

BC Games Society - 2009 Carbon Neutral Action Report

Executive Summary

The BC Games Society continues to support the goal of carbon neutrality by:

- using 100% recycled paper
- using a two-sided copier, including fax machine
- increased recycling capacity to include plastics, bottles, cans
- leased water filter system for drinking water
- where practical, using conference calls for meetings
- when available, renting hybrid vehicles
- using reusable cutlery, plates, glasses, cups



Games Cauldron

Pertaining to our Games host community operations, the BC Games Society has:

- *implemented a no idling policy for all Games vehicles*
- *moved Guidelines for the Host Community transfer of knowledge program to an on-line resource, resulting in a substantial paper reduction*
- *continuing our policy which states athletes must be housed in close proximity to their competition site*
- *utilize, where possible, chartered highway coaches which are fueled by bio-diesel*
- *encourage use of PowerPoint presentations as a means of eliminating paper*
- *utilizing on-line volunteer registration for volunteers and participants*

In keeping with two of the BC Games Society Value Statements, which state, “our dynamic approaches continually redefine and determine the most efficient and effective method of delivering event management services and programs, and commitment to social issues affecting all British Columbians”, we continue to refine our work and seek ways to minimize our carbon footprint.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

The most substantive change made by the Society in the past year was the design, build, and implementation of the new “green” ceremonial cauldron. In partnership with Camosun College of Victoria, BC, and four community businesses, the Society created this new cauldron signifying our desire to “green the games” in a significant way. This “first in Canada” electrically powered cauldron (see picture above) uses 850 watts to power the LED flame, and takes just over 2,000 KWh over the 100 days of operation. Moving to the renewable energy source for the cauldron removed 12 tonnes of GHG, and saved 900,000 cubic feet of natural gas.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

- our current lease at 990 Fort Street in Victoria is in an older building with limited energy efficient assets. Retrofitting is not financially feasible, so in advance of our lease expiration in March 2013, the Society will review lease options in LEED standard buildings.
- continue to expand on Games-time food services recycling and composting capacities
- expand on video / teleconferencing opportunities, reducing travel and expenses related to travel



BC Games Society - 2009 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 (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
This section is not applicable to this organization							
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Reduce office space (square meters) per employee	Complete			Space already maximized. No room for additional staff or reduction in office footprint.			
Retrofitting owned buildings							
Upgrade lighting systems during retrofits	In Development				Work with landlord regarding possible fixture upgrades.	2011	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Complete	100	% of computers shut down automatically outside of regular business hours	Continuation of standard office practices.		2008	No End Date (Continuous)
Implement server virtualization	In Development			Initial review underway.	Subject to findings.	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	Continuation of standard office practices		2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	0	% reduction in printers, copiers, and/or fax machines since start year indicated	Primary copier and fax serves 7 staff. Other 2 printers used for confidentiality reasons.	No action being taken.	2006	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	Continuation of standard office practices		2006	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress			No new hardware required.	Will purchase Energy Star when hardware next upgraded.	2012	2012
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Complete	100	% of fridges are ENERGY STAR rated	Purchased new fridge and microwave.		2009	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Complete	100	% of microwave ovens that are ENERGY STAR rated	Purchased new fridge and microwave.		2009	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			None taken	Will purchase new lamps and bulbs when current ones break down.	2011	2011
Behaviour change program							

BC Games Society - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	100	% of current staff have completed a workstation tune-up	Continuation of standard office practices	Continuation of standard office practices.		
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	2000	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	2000	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	2000	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	2000	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	2000	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			Continuation of standard office practices	Continuation of standard office practices.	1990	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 100% recycled content	Continued to purchase 100% recycled paper	Will continue to purchase 100% recycled paper.		
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	Continuation of standard office practices.		2004	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Complete	100	% of network printers have 'print and hold' settings applied	Continuation of standard office practices.		2004	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Complete			Continuation of standard office practices.		2006	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	Continuation of standard office practices.		2008	No End Date (Continuous)
Use electronic document library for filing common documents	Complete			Continuation of standard office practices.		1997	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Continuation of standard office practices.	Will review effectiveness of on-line materials vs. printed documents.	2004	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	In Development				Will work with ADP Payroll to implement electronic payroll notification.	2011	No End Date (Continuous)
Behaviour change program							

BC Games Society - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff currently have received collaborative software training	Continuation of standard office practices.		2007	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Complete			Continuation of standard office practices.		1996	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			Scrap paper cut for note pads.	Scrap paper cut for note pads.	1990	No End Date (Continuous)

BC Games Society - 2009 Carbon Neutral Action Report

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 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Business Travel						
Policy and budgeting						
Create a low-carbon travel policy or travel reduction goal	Complete		Continuation of conference call meetings when appropriate.		2005	No End Date (Continuous)
Behaviour change program						
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		Continuation of standard office practices.	Continuation of standard office practices.	1998	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		Continuation of standard office practices.	Continuation of standard office practices.	1998	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Continuation of standard office practices.	Continuation of standard office practices.	1998	No End Date (Continuous)
Education, Awareness, and Engagement						
Client/public awareness/education						
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Written resources provided to Host Community Volunteers.	Written resources provided to Host Community Volunteers.	1990	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	In Development			Work with landlord to understand green initiatives.	2010	2012
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	In Development			Work with landlord to understand green initiatives.	2010	2012
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.)	Ongoing/In Progress		Continuation of standard office practices.	Continuation of standard office practices.	1996	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.)	Complete		Continuation of standard office practices.	Continuation of standard office practices.	2008	No End Date (Continuous)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	Ongoing/In Progress		Host Communities continue to purchase Buy BC products.	Host Communities continue to purchase Buy BC products.	1995	No End Date (Continuous)
Commuting to and from home						

BC Games Society - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Introduce telework/work from home policy	Complete		Continuation of standard office practices.	Continuation of standard office practices.	1993	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Complete		Staff encouraged to walk to work where applicable.		2000	No End Date (Continuous)
Provide secure bicycle storage	Complete		Office space available for bike storage.		1990	No End Date (Continuous)