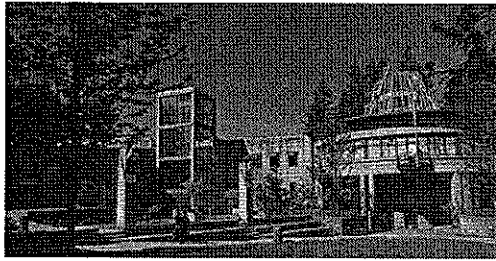


Capilano University - 2010 Carbon Neutral Action Report



Executive Summary

At Capilano our mission is ... to enable student success.

Capilano University is committed to environmental integrity and sustainable development. Sustainability on campus initiatives are directly linked to the mission, values and strategic directions (<http://www.capilanou.ca/about/mission-values.html>) of the institution.

2010 Greenhouse Gas Emissions

- Total 2010 GHG Emissions from all sources 2,172.17 Tonnes

Offsets Applied to Become Carbon Neutral in 2010

2,170.69 Tonnes

- Carbon Neutral or Offset Exempt 2010 Biomass Emissions 1.48 Tonnes

As required by section 5 of the Carbon Neutral Government Regulation, 1.48 tonnes CO₂e of emissions resulting from the operation of facilities fleet vehicles were reported as part of our greenhouse gas emissions profile in 2010. However, they were not offset as they are out-of-scope under section 4(2)(c) of the Carbon Neutral Government Regulation.

In SMARTTool, the 1.48 tonnes of biomass emissions for Capilano University is related to the renewable fuel content of the gasoline and diesel that was consumed in our facilities fleet vehicles. BC's Low Carbon and Renewable Fuel Requirement Regulation (LCRFRR) came into effect in January of 2010. This regulation sets out the renewable content that is blended into gasoline and diesel fuel that was purchased in 2010. What this means is that, at a provincial level, gasoline bought at the pump includes 5% ethanol blended with 95% petroleum-based (traditional) gasoline. Similarly, diesel bought at the pump includes 3% biodiesel blended with 97% petroleum-based diesel.

For our 2010 data, SMARTTool has calculated the "Bio CO₂" that comes from the ethanol and biodiesel portions of the fuel purchased and has separated this out as "Biomass emissions".

Capilano University continues to consistently decrease our annual GHG Emissions: greater than 10% reductions realized during 2010 over 2009 level, and 21% GHG reductions since 2007.

Emissions Reductions Activities

Actions and activities in 2010 that contribute to Capilano University becoming carbon neutral include:

Our leadership:

Our Executive Management team champions carbon neutral initiatives on campus and is actively engaged in the support and adoption of sustainable behaviours within their areas of responsibility and throughout the university. One of the

first action items upon her arrival taken by our new President, Kris Bulcroft, was to sign our Capilano University Sustainability Pledge. She has brought fresh, renewed commitment to environmental stewardship for our institution.

Our energy consumption reduction:

Specific targets have been identified for each of the campuses and overall reductions in natural gas and electricity have been achieved in 2010. Natural gas reductions are directly related to equipment and operational changes. Electricity reductions can be attributed to a power management software implementation and an increased awareness of energy consumption and associated behaviour changes at North Vancouver and Sunshine Coast. The Squamish reductions are related to a lighting upgrade as well as behavioural change initiatives.

Natural Gas: (reduction over 2007 baseline)

- North Vancouver - 7,483 GJ = 17% reduction
- Sunshine Coast – 205 GJ = 31% reduction
- Squamish – 209 GJ = 20% reduction

Electricity: (reduction over 2007 baseline)

- North Vancouver – 458,292 kWh = 6% reduction
- Sunshine Coast- 12,205 kWh = 8% reduction
- Squamish – 38,767 kWh = 23% reduction

Our people:

At Capilano University the students and employees continue to adopt more sustainable behaviours, with 225 employees and students signing the Capilano University Sustainability Pledge in 2010 for a grand total of 1,096 Pledges.

Milestones for education and community engagement in 2010 include:

- Student led: 'Thank you for turning out the lights' campaigns
- 2nd Annual Green Race – hosted by the Campus Sustainability Network
- "Ugly Sweater – turn down the heat contest"
- Eco-transportation: alternative transportation event during the Olympic events
- Project Change – engaged more than 1360 participants and conserved 1.34 million litres of water and 30 trees
- Environmental stewardship broadens integration to other curriculum in addition to Tourism Management
- New Ned and Flora Bosa Center for Film and Animation under construction to meet LEED GOLD Standard

Our students' and staff transportation:

- During 2010, the second year of Translink U-Pass availability, a total 14,824 passes were issued
- Inaugural year of Translink Employee Bus Pass Program with a total of 28 passes issued

Our 'Print Smarter' campaign:

- As part of the institutional paper reduction goals, IT services continued to work with internal users to achieve printer removal and as of December 31st, 43% of stand-a-alone and networked printers identified have been removed from service. All multifunctional devices are to be defaulted to double -sided printing.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

Resources

Year 3 Energy Manager - funding from BC Hydro

Year 1 Energy Specialist- funding from FortisBC Energy

North Vancouver Campus

- Utilization of Pulse Energy Software to monitor the electricity consumption on campus, to identify areas of opportunity and to assist us in using energy wisely
- Workplace Conservation Awareness Program agreement entered into with BC Hydro to develop and support social based marketing behaviour change strategies; these initiatives will drive continued sustainability gains.
- A strategic energy management plan developed as part of the BC Hydro Power Smart Energy Manager program.

Squamish Campus:

- The heating and ventilation system were retrofitted with new controls in the summer of 2010. Natural gas savings are 20%. In addition, a lighting upgrade was completed which reduced electrical consumption by 38,767 kWh or 23%. A constant effort to improve conservation behaviour has also contributed towards these savings.

