

ROYAL ROADS UNIVERSITY

2009 Carbon Neutral Action Report

Executive Summary

Royal Roads University (RRU) was founded in 1995 as a special purpose university – with a commitment to create access for working people to applied and professional programs through online delivery and on campus residencies. Sustainability is one of the founding pillars of the university, which also include leadership, conflict resolution and entrepreneurship. In December of 2008 RRU released its Sustainability Plan which represents the long-term vision of the university and its commitment to being carbon neutral. This Plan can be found at: <http://www.royalroads.ca/NR/rdonlyres/E50DE048-206F-433A-AD1D-9EAEF6B4F4A7/0/SUSTAINABILITYPLAN4.pdf>.

The five key initiatives from the Sustainability Plan are: Greenhouse Gas Management (with a target of 50% reduction from 2007 levels by 2020, in addition to being carbon neutral by 2010), Going “Grid-Positive” (after reaching a target of going “off-grid” by 2018), Transportation Demand Management (creating a pedestrian friendly campus), Ecological-Sensitive Siting and Heritage Conservation (only allowing development on disturbed areas), and University Stewardship (establishment of a staff/faculty/student led organization called Campus Green).

The RRU Environmental Stewardship Policy was created in 2000 which ensures that procedures, personnel and processes are in place to develop and maintain high standards of environmental stewardship. RRU is committed to being a global leader in sustainability through innovative strategies which foster the protection and preservation of the environment. This is especially important given that the University is situated on Hatley Park, a National Historic Site. In 2005 the University approved their Corporate Social Responsibility Policy to ensure the university operates in an economically, socially and environmentally responsible manner, while recognizing the interests of its stakeholders. This includes: Business practices which are sound, ethical and accountable; Academic programming, service to society, and equitable treatment of learners, employees and partners; and conducting the University’s activities in an environmentally sustainable manner.

The Heritage and Environmental Stewardship Committee was created in 2007 to support the goals set out in the corporate strategic plan and the RRU Sustainability Plan. The HESC members represent a broad cross section of the university and provide support and direction to the RRU Office of Sustainability.

On a National and International front, RRU has signed the Talloire’s Declaration and the University and College Presidents’ Climate Change Statement of Action for Canada. The University’s Office of Sustainability is part of a BC wide network of Public Sector Organizations and Universities and Colleges, dedicated to becoming carbon neutral by 2010.

ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2009

Royal Roads University is constructing a new academic building – the new Learning and Innovation Centre (LIC), which will be built to LEEDS NC Gold standard. As required under the University's environmental stewardship principles, the building is being constructed on a previously disturbed site, which held two large and heavily used parking lots. A major signal of the University's commitment to sustainability and to reducing its carbon emissions is the fact that the two parking lots will not be replaced. This commitment is also part of the Sustainability Plan's goal to create a pedestrian friendly campus.

The Office of Sustainability, with 1 FTE – a Director, has been maintained, through some very challenging financial times. This position is part of a wider network of similar staff in all of the Universities and colleges in BC, and across Canada, as well as part of a network of the Public Sector Organizations of BC.

An Energy Audit was undertaken by the University, with the financial assistance of BC Hydro. The next step is to determine which retrofits should be undertaken, for the greatest greenhouse gas reductions and cost savings.

Smarttool training has been successful and the University will be ready to implement Smarttool in 2010, in order to determine its carbon emissions. Although not required by Public Sector Organizations, staff and faculty travel was analyzed to determine the potential carbon emissions from that travel, and the potential cost to the University if the travel was mitigated. A Voluntary Travel Mitigation project was approved for implementation in 2010. This will represent the first time students will have an opportunity to mitigate their travel, using a Carbon Calculator, and putting funds (carbon emissions being valued at \$25 per tonne) into a Sustainability Fund which will fund projects to directly offset emissions on campus.

The Heritage and Environmental Stewardship Committee approved a new Sustainability Branding for campus, which will be launched with the opening of the new LIC building.

