

Partnerships British Columbia - 2009 Carbon Neutral Action Report

Executive Summary

Partnerships British Columbia Inc. (Partnerships BC) is a company responsible for bringing together ministries, agencies and the private sector to develop projects through partnership projects. As a company registered under the Business Corporations Act, Partnerships BC is wholly owned by the Province of British Columbia and reports to its shareholder the Minister of Finance. Partnerships BC's mandate is to evaluate, structure and implement partnership solutions which serve the public interest. The company is committed to transparent operations and achieving wide recognition for innovation, leadership and expertise in public procurement.

A significant component of Partnerships BC's innovation, leadership and expertise is in the context of high performance and energy efficient infrastructure, reflecting the priorities of our shareholder and our clients.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

As a knowledge-based company, operations are limited in scope to the production of documents and the management of processes in an office-based environment. The majority of travel is on behalf of client ministries and other public agencies. Partnerships BC makes every effort to travel on air carriers that offer the benefit of carbon neutrality. Corporate travel is very limited and Partnerships BC does not own or operate any company vehicles, nor does it operate any equipment or process with an undue carbon impact. Direct resource consumption is limited to consumption of electricity and recycled paper required for the office to function.

With only 45 staff and contractors, Partnerships BC's footprint is light, and every effort is made to ensure that employees follow recycling, reduction of paper production, waste management guidelines, and take advantage of commuting through alternatives beyond the single-occupancy vehicle. For example, many employees walk, cycle, or take transit to work on a daily basis. With two offices located in Vancouver and Victoria, Partnerships BC makes every effort to conduct inter-office meetings by phone and videoconference.

Operational Changes in 2009

There were no operational changes in 2009 that increased Partnerships BC's greenhouse gas emissions or reduced its efforts in environmental stewardship.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Partnerships BC works with clients to plan for, design, and construct energy efficient physical infrastructure. Partnerships BC plays an important role in ensuring that projects are designed to be consistent with the Province's high-performance building policy as it pertains to Leadership in Energy and Environmental Design (LEED) Gold Certification, or an equivalent. In addition, many client agencies have specific goals pertaining to energy consumption. Partnerships BC works closely with its clients to ensure that all energy and environmental considerations are properly articulated to ensure an optimal outcome.

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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 *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	Ongoing/In Progress	33	is the current average rentable square meters per employee	Encouraged office sharing	No additional office space is planned	2009	2011
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Implement server virtualization	Complete	100	% of servers have been virtualized since start year indicated	Implemented server virtualization		2009	2009
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	50	% of computers have auto-sleep settings applied	Standard configuration on new and existing laptops.	Standard configuration to be extended to desktops on renewal	2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	90	% reduction in printers, copiers, and/or fax machines since start year indicated	No change in office equipment in 2009	Multi-function devices to be standard equipment on replacement	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	75	% of devices have auto-sleep settings applied	No change in office equipment in 2009	Auto sleep to be implemented where applicable	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	In Development	0		Deferred computer upgrades to 2010	Upgrade to Energy Star rated computers where applicable	2010	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	0	% of fridges are ENERGY STAR rated	No change in refrigerator equipment in 2009	Plan to source ENERGY STAR upon refrigerator replacement	2010	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	In Development				Plan to source ENERGY STAR upon equipment replacement	2010	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	In Development				Plan to source upon replacement	2010	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	In Development				Plan for 2010-11	2010	No End Date (Continuous)

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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
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development				Train staff in 2010	2010	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Encourage use of stairs instead of elevators	In Development				Encourage where practical	2010	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Promote hot water conservation	In Development				Plan for 2010-11	2010	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	20	% of total paper purchased contains 30% recycled content	Plan for 2010	Plan to increase the recyclable content of paper to 100%	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 100% recycled content	Plan for 2010	Plan to increase the recyclable content of paper to 100%	2009	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	0	% of network printers or photocopiers are set to automatic double-sided	Increased % of printing done on double-sided paper	Plan to cut down the number of printed emails	2009	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress	0	% of network printers have 'print and hold' settings applied	Plan for 2010	Plan to review feasibility of implementation	2009	2011
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			Plan for 2010	Plan to review template documents to reduce margins	2009	2011
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff workstations with software installed	Use of SharePoint knowledge management system	Plan to upgrade to next version of Office to improve compatibility	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			Use of SharePoint knowledge management system	Plan to continue with online storage	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Use of SharePoint knowledge management system	Plan to increase database utilization of databases for storage	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress			Plan for 2010	Plan to review feasibility of implementation	2010	No End Date (Continuous)

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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
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff currently have received collaborative software training	Use of SharePoint knowledge management system	Plan to continue to improve business processes that encourage the use of SharePoint features	2008	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Plan for 2010	Plan to reduce the number of paper handouts at meetings	2010	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 12/31/09)	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	Ongoing/In Progress			Reduced administrative or non-project travel	Continue implementation of existing policy	2009	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	10	% of computers have web-conferencing software installed	Plan for 2010	Plan to upgrade entire communications hardware and software	2010	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	10	% of staff have access to a desktop web-camera	Plan for 2010	Plan to upgrade entire communications hardware and software	2010	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete			Meetings held by video conference on a regular basis		2004	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			Plan for 2010	Plan to train staff in use of new communications equipment	2009	2011
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	100	% of staff are trained in video-conferencing or have access to technical support	Staff have working knowledge of video-conferencing setup and operation	Plan to train staff in use of new communications equipment	2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Encouraged staff to attend web seminars	Plan to continue to support attendance at web seminars	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Encouraged staff to carpool for staff meetings and functions	Plan to continue to encourage carpooling to meetings and staff functions	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Encouraged where practical and cost effective	Plan to continue to encourage were practical and cost effective	2009	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development				Plan for 2010-2012	2010	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	In Development				Plan for 2010-2012	2010	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development				Plan for 2010-2012	2010	No End Date (Continuous)
Staff Professional Development							

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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
Support green professional development (e.g., workshops, conferences, training)	In Development			Plan to hold staff workshops	2010	No End Date (Continuous)
Include green options in employee performance measurement system	In Development			Plan for 2010-2012	2010	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	In Development			Plan for 2010-2012	2010	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	In Development			Plan for 2010-2012	2010	No End Date (Continuous)
Provide green tips on staff website or in newsletters	In Development			Plan for 2010-2012	2010	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Project procurement documents modified to encourage LEED Gold certification	Continue to encourage LEED Gold certification were applicable	2004	No End Date (Continuous)
Other Sustainability Actions						
Building construction, renovation, and leasing						
Incorporate lifecycle costing into new construction or renovations	Ongoing/In Progress		Project business cases consider lifecycle costing where appropriate.	Plan to continue to incorporate lifecycle costing into business cases where appropriate	2009	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Policy in effect	Plan to maintain scent-free policy in the workplace	2004	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	In Development		Plan for 2010	Plan to consider feasibility for incorporation into procurement documents	2010	No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	Ongoing/In Progress		Modified policies to allow work from home	Plan to allow work from home were appropriate	2009	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Ongoing	Plan to continue to encourage alternate forms of transportation to and from work	2006	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Ongoing	Plan to continue to offer service to Vancouver staff	2006	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Ongoing	Plan to continue to offer service to Vancouver staff	2006	No End Date (Continuous)