Sunshine Coast Campus

- HVAC and lighting upgrades completed in late 2009.
- Natural Gas – 205 GJ = 31% reduction
- Electricity- 12,205 kWh = 8% reduction
- Bike share Program developed to facilitate alternate transportation option for employees to bike instead of drive to downtown

Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2013

Our focus on reaching independent carbon neutrality (purchase of offsets unnecessary) has continued to impact the collective perspective of the entire Capilano University community and how energy consumption is regarded. Utilities bills are now viewed as tools to identify opportunities for savings; wasted energy is viewed as an opportunity to show leadership, reduce waste and the associated green house gases.

As Capilano U considers the impact of its consumption on the environment and sustain our shift from energy use to energy management, we will obtain:

- energy consumption reduction per square meter of building usage
- reduction in cost of Pacific Carbon Trust carbon offsets
- a reduction in the quantity of greenhouse gases produced
- demonstration of community leadership by our institution
- students adopting more sustainable behaviours

Key initiatives we will be focusing on for 2011 and beyond include:

North Vancouver campus

- Optimization of the Direct Digital Controls (DDC) and equipment controls
- Add energy equipment parameters into room booking software to schedule activity with energy conservation considerations
- Continue to report internally (using Frontlines – intranet) to our community and providing green tips

- Report externally at www.capilanou.ca/services/sustainability-on-campus.html
- Student and Staff Orientations – Focus on encouraging sustainable behaviour and opportunities
- Presentations to showcase our sustainability accomplishments and development by our entire Capilano University community
- Leadership in Innovation – working with FORTIS BC we will be participating in a feasibility study on a district energy system using waste heat recovery
- Host and develop Day 3 Program to be integrated into the Sustainability Education Across the Province (SEAP) Provincial Conference

Squamish campus

- Monitor and verify savings from HVAC and lighting controls upgrade
- Engage with the Campus Sustainability Network for community awareness activities

Sunshine Coast campus

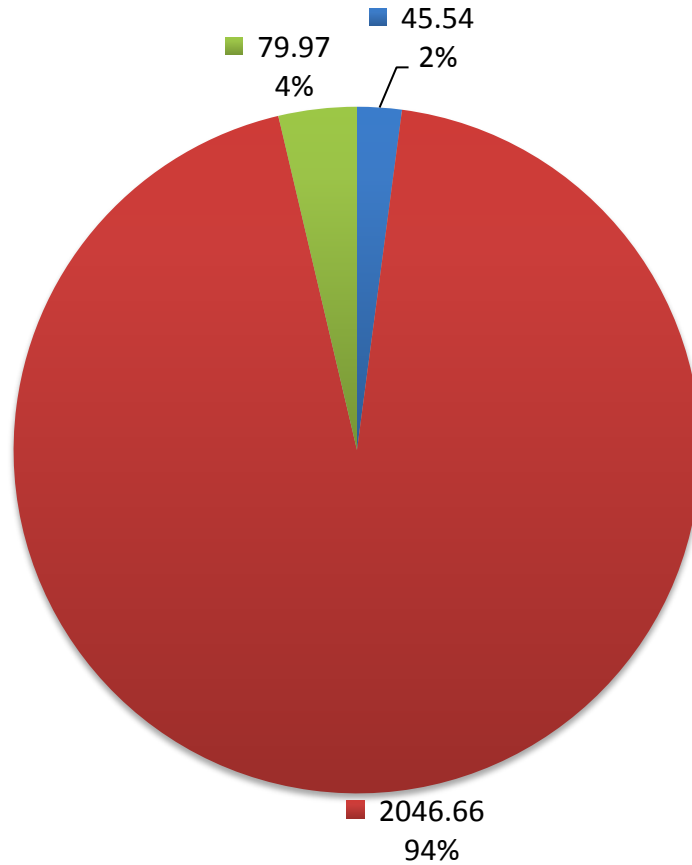
- Monitor and verify savings from HVAC and lighting upgrade completed in 2009
- Continue work with the Environmental committee to actively participate in the Regional District Golden Lawns campaign/program to increase campus water conservation.
- Develop, plan and implement water conservation for landscaping and building use (toilets & taps)



VP, Finance & Administration

Capilano University

Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 2172.17

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **2170.69**. Total offset investment: **\$54,267.25**. Emissions which do not require offsets: **1.48** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

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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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	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	9	% of vehicles are fuel- efficient models	- Include fuel efficiency one of key criteria for procurement analysis and assessment of vehicle purchases Electric Vehicle purchase is on hold - maintained continued communication with District of North Vancouver (DNV) regarding by-law adoption that allows operation of low speed electric vehicles on DNV streets; funds remain allocated for this purchase	2011 - Purchase electric dump truck for landscaping use, contingent on DNV by-law adoption which allows low speed electric vehicles 2011 - Further investigation of plug In electric and hybrid options with additional manufacturers	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	In Development	0	% of vehicles down-sized since start year indicated	Obtained budget funds to replace 2 fleet vehicles Research and review vehicle replacement options	2011 and beyond - Evaluate and develop comprehensive fleet strategy for Facilities department that incorporates energy conservation and alternative fuels	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	In Development	50	% of vehicles are subject to regular maintenance for fuel efficiency	Evaluate existing practices and procedures Research best practices fleet maintenance models for possible adoption	2011 and beyond - Evaluate and develop comprehensive fleet strategy for Facilities department that incorporates energy conservation and alternative fuels	2010	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	In Development	0	% of current drivers are trained	Project plan still in development stage	2011 - Implementation Plan development including trainees, supplier, location, timeline, cost, budget allocation & approval	2010	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress	1	Sunshine Coast Campus - Bike Share Program Implemented	1 Bicycle made available for staff transportation use on and off campus for University related tasks, errands in place of a fleet vehicle	2011 and beyond - Continue messaging on the available Bike Share Program at Sunshine Coast campus 2011 and beyond - Review opportunities to introduce Bike Share Program at Squamish and North Vancouver campuses as viable option for on site campus transportation 2011 and beyond - Include Bike Share Program opportunity in new staff orientation at Sunshine Coast 2011 - 2013 - Green Week 2011 - Finalize Plans and specifications for Bike Shelter & fully develop Project scope 2012 - Complete installation and implementation of new Bike Shelter, with associated messaging to ensure availability is broadcast widely across the University community	2007	No End Date (Continuous)
Other Mobile Fuel Combustion Actions							
Promote use of electric/hybrid vehicles	Ongoing/In Progress	1	Secured funding for electric vehicle purchase	Continued to follow up with District of North Vancouver (DNV) re: DNV By-law to allow electric low speed alternative vehicles on city streets; budget secured for funding	2011 and beyond - Communicating with Climate Change and Air Quality, Fraser Basin Council to investigate opportunities to participate and support initiatives 2011 - Submit application for consideration to participate in Nissan Leaf (electric vehicle) program 2011 and beyond - Continue to look for opportunities to expand the number of electric/hybrid vehicles in our fleet	2008	No End Date (Continuous)

Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Planning/management							
Reduce office space (square meters) per employee	In Development			Review space use across campuses for optimization & reallocation opportunities	2011 - Adopt Guiding Principles for Space Allocation to be incorporated into Policy 2011 and beyond - Development and Implementation of strategic, sustainable infrastructure development and building maintenance practices	2010	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress	88	% of buildings have a real time metering system installed	Building baseline energy consumption data for 14 North Vancouver campus buildings;	2011 - Analyze and develop scope for installation of real time metering of Squamish & Sunshine Coast campuses 2011 - Adding real time metering for natural gas on the 4 largest consuming bldgs at the North Vancouver campus 2011 - Develop a plan for identifying consumption of water, natural gas and electricity within the Food Services Department 2011 - Install real time lighting loggers on parking lot lighting 2011 - Install lighting loggers on largest energy consuming common areas of each of the 3 campuses 2012 - 2013 - Continued real time metering particularly of "problem" (heavy) consumers of energy to allow for strategic planning in order address/resolve	2008	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	Ongoing/In Progress	88	% of owned buildings have an established energy performance baseline	2010 - 4 building registered into BC Hydro Continuous Optimization Program (Birch, Cedar, Library, Fir) 2010 - Phase 1 of BC Hydro C-Op Program implemented	2011 - Implement Phase 2 of the BC Hydro C-Op Program 2011 - Installation of natural gas submeters for 4 major energy consuming buildings 2012 - Implement Phase 3 of BC Hydro C-Op Program	2008	No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	100	% of owned buildings are certified LEED NC Gold or LEED NC Platinum	Nat and Flora Bosa Centre for Film and Animation (BOSA FC) under construction, designed to LEED GOLD, Whole Building Design (Integrated) process used throughout design, planning and implementation in collaboration with BC Hydro New Construction Program	2011 - Continued review and completion of LEED Gold criteria during construction phase of BOSA FC 2012 - LEED certification completion 2011 - Commissioning of building key to ensuring Operations meet design benchmarks; educate students, staff, faculty and facilities in sustainable operations practices & procedures	Started before 1995	2011
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress	100	% of buildings built or renovated since start year indicated used the integrated design process	Nat and Flora Bosa Centre for Film and Animation (BOSA FC) under construction, designed to LEED GOLD, Whole Building Design (Integrated) process used throughout design, planning and implementation in collaboration with BC Hydro New Construction Program	2011 - Continued review and completion of LEED Gold criteria during construction phase of BOSA FC 2012 - LEED certification completion 2011 - commissioning of building key to ensuring Operations meet design benchmarks; educate students, staff, faculty and facilities in sustainable operations practices & procedures	2009	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	44	% of owned buildings have undergone energy retrofits since start year indicated	- PSECA funding for lighting, controls and HVAC retrofits to buildings across the North Vancouver campus was secured - PSECA funding for lighting, controls and HVAC retrofits to Squamish Campus was secured - Project started in the Fall of 2010 - Squamish Campus lighting, controls and HVAC upgrade completed	2011 - PSECA HVAC upgrades for Birch, Library, Studio Arts, Cedar, Fir and Arbutus will be completed 2011 - PSECA Lighting and controls upgrades for Birch, Library, Studio Arts, Cedar, Fir and Arbutus will be completed 2012 and beyond - Continue to identify energy conservation opportunities at each of the 3 campuses 2012 - Energy savings measures identified through the BC Hydro Continuous Optimization (C-op) (Phase 1) program will be implemented 2013 - Implement Phase 3 of the BC Hydro Continuous Optimization Program to attain perpetual, persistent energy savings	2007	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	29	% of retrofits since start year indicated had heating, cooling, and ventilation systems upgrades	- Squamish HVAC upgrade completed - North Vancouver campus PSECA funded mechanical upgrades commenced for Birch and Studio Arts buildings	2011 - complete North Vancouver campus PSECA funded HVAC retrofits 2011 and beyond - Continue to review and audit for additional opportunities; develop strategic plans and business cases to support	2007	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	100	% of retrofits since start year indicated had lighting systems upgrades	- Squamish campus lighting upgrade completed - North Vancouver campus secured PSECA funding secured for Lighting retrofits for Birch, Arbutus, Cedar, Childcare Center, Facilities, Film/TV Studio, Fir, Fitness Center, Horticulture, Library, Maple, Sportsplex, Studio Arts buildings	2011 - complete North Vancouver campus PSECA funded lighting systems upgrades and retrofits 2011 and beyond - Continue to review and audit for additional opportunities; develop strategic plans and business cases to support	2007	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	100	% of retrofits since start year indicated had control system upgrades or adjustments	Squamish campus controls updated, new DDC (Delta Controls) system installed North Vancouver campus PSECA funded controls upgrade project commenced for the Fir, Arbutus, Birch, Library and Studio Arts buildings	2011 - Complete North Vancouver campus PSECA funded lighting systems controls upgrades and installations 2011 - Complete North Vancouver campus PSECA funded DDC and mechanical systems controls' upgrades 2011 and beyond - Continue to review and audit for additional opportunities for controls; develop strategic plans and business cases to support	2007	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	In Development	14	% of retrofits since start year indicated had insulation improvements	Complete building envelope renewal to Cedar building on our North Vancouver campus, including new windows, roof and siding	2011 - Continued review and audit of buildings' envelopes; develop a strategic plan for energy savings initiatives using VFA Canada Inc. audit results as primary preliminary resource 2012 and beyond - Continued review and audit of buildings' envelopes; implementation of energy savings initiatives identified in VFA Canada Inc. audit as funding allows primary preliminary	2010	No End Date (Continuous)