A few initiatives have been underway to help reduce the number of single occupant vehicles coming to campus. Discussions have been held with BC Transit to improve bus service to campus, with a plan to create a bus turn around at the top of campus, to better serve the campus but to also remove bus traffic from the core of campus.

The University President, Allan Cahoon, has signed a MOU with the Mayor of the City of Colwood, Dave Saunders, to collaborate on sustainability projects. In 2009 the Strategic Marketing students of RRU worked in 16 teams designing a new brand for the City of Colwood, to become Canada's first Green Learning City. RRU sits on property owned by the Department of National Defence, but is within the overall borders of the City of Colwood. This MOU will be critical in going forward for the university and the city to become carbon neutral, in particular with respect to any district energy projects. The University's Sustainability Plan includes the concept of a Waste and Energy Resource Recovery Centre, which requires collaboration with the surrounding Westshore community. The University also

collaborated with the UBC Centre for Sustainable Design and the City of Langford to submit a proposal to develop a comparable set of Leeds Neighbourhood Development Guidelines, for the Westhills development in Langford.

The University is at the beginning steps of creating a Sustainable Purchasing Policy, with an investigation into office supplies for the first year. Following success with Office Supplies, future opportunities may exist with paper/paper products and equipment. A working group has been established and the University has become part of a wider purchasing network which includes other universities and colleges.

Grant applications have been submitted for a Wetland Restoration Project on a 10 acre site on campus. A student is currently undertaking a Masters project on the carbon sequestration potential of wetlands. If the funding is made available, the wetland restoration project will begin in the spring of 2010.

On the academic front, the university is continually designing new programming to meet the needs of working professionals and the community. The Masters of Business Administration program has been changed for introduction in 2010, with the themes of Sustainability and Corporate Social Responsibility incorporated throughout the program.

A new course on Energy and Carbon Management is being designed, in collaboration with the Climate Action Secretariat and the Pacific Carbon Trust. A new Continuing Studies program is now available on Energy and Local Government and a new Graduate Certificate on Sustainable Community Development has been approved for registration in the Fall of 2010.

Operational Changes in 2009

Not applicable.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Royal Roads University has an aggressive target to reduce Greenhouse Gas Emissions - a 50% reduction of Greenhouse Gas Emissions from the 2007 levels by 2020. The greatest opportunity to reduce these emissions is through a new energy system for the campus, in collaboration with the community of the Westshore and in particular the City of Colwood. Under the MOU between the University and the City of Colwood, signed in 2009, the University will continue to work with Colwood to find common solutions to energy and resource recovery. The Director of the Office of Sustainability for RRU is represented on the City of Colwood's Energy Task Force to directly support this collaboration. In addition to the MOU with Colwood, the University also signed an MOU with the Capital Regional District on future sewage and resource recovery options for RRU. Over the next year, discussions will include solutions regarding compost and the potential for resource recovery, particularly in light of the Capital Region District banning organics from the landfill by 2012.

A new "branding" has been designed for Sustainability at RRU and will be launched in the spring of 2011, with the opening of the new Learning and Innovation Centre. This branding will then be carried throughout the university on all of the recycling centres and light switches on campus. In addition, new

recycling stations are being designed for the Learning and Innovation Centre and will become the new design for the rest of campus, once additional funds become available.

Staff/faculty and student travel to and from RRU, although not yet part of the University's carbon reporting requirements, is a source of emissions. Work will continue with BC Transit and the Regional Rapid Transit Committee to improve travel options to the University and to the Westshore community. If funding is made available, a bus turn around at the top of campus would signal a major improvement on the current bus route through the centre of campus, and would make the bus stop much more accessible to the new Learning and Innovation Centre.

Another project of direct benefit to offsetting the University's carbon emissions is the Wetland Restoration Project. Grant applications have been submitted for this restoration project. The results of the Master's student project on the carbon sequestration potential of wetlands will be completed in 2010.

