of public transit/active transportation	In Progress		
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	In Progress		walking to meetings or car pooling in corporate vehicles
Established travel reduction goals	In Progress	Travel time and \$ savings by using videoconferencing (setting benchmark in 2009)	Videoconferencing set up in both Vic and Van offices and currently tracking the savings
Adopted a travel policy	complete		

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken Monitor turn-off challenge	complete		Encourage staff to turn off monitors at end of work day
Replaced # computers with EnergyStar models	In Progress		Replaced 110 desktop systems with laptops; replacing remaining 55 desktops with laptops in 09.
Used air dry setting on dishwashers	complete		
Encouraged staff to use stairs	complete		

Turned off lights in unused rooms	complete		PowerSmart stickers attached by all lights as reminder
Replaced Refrigerators (EnergyStar rated appliance)	complete		
Replaced other appliances (with EnergyStar rated appliance)	complete		
Installed multi-function devices (and removed stand-alone printers/faxes)	complete		
Replaced standard bulbs with CFLs	In Progress		building maintenance changing out to CFL's when required replacement
Installed motion activated lights	In Progress		
Undertaken lighting retrofit	In Progress		
Implemented server virtualization	In Progress	Migrate 45 servers to Virtual Infrastructure	Virtualization of entire server infrastructure underway; 10 servers virtualizer; remaining servers to be complete by September 09
Utilized desk-top power management settings on computer	In Progress		All laptops utilizing power management features
Undertaken building energy audit at LOCATION(s)	complete		For TBC offices in Victoria and Vancouver, conducted by InterVistas

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	complete		corporate stationary printed on 30% recycled paper
Committed to use 100% recycled paper	complete		purchase of 100% recycled paper for Vic and Van offices
Initiated automatic double sided printing	complete		All printing defaults set to double sided
Changed document template margins	complete		
Committed to hold paperless meetings	In Progress		
Used collaborative software to edit on-line	In Progress		encouraging staff to take advantage of Office 2007 collaboration features
Re-used non-confidential scrap paper	complete		
Used laptops/tablets	In Progress	Entire Corporation to utilize laptops only	110 PCs were replaced with laptops in 08, remaining 55 PCs to be converted to laptops in 09.
Restructured a process to use less paper	In Progress		
Encouraged re-use of furniture and equipment	complete		We re-use where practical

1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Trained staff in the use of Live Meeting (or other desktop collaborative software)	complete		
Installed Video Conferencing facilities	complete		

1.5 Employee Engagement				
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken	
Provided climate change education	complete			
Provided conservation education	complete			
Held contests to change behaviour/make pledges	In Progress			
Held contests/support to generate ideas	In Progress			
Developed Green Teams	complete			
Supported Green Teams (resources)	complete			
Provided green tips	complete			
Supported professional development	In Progress			
Added green work goal to performance management	In Progress			
1.6 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			
Reduced/replaced bottled water with filtered or refrigerated water	complete			
Improved recycling measures	complete			
Used re-usable dishes	complete			
Purchased green cleaning products	complete			
Supported sustainable procurement practices	complete			
Adopted low-carbon contracting practices	complete			
Increased bike locker storage at Victoria	complete			
Part 2 Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011				
2.1 Mobile Fuel Combustion				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Initiate new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress			
Encourage car pooling in fleet vehicles	In Progress			
Encourage use of public transit/active transportation	In Progress			
Establish travel reduction goals	In Progress			
Reduce # of corporate vehicles from 2 to 1	complete		completed Feb 09	
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	In Progress			
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In Progress			
Undertaken Monitor turn-off challenge	In Progress			

Replace # computers with EnergyStar models	In Progress	Replace remaining 55 desktops with laptops in 09.	Apr-09
Ask staff to close blinds daily	In Progress		
Use air dry setting on dishwashers	In Progress		
Encourage staff to use stairs	In Progress		
Turn off lights in unused rooms	In Progress		
Replace Refrigerators (EnergyStar rated appliance)	In Progress		
Replace other appliances (with EnergyStar rated appliance)	In Progress		
Install multi-function devices (and remove stand-alone printers/faxes)	In Progress		
Replace standard bulbs with CFLs	In Progress		
Install motion activated lights	Planned		
Undertake lighting retrofit	In Progress		
Implement server virtualization	In Progress	Virtualize remaining 35 servers	Sep-09
Utilize desk-top power management settings on computer	Planned		
Initiate corporate computer shut-down/wake-up for maintenance	Planned	Investigate and implement Wake-on-LAN technologies	
Unplug unused equipment	Planned		
Apply for LEED existing building rating	In Progress	Peace Arch Visitor Centre built to Gold Lead and is pending certification	

2.3. Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In Progress			
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	Planned			
Use collaborative software to edit on-line	In Progress			
Re-use non-confidential scrap paper	In Progress			
Use laptops/tablets	In Progress			
Restructure a process to use less paper	In Progress			
Purchase cradle to cradle goods	planned			
Choose "Green" items from Distribution Centre	planned			
Encourage re-use of furniture and equipment	planned			
Other	In Progress		continue to use double sided copying, printing,	
	In Progress		signature blocks have a reminder to think before you print	

2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	Planned		no target set yet	
Train staff in the use of Live Meeting (or other desktop collaborative software)	In Progress			
Install Video Conferencing facilities	In Progress			
Initiate Travel Policy	Planned			
2.5 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In Progress			
Provide conservation education	In Progress			
Hold contests to change behaviour/make pledge	In Progress			
Hold contests/support to generate ideas	In Progress			
Provide green tips	In Progress			
Add a green work goal to performance management	In Progress			
Engage staff through education initiatives	In Progress		produce quarterly newsletter for staff to encourage all aspects of GHG reductions and environmental education	
2.6 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			
Run dishwasher only when full	In Progress			
Reduce/replace bottled water with filtered or refrigerated water	In Progress			
Improve recycling measures	In Progress			
Use re-usable dishes	In Progress			
Purchase green cleaning products	In Progress			
Use green (low-e paints)	In Progress			
Support sustainable procurement practices	In Progress			
Adopt low-carbon contracting practices	In Progress			