Install an on-site renewable energy demonstration project	In Development	0	% of retrofits since start year indicated had on-site renewable energy components	Feasibility study for Solar thermal technology application for Domestic Hot Water at North Vancouver campus Sportsplex building; also, investigated options for solar powered signage for illumination of North Vancouver campus parking lot instructions	2011 and beyond - continued review and research of new technologies and opportunities to utilize renewable energy sources and systems	2010	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Completed in 2010	100	% of computers shut down automatically outside of regular business hours	- Installation of Faronics Power Save software onto student lab machines - Complete Phase 2 installation on employee workstations - Integrate Faronics software into annual computer roll-down program	2011 - Trouble shoot interface issues with Faronics Power Save software updates; meanwhile, increase behaviour awareness & social marketing campaigns to maintain computer equipment shut down gains already obtained through controls implementation 2011 and beyond - Install power management software on all future computer purchases	2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	47	% of servers have been virtualized since start year indicated	As at Dec 31 2010 , 74 virtual servers out of 158 total servers, utilizing VMWare and Solaris Containers for the virtualization platforms	2011 and beyond - Continue to move additional servers to the virtual environment as appropriate	2006	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	43	% reduction in printers, copiers, and/or fax machines since start year indicated	Continued re-evaluation of Print Smarter campaign and refresh strategies for printer removal Print Smart campaign gains continue	2011 and beyond - Refresh messaging and renew communications strategies for Print Smart campaign	2007	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	100% of computers purchased in 2010 were Energy Star rated: laptops - 27 units; Apple - 70 units; PC's - 333 units 100 units PC's donated by Vancouver Olympic Committee and placed in storage for future reuse	2011 - Revisit process to simplify tracking of acquisition of energy star rated computers 2011 and beyond - Review strategies to ensure Energy Efficient Purchasing Standards are being adhered to by all parties	2008	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	30	% of fridges are ENERGY STAR rated	- Established standard procurement practice of selecting only ENERGY STAR rated refrigerators - Quantity 1 refrigerator located in Sportsplex building on North Vancouver campus replaced with new Energy Star rated refrigerator	2011 and ongoing - Plan and develop further strategic processes to ensure all refrigerator purchases meet or exceed the minimum ENERGY STAR rated standard 2011 - Post on-line link & tips for all staff and students to participate in BC Hydro's Fridge Buy Back program to encourage removal of older, inefficient fridges and freezers from homes.	2010	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	100	% of replacements for electronic devices are ENERGY STAR rated	- Established standard procurement practice of selecting only ENERGY STAR rated appliances	2011 and ongoing - Plan and develop further strategic processes to ensure all appliance purchases meet or exceed the minimum ENERGY STAR rated standard	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	1	% of desk lamp replacements with CFL's or LED	- tested and evaluated CFLs and other low energy consuming lamps for use in desk lamps As part of our Employee Conservation Awareness Program sponsored by BC Hydro, funds have been allocated for the purchase of replacement energy efficient bulbs in work spaces	2011 - Establish standards for plug-in desk lamps and bulbs for office use 2011 - As part of the Employee Conservation Awareness program, replace all incandescent lamps with cfl's or LED options 2012 and ongoing - Ongoing review and evaluation of available technologies to ensure our purchasing standards reflect best practices - the goal to ensure all future desk lamp purchases to be in alignment	2010	2012
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	1	% of current staff have completed a workstation tune-up	- September - BC Hydro provided Capilano University; posted online link www.ecirclelearning.net/hydro/ on internal website Frontlines	2011 and beyond - Repost BC Hydro weblink www.ecirclelearning.net/hydro/ for workstation tune-up in Frontlines 2011 and beyond - Ongoing follow up with BC Hydro Workplace Conservation Awareness Program outcomes to develop strategies and prioritize 2011 and beyond - Continue to encourage staff to 'tune up' work stations; continue to provide IT and network efficiency upgrades and tuneups "in the background"	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	1	Ongoing engagement with messaging and process review	- Continue to post weekly tips to the Capilano U Frontlines (internal website) for all CapU staff and faculty. - North Vancouver Campus - Continue to showcase real time electrical consumption information (PULSE) in conjunction with "TURN IT OFF" campaigns and challenges.	2011 and beyond - Continued posting of tips and links to "Turn it Off" messaging to encourage behaviour shift	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	1	Ongoing engagement with messaging and process review	- Included in Tip of the Week - Included with National Ugly Sweater Day - 'Turn Down the Heat' campaign - Posted to Capilano U Frontlines (internal website) for all CapU staff and faculty	2011 and beyond - Continue to post tips and links to "Turn it Off" messaging to encourage behaviour shift 2011 and beyond - Continue to include as part on on-going awareness campaigns	2008	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Encourage use of stairs instead of elevators	Ongoing/In Progress	2	133 staff/faculty participants - 'Passport to Venues' 117 staff/faculty members - Capilano Stairway Summit Club	- Sep 2009 - April 2010 - Conducted 'Passports to Venues' - this walking Initiative gave away podometers and tickets to Olympic events as incentives to increase and embrace walking; those who participated were eligible to receive Olympic tickets - Sep 2010 - Capilano Stairway Summit Club (CSSC) tracks the number of stories (25 stairs = 1 storey) participants require/complete to reach top of various mountains; for example, Mount Everest = 1176 stories, Whistler = 286 stories; many members completed multiple mountain top treks!	