The new Learning and Innovation Centre will be open in the Spring of 2011 and will showcase new green technology, with solar hot water heating, grey water for toilets, non-potable water for irrigation, all contributing to the LEEDS NC Gold standard certification. The top floor of the LIC will be dedicated to the international artist Robert Bateman and will include a Centre for Dialogue, displays of Mr. Bateman's artwork, and special sustainable furnishings and recycled wood flooring.

For details on the University's commitment to Sustainability and the long term actions, please review the Sustainability Plan. The link is <http://www.royalroads.ca/NR/rdonlyres/E50DE048-206F-433A-AD1D-9EAEF6B4F4A7/0/SUSTAINABILITYPLAN4.pdf>.

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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 <i>Greenhouse Gas Reduction Targets Act</i> .							
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)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	61	% of vehicles are fuel- efficient models	Continue to replace older vehicles with fuel efficient models, as budget becomes available	Continue to replace older vehicles with fuel efficient models, as budget becomes available	2006	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	60	% of vehicles down-sized since start year indicated	Continue to review vehicles according to capacity, needs and fuel efficiency	Continue to review vehicles according to capacity, needs and fuel efficiency	2006	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	The CMMS (computerized maintenance schedule) is in place, which tracks all vehicles, raises a electronic flag when vehicle requires maintenance, and maintenance is then carried out.	Continue CMMS	2007	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress	60	% of small maintenance vehicles are fuel-efficient	Continue to replace older vehicles with fuel efficient models, as budget becomes available	Continue to replace older vehicles with fuel efficient models, as budget becomes available	2006	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	100	% of current drivers are trained	All staff/faculty driving fleet vehicles receive training to not idle the vehicle more than 2 minutes, to share vehicles and to use electronic golf carts when appropriate	Training to continue	2006	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			None	Place anti-idling stickers on dashes of all fleet vehicles	2011	2012
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Vehicles reduced and staff share vehicles regularly	Continue vehicle sharing program	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Staff are encouraged to walk between campus buildings. As well, there are 18 electric golf carts available for staff use	To continue to encourage staff to walk to buildings and continue to purchase electric golf carts as needed.	2006	No End Date (Continuous)
Other Mobile Fuel Combustion Actions							
Grounds crew have revised the lawn mowing schedule and reduced the use of gas powered lawn mowers	Ongoing/In Progress			Continue with reduced lawn mowing schedule	Continue with reduced lawn mowing schedule	2007	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Power Smart Partner	Continue to maintain credits to be a Power Smart Partner	2007	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development			Arbutus Building has a system which is not currently operable	Review Energy Audit to determine which buildings should have a metering system and submit a budget request	2001	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	In Development			The Habitat Café was monitored to determine electrical use	Continue to establish baselines for other buildings, as budget becomes available	2011	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
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	In Development			None	Investigate certification of existing campus buildings under LEED Canada for Existing Buildings: Operations & Maintenance 2009 standards	2011	2012
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	0	% of owned buildings are certified LEED NC Gold or LEED NC Platinum	New academic building under construction is in process to be certified LEED NC Gold	Continue with certification process	2008	2011
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress	0	% of buildings built or renovated since start year indicated used the integrated design process	Included in LEED NC Gold Certification. In addition, all staff, faculty and students were consulted on the design of the new Academic Building (Learning and Innovation Centre)	Continue with certification process and consultation with staff, faculty and students as the building is being constructed	2008	2011
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			Qualified contractor is hired to "retire" fugitive emissions when refrigerators are replaced	Continue to hire qualified contractor to "retire" fugitive emissions	2005	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	In Development			None	Plan to implement the retrofits recommended in the Energy Audit, subject to budget being available	2010	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	In Development			None	Plan to upgrade systems as retrofits are carried out, subject to budget being available	2011	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	50	% of retrofits (captured above) had lighting systems upgrades	T-12's changed to T-8's. Electric ballasts installed	Continue replacement program	2005	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	75	% of retrofits (captured above) had control system upgrades or adjustments	12 Programmable Thermostats purchased and installed	Continue with Programmable Thermostat replacement program	2008	No End Date (Continuous)
Install an on-site renewable energy demonstration project	Ongoing/In Progress	0	% of retrofits (captured above) had on-site renewable energy components	Solar Parking Meters installed on campus	The new Academic Building will have solar hot water. The solar Parking Meter program will continue	2007	2011
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	Any new computers purchased have this feature	Any new computers purchased will have this feature	2006	2009
Implement server virtualization	Complete	100	% of servers have been virtualized since start year indicated	Any new computers purchased have this feature	Any new computers purchased will have this feature	2005	2009
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	Any new computers purchased have this feature	Any new computers purchased will have this feature	2005	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Complete	28	% reduction in printers, copiers, and/or fax machines since start year indicated	Any new ones purchased have multi function	Continue to purchase multi function, where appropriate	2005	2009
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	Any new computers purchased have this feature	Any new computers purchased will have this feature	2005	2009

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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
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	Regular lease return upgrade of computers	Regular lease return upgrade of computers	2005	2009
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	25	% of fridges are ENERGY STAR rated	Replaced 3 refrigerators with Energy Star Models	Replace 2 more refrigerators	2008	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			3 Televisions replaced	Continue to replace	2008	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			Student desk lamps have halogen bulbs. The issue is breakage, not efficiency.	Add efficiency as a requirement in the next round of desk lamp purchasing, but major need is meeting breakage requirement	2008	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	In Development			None	Hold Workstation tune-up sessions with staff	2009	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development			Supplied Power Bars	Continue to supply Power Bars and communicate the need to unplug electronics	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			A new Sustainability Brand selected to replace previous "alien" brand.	The new Sustainability Brand will be launched with the opening of the new Learning and Innovation Centre - Spring 2011.	2006	2011
Other Stationary Fuel Combustion and Electricity Actions							
Initiated corporate computer shut-down/wake-up for maintenance	In Development			None	Do a corporate shut down for maintenance	2012	No End Date (Continuous)
Unplugged unused equipment	In Development			None	Communicate through Roadspiel the need for staff to unplug unused equipment	2012	No End Date (Continuous)
Light Switches all have "turn off" stickers	Ongoing/In Progress			The stickers have an "alien" logo, and the HESC committee has approved a new sustainability logo for application in 2011	The new Sustainability Brand will be launched with the opening of the new Learning and Innovation Centre - Spring 2011.	2006	2011
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Complete	100	% of total paper purchased contains 30% recycled content	All paper purchased was 30% post-consumer recycled paper	Continue to purchase 30% post-consumer recycled paper	2005	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	In Development			None	Undertake cost/benefit to determine if 100% could be used for marketing materials	2012	No End Date (Continuous)
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	Any new printers were set to automatically double-side	Any new printers purchased will be set to automatically double-side	2005	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	In Development			None	Undertake to reduce default margin size	2012	No End Date (Continuous)
Electronic media in place of paper							