2011 - CSSC to offer continued challenges with continued engagement and encouragement of health and safety initiatives and opportunities 2011 and beyond - Continue to include stair use versus elevators as part of ongoing health and safety awareness campaigns 2011 and beyond - Include stair use information and encouragement, and engagement opportunities during new employee orientation protocols	Started before 1995	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	1	Ongoing engagement with messaging and process review	- Workplace Conservation Awareness program agreement with BC Hydro to plan and implement behavioural change initiatives to reduce electricity consumption across Capilano University 'Thank you for turning out the Lights!' stickers posted on approximately 50 remaining light switches - North Vancouver campus BC Hydro Turn out the lights posters mounted/updated in washroom advertising frames - North Vancouver campus Turn out the lights notices (including information on power consumption) were refreshed above light switches at the Squamish campus - Nov 2010 'Total Turn Off' week long campaign at North Vancouver campus; posters created and displayed, online messages and reminders; - BC Hydro Community Outreach team attended campus for one for increased visual and in person contacts;	2011 and beyond - Continue to update and refresh 'turn out the lights' prompts and informational literature	2008	No End Date (Continuous)
Supplies (Paper)							
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	100	% of network printers or photocopiers are set to automatic double-sided	Purchase of student lab printers delayed to 2011	2011 - printers for student labs will be set to default to double sided printing 2011 and beyond - all new printers purchased will have the ability for duplex printing	2007	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	1	% of staff workstations with software installed	CurricNet software project is 70% complete; testing environment and data base set up complete; Testing Phase and Review ongoing;	2011 - Complete Testing Phase of CurricNet with plans to implement/go live in August 2011	2008	2011
Use electronic document library for filing common documents	In Development	0		Preliminary use of common drives for public documents access and use; storage of staff form templates and documents accessible thru online Frontlines	2011 -Full electronic library filing system included on Capilano U's IT Department Project list; scope and costing under development	2010	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Post materials online that were previously printed	Ongoing/In Progress	1 Ongoing engagmt with messaging and process review	- Capilano U Yearly Student Calendar revised format to significantly reduce paper consumption and number of copies issued; - 30,000 avoided printed pages from revised format and reduction of copies protocols established	2011 and beyond - Continue to encourage and facilitate historically paper based materials and media presentations to switch to paperless format	2006	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	32 100% of staff and administration receive their payroll stubs and T4's online Paperless Faculty payroll and T4's continued review during 2010	Paperless Payroll and T4's for Faculty implementation on hold	2011 and beyond - Re-initiate the plan to complete the final phase of implementation for online administration of paperless payroll and T4's for Faculty group	2008	2012
Behaviour change program						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	1 % of staff currently have received collaborative software training	CurricNet software project is 70% complete; testing environment and data base set up complete; staff engaged in testing Phase and Review;	2011 - Complete Testing Phase of CurricNet with plans to implement/go live in August 2011	2010	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	1 Ongoing engagmt with messaging and process review	Continue to encourage and promote paperless meetings and presentations across all 3 Campuses	2010 - add tips on how to hold paperless meeting to the 'Tip of the Week' 2011 - Analysis of paperless meetings to determine the barriers and benefits within each of the campuses; 2012 - Develop a strategy for a formal plan for paperless meetings	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress	1 Ongoing engagmt with messaging and process review	- Squamish Campus strive for zero waste classroom - Continued recycling use of Capilano 'College' letterhead etc remade into small memo pads by the University printshop	2011 & beyond - Continue to develop strategies to reduce paper consumption, thereby reducing the available 'scrap' paper	2008	No End Date (Continuous)
Other Paper Supplies Actions						
Paper based campus phone books review	Ongoing/In Progress	1 Set an original target of 75% reduction in paper based phone books (printed in house); achieved 50 percent reduction;	- Original 50% reduction in paper based phone books maintained with no increase/creep occuring Continued to work to reduce the number of paper-based phone books	2011 and beyond - Continue to message and engage staff via behaviour change campaigns to reduce ordering requests of paper-based phone books	2007	No End Date (Continuous)
Internal Mail Outs Review	Ongoing/In Progress	1 Continued 'green filter' on process	- Continued to seek alternatives to paper based communications - Staff continuing to contribute and drive reductions of paper based communications including increased utilization of departmental bulletin boards to post single copy of internal correspondence and/or use of electronic memos/web posting options vs creating paper copies for each Staff member	2011 and beyond - Continually seek alternatives to paper based communications	2008	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Print Smarter' campaign to reduce paper consumption	Ongoing/In Progress	1 More that 2,000,000 sheets of 8.5 x 11 inch paper consumption reductions since Print Smart campaign inception	- Continued to seek alternatives to paper based communications - Staff continuing to drive reductions of paper based communications	2011 and beyond - Develop further strategies for behaviour change and refresh the messaging surrounding Print Smarter campaign, with sustainability and cost savings benefits quantified 2011 - Continue to measure and report paper consumption using SMARTtools 2011 and beyond - Link sustainable behaviour change to tangible cost savings opportunities	2007	No End Date (Continuous)
Capilano University Newsletter switch to paperless format	Completed in 2010	1 Last official paper issue of The Informer was June 2008	Continued paperless distribution of the monthly newsletter, The Informer, solely via online blog format	2011 and beyond - Continue to encourage and facilitate historically paper based media presentations to switch to paperless format	2008	No End Date (Continuous)