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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
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	0	% of staff workstations with software installed	Elluminate is a hosted service available to all staff and faculty through a web browser	SharePoint will be made available to all staff and faculty by the end of 2012	2007	2012
Use electronic document library for filing common documents	Ongoing/In Progress			Developed document library (online and one printed copy) for large documents.	None	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Developed document library (online and one printed copy) for large documents.	None	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	80	% of pay stubs done electronically	Electronic payroll notification system in place for all permanent staff (excludes Associate Faculty)	Staff travel claim cheques and associate faculty cheques	2001	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			None	Carry out training sessions for electronic editing	2012	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development			None	Communicate with staff, and make laptops available for meetings	2012	No End Date (Continuous)
Encourage re-use of scrap paper	In Development			None	Use Roadspiel (staff/faculty weekly electronic newsletter) to encourage use of scrap paper	2012	No End Date (Continuous)
Other Paper Supplies Actions							
Supplying laptops/tablets	In Development			Currently laptops are available for staff/faculty to book.	Continue making laptops available and increase the number, dependent on budget.	2005	No End Date (Continuous)
Trained staff in the use of Live Meeting	Complete			Staff trained, but did not keep track of numbers.	Continue to offer the training.	2004	No End Date (Continuous)
Installed video conferencing facilities	Complete			Multiple locations available on campus	Maintain and upgrade	2009	No End Date (Continuous)
Restructuring a process to use less paper	In Development			None	Create a communications message in Roadspiel to encourage staff/faculty to use less paper, and in My RRU (student accessible electronic newsletter) for students to use less paper	2012	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	In Development			Student project initiated to determine carbon emissions potential from staff/faculty travel.	Explore the feasibility of having staff/faculty travel mitigated by the University, with the funds going into a Sustainability Account	2009	2011
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Elluminate available to all staff and faculty	Continue	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Complete	100	% of staff have access to a desktop web-camera	All staff and faculty can "sign-out" web cameras	Continue	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete	100	% of meeting rooms have access to video-conferencing equipment	Video-conferencing units are mobile and available to all staff and faculty	Continue	2004	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Complete	28	% of staff are trained web-conferencing	Multiple training opportunities offered to all staff and faculty	Continue to offer training	2004	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete	100	% of staff are trained in video-conferencing or have access to technical support	All staff and faculty receive technical support for video-conferencing	Continue to offer technical support	2004	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			A number of meetings include faculty from distance locations, all done through video conferencing	Continue to encourage staff to use video conferencing	2004	No End Date (Continuous)
Encourage carpooling to meetings	In Development			Revised carpool policy in process	To implement the new Carpool Policy.	2009	2010
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			University buildings are all within walking distance and 17 electric golf carts are available as needed.	To continue to encourage staff to walk, cycle and use electric golf carts for travel to meetings. The University has full capability for video conferencing and on-line teaching.	2007	No End Date (Continuous)
Other Business Travel Actions							
Voluntary Student Travel Mitigation Project	In Development			Project Charter approved by the Heritage and Environmental Stewardship Committee. Contract signed with Carbon Offsetters to use their calculator on the RRU website.	To create a "Donate Now" button on the Sustainability Website and on the student registration website, to mitigate student travel to the University, using the Carbon Offsetters calculator.	2009	2010
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Complete			Campus Green is a grass roots organization at Royal Roads University which began in December, 2008 with an Open Space Forum for all staff, faculty and students to create dialogue about sustainability and create topics that could be championed. Water Conservation was the key topic area for 2009.	Continue meetings of Campus Green, implement the Water Conservation Plan on Campus. Champion the Voluntary Student Travel Mitigation Project.	2008	No End Date (Continuous)

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Provide resources and/or dedicated staff to support teams	Complete		The Office of Sustainability supports Campus Green.	To continue the Office of Sustainability and 1 FTE	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		Gave talks to the students in the Faculty of Management and the Faculty of Social and Applied Science on the Sustainability Plan.	The University was successful in getting a Go Beyond Coordinator to do outreach activities with the students.	2008	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	In Development		The University recommended staff for the BC Hydro Power Smart Awards and the CRD Green Business Awards.	Continue to nominate staff for Green Awards.	2008	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Director of Physical & Environmental Resources attended LEEDS workshop and Power Smart workshop. Earth Day celebrations on campus are well attended by staff, faculty and students. Staff support green initiatives on campus. The Get Outside Conference was held, with zero waste.	Continue to encourage and support green staff development and green initiatives on campus	2007	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Roadspiel is the University newsletter and links staff to research and information on Climate Change, provided by the faculty and the Office of Sustainability.	To keep providing staff with current information and research results through Roadspiel.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		As above. In addition, Campus Green had Water Conservation as it's topic for 2009 and Continuing Studies sponsored a Water Conservation talk for staff.	A new Continuing Studies course on Energy Systems is now available.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Green Tips are regularly included in Roadspiel, dependent on staff time being available to submit them to the newsletter.	Staff reductions have reduced the regularity of Green Tips in the newsletter.	2008	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		New slides on Sustainability have been included in the Student Orientation presentation, which is also available for staff. New staff all receive a tour of Royal Roads, which is a verbal affirmation of the University's commitment to Sustainability - particularly a tour of Hatley Park - a National Historic Site!	Review the current staff orientation package and include a special section on the Sustainability Plan.	2008	2011
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		The Director of the Office of Sustainability represented Royal Roads on the Climate Action Westshore Committee and shared information and current thinking on climate change with this very important community network organization.	Continue to attend the Climate Action Westshore Committee, provide information to the Goldstream News and speak to community organizations.	2008	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Continuing Studies provides opportunities for the public, through its Green Learning Series. A new Energy systems course was designed in 2009, for public enrollment in 2010.	A new Continuing Studies course on Energy Systems is now available.	2009	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	In Development			The University is opening a new Sustainability Website, in the Spring of 2010, which will be accessible by the public.	2009	2010
Other Education, Awareness, and Engagement Actions						

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Memorandum of Understanding between University and City of Colwood	Complete		The MOU represents an opportunity for the University and City to collaborate on green initiatives. The Strategic Marketing class of RRU assisted the city in designing an entirely new brand for the city aligned with the Mayor's vision of a Green Learning City. The University also did a Leadership challenge with the staff and council of the City to assist the staff to understand and support the Mayor's vision.	More projects are planned for 2010 and beyond to assist the City of Colwood with student led projects, and to assist the students of RRU to have meaningful and real work/research experiences.	2009	No End Date (Continuous)
RRU, the UBC Centre for Sustainable Design and the City of Langford Project	Ongoing/In Progress		A submission was made to the City of Langford to undertake a project to develop an equivalent set of building guidelines, to the new LEEDS Neighbourhood Design Guidelines. The submission has been approved in principle, by the Planning Committee of the City of Langford.	To undertake the project and develop an equivalent set of building guidelines to the LEEDS Neighbourhood Design Guidelines, for application to the Westhills development in Langford, and other communities.	2009	2011
RRU has two representatives on the Esquimalt Lagoon Stewardship Initiative (ELSI)	Ongoing/In Progress		ELSI is the major stakeholder group that protects the Esquimalt Lagoon and surrounding area. By working collaboratively with ELSI, RRU has received positive recognition for it's community outreach and direct support for the RRU Wetland Restoration Project.	Continued participation and support for ELSI.	2007	No End Date (Continuous)
RRU Centre for Applied Leadership Management Graduate Certificate on Community Sustainable Development	Complete		The Graduate Certificate was developed and tested during 2009.	The Graduate Certificate will be offered to prospective learners in the fall of 2010.	2009	No End Date (Continuous)
New Graduate Certificate in Energy and Carbon Management	In Development		Faculty in the School of Environment and Sustainability and the Office of Sustainability and the Dean of the Faculty of Management began discussions with the Climate Action Secretariat and the Pacific Carbon Trust on the need for education on Energy and Carbon management.	To complete the design of a new Graduate Certificate in Energy and Carbon Management, for release in the spring of 2011.	2009	No End Date (Continuous)
New Continuing Education Course in Energy	Complete		RRU Continuing Studies and the Head Planner for the District of North Vancouver have collaborated in creating a new course on Energy.	The course is available for registration for 2010 and onwards.	2009	No End Date (Continuous)
Sustainable Purchasing Policy	In Development		A working group was created to investigate office supplies and the university became part of a purchasing network.	To investigate paper/paper products and equipment.	2009	2011
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		The Water Conservation Action Plan was completed by Campus Green.	Determine the barriers to banning bottled water on campus. Recommend a positive solution to reduce the existing use of bottled water on campus, leading to a potential ban on bottled water by 2011.	2009	2011
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	Ongoing/In Progress		Irrigation system uses non-potable water	The new Academic Building will use grey water for toilets and non-potable water for the irrigation system	2005	2011
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress		Stormwater system in place. Assessment done on impact on Colwood Creek, with DFO and DND	A stormwater system will be in place for the New Academic Building	2009	2011
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Recycling in place, in addition to composting at source. All grounds materials composted as garden soil.	Continue very successful program	2005	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
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress			WHMIS in place, Custodial staff all complete sheets for handling any toxic materials, we follow CRD rules for any disposal of waste (different for each material), and our contractors follow these same rules	WHMIS will continue and all practices for safe disposal will continue, in accordance with provincial and regional government regulations	2001	No End Date (Continuous)
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			The University is part of a cooperative purchasing network, which purchases green products	Continue to be part of the cooperative purchasing network	2009	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.)	Ongoing/In Progress			Leeds standards being used for furnishings in the new Academic Building. The University recycles all furnishings.	Continue	2001	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete			All toxic free cleaning products, micro fibre cleaning system in place	Continue the current maintenance program.	2005	No End Date (Continuous)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	Complete	10	% of the combined total food and beverage purchase (in cost) meets these requirements	The Habitat Café is Green Table certified, Ocean Wise certified, and uses all compostable serving utensils, containers and composts food waste.	Continue	2008	No End Date (Continuous)
Building construction, renovation, and leasing							
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete			All construction debris is recycled. Suitable wood from felled trees is converted to signs, garbage containers, fences and lawn furniture.	Continue the existing program	2005	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development			This is included in the LEEDS NC Gold process for the new Academic Building.	Determine if this process is suitable for other construction projects on campus	2008	2011
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	In Development			None, other than discussion on the need for a policy.	Continue to work towards having a policy.	2009	2012
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete			All paints are low VOC's	Expand to carpets and furniture	2005	No End Date (Continuous)
Commuting to and from home							
Introduce telework/work from home policy	Complete			Flexible work arrangements policy in place		2007	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	In Development			The majority of travel to and from RRU campus is by single occupant vehicle. Meetings were held with BC Transit to determine a way to increase bus trips to and from campus and to re-route buses on campus. Until there is improved bus service to the campus, it is unlikely there will be a reduction in car travel. To encourage more people in each car, the Carpool Policy was revised and the University became a member of the Jack Bell Rideshare program.	To seek approval for the new Carpool Policy. To build a new bus turn around at the top of campus, subject to funding, in order to re-route existing bus travel on campus and to encourage more buses to come into campus, thereby increasing service. Royal Roads will continue to participate on the Regional Rapid Transit Committee to ensure RRU is included in any future plans for rapid transit in the region.	2009	2012
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	In Development				The new Learning and Innovation Centre, due for opening in the Spring of 2011, will have showers and lockers for cyclists.	2009	2011