Capilano University Presidential Newsletters switch to paperless format	Completed in 2010	1 Last paper issue of the President's Newsletter was circulated May 2010	Presidential Newsletters to appear solely online on internal websites - Frontlines and CapU	2011 and beyond - Continue to encourage and facilitate historically paper based media presentations to switch to paperless format	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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	10	% of computers have web-conferencing software installed	- Installation of Live Meeting software and 3 point video conferencing set up for North Vancouver, Squamish and Sunshine Coast campuses including 6 'cameras on a stick', mobility equipped	2011 - Review for customer satisfaction and potentially upgrade the equipment to allow for larger meetings 2011 and beyond - Increase levels of knowledge base and technical support 2011 and beyond - Continue to utilize and review protocols and technology; work to establish a dynamic support link with IT in order to develop day-to-day confidence for all potential users	2009	2012
Make desktop web-cameras available to staff	In Development	0	% of staff have access to a desktop web-camera		2011 - Continue assessment and review of need for individual cameras	2009	2012
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	100	% of meeting rooms have access to video-conferencing equipment	Set up of 3 point video conferencing or North Vancouver, Squamish and Sunshine Coast campuses including 6 'cameras on a stick', mobility equipped 360 degree base unit purchased and installed in North Vancouver Birch Building, Room 471	2011 - Review for customer satisfaction and potentially upgrade the equipment to allow for larger meetings 2012 and beyond - Continue to review for potential requirement for expansion	2010	2012
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	20	% of staff are trained web-conferencing	- Design and implement informal employee training program	2011 and beyond - Formalize training protocols and update as required	2010	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	20	% of staff are trained in video-conferencing or have access to technical support	- Design and implement informal employee training and technical support program	2011 and beyond - Formalize training protocols and update as required	2010	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	In Development	1	Strategy Development	- Development of plan to incorporate into Capilano U community engagement and training initiatives	2011 and beyond - Review and refine messaging strategies to encourage virtual attendance and presentation by staff 2011 and beyond - Review strategies to incorporate into Capilano U community engagement and training initiatives	2010	No End Date (Continuous)
Encourage carpooling to meetings	In Development	10	10 staff carpool trips from North Vancouver to Squamish campus avoided/eliminated;	Set up electronic Car Pool Calendar to facilitate Capilano University staff organizing opportunities to ride share when attending face-to-face meetings at Squamish campus	2011 and beyond - Continue to message and encourage car pooling 2012 - Review staff usage of car pooling calendar and update/upgrade process as required 2012 - Review design of a mechanism to track avoided car trips	2010	No End Date (Continuous)
Other Business Travel Actions							
Employee Transit Passes Program at Reduced Fares	Ongoing/In Progress	28	28 Employee Transit Passes were applied for and issued	- Introduced the reduced fare Employee Bus Pass program available for all staff and administration	2011 and beyond - Continue to advertise and include messaging on the available Employee Transit Pass program to encourage sustainable choices by increasing use of public transit options 2011 and beyond - Include Employee Bus Pass opportunity in new staff orientation	2010	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Bike Share Program	Ongoing/In Progress	1 1 Bicycle made available for staff transportation use on and off campus for University related tasks, errands	Implemented Bike Share Program at Sunshine Coast campus	2011 and beyond - Continue messaging on the available Bike Share Program at Sunshine Coast campus 2011 and beyond - Review opportunities to introduce Bike Share Program at Squamish and North Vancouver campuses as viable option for on site campus transportation 2011 and beyond - Include Blke Share Program opportunity in new staff orientation at Sunshine Coast	2010	No End Date (Continuous)
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	3 Capilano Sustainability Network (CSN)	- 2nd Annual Green Week held in October - Volunteer based Capilano Community Sustainability Network held monthly meetings and additional special events on campus to engage, dialogue and network with interested and motivated members	Review CSN organizational format (volunteer based vs formal committee) and analyze structure options to ensure meaningful outcomes remain attainable 2011 - 3rd Annual Green Week 2012 - 4th Annual Green Week	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress	3 BC Hydro sponsored Energy Manager employed - Year 3 GoBEYOND Campus Coordinator employed - Year 2 June 2010 - Full-time Energy Specialist employed - Year 1	- Capilano U employed a Campus Coordinator, a student from the goBEYOND project to work with the Energy Manager to increase sustainability awareness on campus (Brennan Murray until April 2010, followed by Nic Alder Sep 2010 - April 2011) - June 2010 - Capilano U hired our first ever Energy Specialist, Colin Dalziel, 100% funded by Terasen Gas, through their Energy Efficiency and Conservation Program; Energy Specialist position is confirmed until at least May 31 2011	2011 and beyond - Contingent on funding, a student Campus Coordinator will be rehired 2011 and beyond - Contingent on external funding, an Energy Specialist will be hired to contribute to the Sustainability & Energy Management Team at Capilano U 2011 - Anticipation of funding renewals 2012 - Anticipation of funding renewals	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress	20 # of Engagement events held throughout the year	GoBEYOND (carbon neutral action) Club and its Director Gary Guo hosted at Capilano U: Oct 1 2010 - Invent the Future competition sponsored by BC Hydro with \$2000 top prize Oct 16 2010 - World Food Day Nov 26/27 2010 - Buy Nothing Day	2011 and beyond - Continued review and development of community social based marketing and training for entire Capilano University community	2010	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress	3 # of (Formal) Recognition Awards/Programs Opportunities	- Sunshine Coast Awards Program - Workplace Conservation Awareness (BC Hydro sponsored Program) trophies for challenge winners and recognition prizes for participants - Entered agreement as Power Smart Partner with BC Hydro to design and develop Workplace Conservation Awareness program at Cap U	2011 - Implement a comprehensive 'green' recognition program	2009	No End Date (Continuous)
Staff Professional Development						