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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
Provide secure bicycle storage	In Development			The new Learning and Innovation Centre will have storage for bicycles.	2009	2011
Modify parking fees or parking availability for staff/students	In Development		Two parking lots were closed for the construction of the new academic building, and have not been replaced.	Initiatives will continue to reduce the number of single occupant vehicles coming to campus and create a more pedestrian friendly campus.	2009	No End Date (Continuous)
Other Sustainability Actions						
The Habitat Café on campus created a Drinking Water Station	Complete		The Habitat Café (serving all of the campus) created an area in the cafeteria with glasses and a large fresh water cooler, for clients to have ready access to fresh water.	To not sell bottled water, once clients feel well served by the new drinking water station.	2009	No End Date (Continuous)
Habitat Café composts all of the organic waste from the cafeteria	Complete		The Habitat Café continues to compost all of the organics from the cafeteria, and ships the compost to "Refuse" in Mill Bay.	To search for a local source for the compost, or to create a compost station on campus. This project may be in collaboration with the City of Colwood, under the MOU agreement.	2007	No End Date (Continuous)
The new Learning and Innovation Centre - Gold LEEDS Standard	In Development		The LIC is under construction, with very careful attention to the surrounding environment. The road was aligned for the building construction, without any environmental impacts to the nearby fish bearing stream. The building is being built to LEED Gold standard and will incorporate solar hot water heating and showcase new recycling and new sustainability branding for the rest of campus.	The LIC construction will continue, for opening in spring 2011.	2008	2011