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	20	# of workshops, conferences, training attended by Staff/Faculty	<ul style="list-style-type: none"> - 2 Cap U Faculty - Business and Tourism (Jenn Riley, Jane Raycraft) attended the Sustainability Education Across the Province (SEAP) seminar - Develop, create and format new additional Day 3 (new format) for SEAP; integrate lessons learned during Days 1 and 2 into tangible practices and processes during Day 3 	May 25, 26, 27 2011 - Capilano University to host 2011 Annual Sustainability Education Across the Province Conference and will invite diverse Capilano University community members to Day 3 participation	2010	No End Date (Continuous)
Staff awareness/education							
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	10	# of Presentations to Staff	<ul style="list-style-type: none"> - Fall 2010 - Energy Manager Conservation Presentation to All Management meeting - October 2010 - 2nd Annual Green Race; 5 activity stations where participants answered questions or completed challenges based on water conservation, waste management (recycling and composting), transportation (vehicle emissions), and energy conservation (natural gas and electricity) - Regular engagement across campuses with all staff; frequent dialogues focused on conservation and sustainability 	2011 - 3rd Annual Green Race to be held 2012 - 4rd Annual Green Race to be held 2013 - 5th Annual Green Race to be held	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	12	Real-time Pulse Energy Dashboard link posted on Cap U website http://my.pulseenergy.com/CapilanoUniversity/dashboard/#/overview	<ul style="list-style-type: none"> - Online 'Green Tip of the Week' posted on internal staff Frontlines Website regularly - Inaugural Cap U online sustainability newsletter published - Regular timely postings to align with Regional and National initiatives including: Ugly Sweater Day, Earth Hour, Bike to Work Week etc 	2011 and beyond - Continue to post Green Tips, comments and sustainability activities and events to 'Frontlines' employee intranet 2011 and beyond - Continue to publish and showcase both Capilano University sustainability commitment and success using online media and associated social networking venues	2007	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress	35		HR Manager included sustainability and conservation messaging during new staff orientation and provided website locations for associated policies	2011 and beyond - Continue to develop and update as appropriate conservation information for new staff orientation to ensure community members are engaged	2010	No End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the science of climate change	Ongoing/In Progress	35	Students' Sustainability education embedded in some curriculum; Project Change, led by Dr Joe Kelly	<ul style="list-style-type: none"> - Dr. Joe Kelly, specialist in Climate Change and Tourism continued to develop one of the first specific tourism and climate change degree courses in Canada as part of Capilano's Bachelor of Tourism Management. - Environmental Stewardship has been integrated as core curriculum in all tourism management programs. 	Spring 2011 - Capilano plans to offer " Tourism and Climate Change" as part of its Bachelor's degree in Tourism Management 2012 and beyond - Continued development and integration of sustainability and environmental stewardship into additional faculty curriculum and programs	2008	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress	1360 Annual Green Week Event Regular Energy Conservation Engagement Events and Initiatives Student Leadership Projects with Sustainability/Energy Conservation focus - Cap U Energy Management Team acts as resource to provide knowledge/information for students	- October 2010 - 2nd Annual Green Race; 5 activity stations where participants answered questions or completed challenges based on water conservation, waste management (recycling and composting), transportation (vehicle emissions), and energy conservation (natural gas and electricity) - Regular engagement across campuses with all staff; frequent dialogues focused on conservation and sustainability	2011 - 3rd Annual Green Race to be held 2012 - 4th Annual Green Race to be held 2013 - 5th Annual Green Race to be held 2011 and beyond - Continued regular engagement across campuses with frequent dialogues focused on conservation and sustainability to facilitate comprehensive community participation	2009	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress	12 Real-time Pulse Energy Dashboard link posted on Cap U website http://my.pulseenergy.com/CapilanoUniversity/dashboard/#/overview	- Online 'Green Tip of the Week' posted on Cap U Student Website regularly - Published a full page advertisement for Sustainability Commitment in the 2010 - 2011 Capilano Student Union Student Handbook and DayPlanner - Inaugural Cap U online sustainability newsletter published - Regular timely postings to align with Regional and National initiatives including: Ugly Sweater Day, Earth Hour, Bike to Work Week etc	2011 and beyond - Continue to post Green Tips, comments and sustainability activities and events to Capilano U website for students 2011 and beyond - Continue to publish and showcase both Capilano University sustainability commitment and success using online media and associated social networking venues	2008	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions						
Sustainability Pledge	Ongoing/In Progress	1096 1,096 Total Pledges signed across Capilano University campuses	- 223 Sustainability Pledges signed and submitted; - New Cap U President Kris Bulcroft signed a Pledge as one of her first action items upon arrival on campus	2011 and beyond - continue to invite commitment to Sustainability from across the Capilano U community	2009	No End Date (Continuous)
Suggestion Box	Ongoing/In Progress	1 Created online suggestion box for email at: sustainability@capilano.ca	- Set up email contact for Sustainability comments, questions and connections	2011 and beyond - Continue to post (online) messaging of contact information 2011 - Install a wooden suggestion box to provide option for Capilano University community to communicate anonymously	2010	No End Date (Continuous)
Presentations	Ongoing/In Progress	12 Ongoing and diverse opportunities to communicate were optimized; sustainability relationships and networks built and strengthened	- Energy Manager presented at: IT4 BC, EDCO and live Pulse Energy webinar on energy management at Capilano U - Continuing In class Student Presentations focused on sustainability and energy management	2011 - Sep 6 Fall Semester Student Orientation - Student led campus tour will focus on encouraging sustainable behaviour and opportunities and empowering students to take care of their Capilano U environment 2011 and beyond - Continued engagement and development of presentation materials for use on and off campus	2010	No End Date (Continuous)
Student Led Projects and Events	Ongoing/In Progress	10 Student led Sustainability and Environmental Projects and Events embedded across Course Programming	- Faculty members Ms Sharka Stuyat and Dr Joe Kelly include sustainability and energy conservation projects as part of course performance criteria - 2010 Student Leadership Projects included: 'Turn out the lights', Promotion of Cap U's Sustainability Pledge, 'Crash of the Cans' (sculpture building event to raise awareness about recycling with a fundraiser that donated proceeds), Go Green Be Seen Fashion Show, Project Change, 'Door Hangers', Bike to Work Week	2011 and beyond - Continue to invite commitment, action and student leadership which supports Sustainability and Energy Conservation in our Capilano U community	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
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	1 Strategy Development including plan with # of water fixtures replaced or retrofitted to be efficient	- Audit of Sunshine Coast campus water consumption, as part of the application for the Regional District's Golden Lawns initiative - Incorporate water management strategies for new building, Nat and Flora Bosa Centre for Film and Animation (BOSA FC)	2011 - Develop water conservation policy 2011 - Enter the Sunshine Coast campus into Golden Lawns contest 2011 - Installation of low flow shower heads at the North Vancouver campus 2011 - Installation of low flow, auto flush toilets at Squamish campus, installation of touchless water faucets in the Squamish Campus 2011 - Continue to install at the North Vancouver campus; touchless water faucets and autoflush toilets 2012 - Complete installation of touchless faucets and low flow shower heads at all 3 campuses	2009	No End Date (Continuous)
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	1 Informal Strategy development	- Continued to improve the waste diversion programs established at Capilano University - Squamish campus continues commitment to 'zero waste' classrooms strategy; increased their recycling program from only mixed paper to include: refundables, cardboard, glass and metal containers, plastics, and composting	2011 and beyond - Continue to refine the waste diversion practices of the University looking for opportunities to decrease the amount of waste currently sent to landfill 2012 and beyond - Investigate and analyze composting on-site, and if feasible, develop a plan to incorporate on-site composting as part of campus waste management strategy	Started before 1995	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	1 Strategy development by HR Advisor, Occupational Health & Safety Strategy	- Chemistry Department integrated chemical neutralizations procedures and protocols to collect, minimize and reuse regulated materials; also incorporated strategies to use less environmentally harmful lab materials and implement less wasteful disposal methods	2011 and beyond - Continue to search for improvements to process to produce no waste	2010	No End Date (Continuous)
Procurement (non-paper supplies)						
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress	1 Informal Green Cleaning Products Purchasing Program put into practice	Continue to purchase green janitorial products and look for opportunities to expand to carpet cleaning	2011 - Re-evaluation of existing products being used; develop and establish a formal 'green janitorial cleaning program to replace the existing informal program	2008	No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	In Development	1 Informal review of low VOC's purchasing process	Facilities department began to research and review low VOC's options available as paint, carpet and furniture needs replacement/upgrading	2011 - Facilities to develop standards for low VOC's standards for future acquisitions of paint, carpet and furniture	2010	No End Date (Continuous)
Commuting to and from home						
Offer staff a compressed work week	Ongoing/In Progress	2 # of Staff Applications submitted for compressed work week	Staff given option to formalize their weekly hours using a 'semi-modified work schedule'; typically, format is to work equivalent of 10 days hours over 9 days, which avoids 1 day per every 2 weeks in - office impacts	2011 and beyond - Continue to message the option for compressed work week schedule to staff	Started before 1995	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	4 - 87 Carpool Passes Issued - 272 Carpool Participants - 14,824 U-Passes issued - 28 Employee Bus Passes issued	- Secured \$10,000 for Bike Shelter upgrade - Eco-transport event; 'Alternative Transportation - getting around during the Olympics' Community engagement activity - Continued support of Translink U-Pass program - Implemented the Translink Employee Bus Pass Program	2011 and beyond - continue to support the Translink U-Pass program 2011 and beyond - continue to support the Translink Employee Bus Pass program 2011 and beyond - Continue to message and develop the Car Pool Program 2011- 2012 - 2013 - Green Week 2011 - Finalize Plans and specifications for Bike Shelter & fully develop Project scope 2012 - Complete installation and implementation of new Bike Shelter, with associated messaging to ensure availability is broadcast widely across the University community	2002	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress	29 # of showers accessible for staff/students	- analysis of water consumption for existing showers, new low flow shower heads identified	2011 - installation of low flow shower heads for North Vancouver campus Sportsplex and Fitness Center 2012 - research other areas on campus for lockers	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	0 Funding approved for \$10,000 spend on a bike shelter	- Research and review of shelter options	2011 - Finalize Plans and specifications for Bike Shelter & fully develop Project scope 2012 - Complete installation and implementation of new Bike Shelter, with associated messaging to ensure availability is broadcast widely across the University community	2010	2012
Modify parking fees or parking availability for staff/students	Ongoing/In Progress	1 Increase to Parking Fees	Parking fees at the North Vancouver campus were increased in the Fall of 2010, as part of a strategy to encourage use of alternative forms of transportation	2011 and beyond - Continued review of appropriate parking fee levels to encourage sustainable transportation choices	2009	No End Date (Continuous)
Other Sustainability Actions						
Sustainability/Environmental Scholarships and Bursaries	Ongoing/In Progress	3 # of Scholarships & Bursaries bestowed on Capilano University students who demonstrate leadership in sustainability and environmental concerns	Kapoor Singh Siddoo Foundation Environmental/Ecological Studies Bursary Mike de Hullu Memorial Bursary - for leadership in outdoor recreation and initiative in problem solving for environmental issues Real Estate Foundation of BC Scholarship for Environmental Sustainability - for stewardship of natural resources	2011 and beyond - Continue to search for sustainability success stories to celebrate at Cap U	2010	No End Date (Continuous)