



Executive Summary

PCTIA is the regulatory body for over 330 private career training institutions across British Columbia. It has 23 staff, a 6200 square foot office in downtown Vancouver, and a remote site in Victoria.

Each regulated institution requires annual site visits to confirm compliance with quality education requirements. Due to the dispersed locations of institutions, PCTIA staff does a significant amount of travel both driving and flying throughout the Province.

PCTIA is working to address the amount of travel by bundling visits to geographic areas and moving to online meetings.

Through its Human Resources Guidelines, PCTIA has made a commitment to creating a more sustainable workplace. This includes a plan to becoming paperless by 2013 and the creation of a Green Team to provide education and opportunities for sustainable operations.

I am supportive and enthusiastic about the changes being made at PCTIA. It gives staff a great pride of place and it also educates them

to, perhaps, be mindful of conservation outside of the office.

A handwritten signature in black ink, appearing to read 'K. Kirkpatrick', is written in a cursive style.

Karin Kirkpatrick

Registrar and CEO
Private Career Training Institutions Agency

Overview

In 2011, PCTIA offices relocated from Burnaby to Vancouver. The majority of the Province's private career-training institutions are located in downtown Vancouver. The move provided easier access for PCTIA employees, government and board members, institution representatives, and students.

PCTIA only orders, at minimum, 30% recycled paper for all printed materials.

A substantial amount of printing is done every year in the form of brochures, posters, letterhead and copies of our legislation, regulations and bylaws.

While the agency has incorporated a webinar option in the last year to allow institutions to attend workshops remotely, in 2012, we will be providing webinar only workshops to further increase the use of this tool. Workshops are held in the office roughly every two weeks and attended by 10 – 20 people.

A number of staff have been provided with laptops to allow them to telecommute on occasion. There are more plans to continue to upgrade our technology to allow telecommuting by staff.

2011 Greenhouse Gas Emissions

As calculated by the SMARTTool the total emissions estimated for PCTIA for 2011 is 4. This was calculated by estimating our power consumption based on the square footage of our leased office space. The purchased energy is 3.72 greenhouse gas emissions.

The number of packages of photocopy paper purchased by the Agency over the year was calculated as .77 greenhouse gas emissions. The total greenhouse gas emissions produced by PCTIA in 2011 is 4.49 tonnes. The chart created by the SMARTTool (shown below) to show the total emissions for the Agency rounds the purchased energy emissions to 4 and the office paper emissions at 1 for a total of 4 emissions. This would appear to be a miscalculation by the SMARTTool but is due to rounding.

The only reductions in emissions projected for the Agency is in paper use. There are no plans to reduce the square footage of leased office space. Plans are currently in place to reduce the use of copy paper but due to rounding this will still leave the Agency's total emissions for 2012 at 4.

The Agency has a number of initiatives to reduce our carbon footprint that are not calculated in our total emissions. Those initiatives are outlined below.

INSERT PIE CHART HERE

Offsets Applied to Become Carbon Neutral in 2011

4.49 tonnes of CO₂e emissions were reduced with the purchase of 4.49 offsets.

Emissions Reduction Activities

Actions Taken to Reduce Greenhouse Gas Emissions in 2011

PCTIA is proud to report on many changes implemented in 2011 including:

- Relocation of the office to a location more accessible by transit;
- Employees entitled to parking may now chose to receive a transit subsidy instead of parking;
- Board materials are all provided online;
- Using a caterer who provides reusable trays not disposable;
- All printed materials are now on 30% or 100% recycled paper;
- An increase in the amount of files stored electronically on a file management system for document sharing and a plan to move to paperless filing;
- Provision of laptops for staff and upgrades to the server allowing for improved remote access for telecommuting;
- Donating used binders to schools rather than throwing them in the landfill; and
- Removing many florescent lights in the office and utilizing daylight by keeping the blinds up during the day.
- Changing the settings on monitors to power off more frequently, the photocopier to choose double sided toner save, lunch and learn sessions for staff to learn about recycling.

PCTIA is now using the Coast Coal Harbour hotel almost exclusively and has secured a special rate for all institutions visiting the PCTIA offices to encourage them to use the hotel as well. The Coast Coal Harbour is the first hotel in Canada to implement a zero waste program with all rooms and meeting rooms provided with bins for recycling and composting. There are too many initiatives to list here but they include: environmentally friendly cleaning supplies, low flow taps, showers and toilets, only 100% recycled paper for toilet paper, paper towels and stationary and energy efficient lighting.

Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014

The biggest initiative for PCTIA in the coming years is a plan to be paperless by 2013. This will involve the creation of a new database and changes to current bylaws to enable institutions to submit reports electronically. The PCTIA presents a number of workshops each year which required travel by schools from outside the lower mainland. Beginning in February of 2012, those sessions are now being provided through webinars.

The PCTIA Green Team was created in January 2012. Looking forward, the PCTIA Green Team has many initiatives in store for staff. There will be lunch and learns and a Green newsletter to keep staff informed of environmental issues and to teach them about changes they can make in their daily lives to protect the environment.

The initiatives the Green Team has planned for the office in 2012 and beyond include:

- Meatless Mondays (meat production is known to be harmful to the environment);
- Litterless lunch days where staff are encouraged to bring their lunch to work in only reusable containers;
- No disposables policy for all meetings means there are no paper plates or plastic utensils used in the office at all anymore;
- Move to glass bottles for milk and cream;
- Dishcloths and tea towels have been purchased to reduce the use of paper towels;
- Purchase green cleaning products where available;
- Encourage staff to bring their own containers for take out meals;
- Buyrefillable pencils and pens; and
- Initiating a composting program.

Operational Changes in 2011

In December 2011, the PCTIA offices moved from Burnaby to Vancouver. The heating in the new leased office space is similar to the old space. However, we have increased our leased space by 1500 square feet. While this change did not impact our emissions for 2011 there may be some differences in 2012.

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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)						
Other Mobile Fuel Combustion Actions						
Provided Transit cards for those Officers who gave up the option of a parking space.	Completed in 2011		Provided Transit subsidy for those staff who gave up the option of a parking space.	Continue to provide Transit subsidy option to staff including new hires.	2011	No End Date (Continuous)
Research car co-op's to further reduce vehicle costs	Completed in 2011		Car co-ops are not an option for PCTIA.		2011	2011
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
IT power management						
Install power management software which shuts down computers outside of regular business hours	Not Applicable		Awareness to do it manually	Continue awareness.	2011	No End Date (Continuous)
Appliances and electronic devices						
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		Many staff have desk lamps and have turned off the overhead lights. Where possible we are purchasing LED bulbs	Purchase more efficient lamps for staff who do not have them and continue to turn off overhead lights	2010	No End Date (Continuous)
Behaviour change program						
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	20 % of current staff have completed a workstation tune-up	Some staff are reducing overhead lights and switching to more efficient desk lamps. Encourage staff to turn equipment off at night	The Green Team has plans to visit each work station and suggest ways to reduce energy use.	2012	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Reminders at staff meetings to do this.	Begin monitoring staff equipment at night and awarding prizes to staff who consistently turn equipment off.	2012	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress		Discussions took place to provide program awareness.	Begin sending out reminder emails to staff	2012	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Completed in 2011		Researched types of dishwasher with the air dry option prior to purchase.	Now that we have a new dishwasher that is the option that is always chosen.	2011	2011
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress		Discussions took place to provide program awareness.	The Green Team will provide lunch and learn sessions and a regular newsletter for staff.	2012	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress		None - stairs were alarmed in the old building	Staff are encouraged to take the stairs on the way down to the main floor. Discussions will take place with building management to unlock the ground floor door so staff can take the stairs up too.	2012	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress		Discussions took place to provide program awareness.	The staff leaving at the end of the day are encouraged to turn off the lights in the office. There are only two switches for the whole office. This is never missed.	2012	No End Date (Continuous)
Supplies (Paper)						
Paper Type						
Purchase 30% post-consumer recycled paper	Completed in 2011		Purchased 30% post-consumer recycled paper for daily printer/copier use		2011	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress		Research other recycled supplies such as paper towels and note pads.	Continue source and purchase 100% recycled content supplies.	2011	No End Date (Continuous)
Printer/document settings						
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress		Where applicable, reduce margin and font size for letter, notes, etc to ensure maximum usage of space and minimum printouts required.	Continue with the current practice.	2011	No End Date (Continuous)
Behaviour change program						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		Many staff now have laptops making paper agendas and minutes in staff meetings unnecessary. There are also two spare laptops for staff to borrow.	Purchase more laptops for staff and continue to hold more paperless meetings.	2011	No End Date (Continuous)

Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Encourage re-use of scrap paper	Ongoing/In Progress		When a document, that is not confidential, is printed in error it is often cut up for staff to use for telephone notes and other uses for scrap paper.	Continue with the current practice.	2007	No End Date (Continuous)

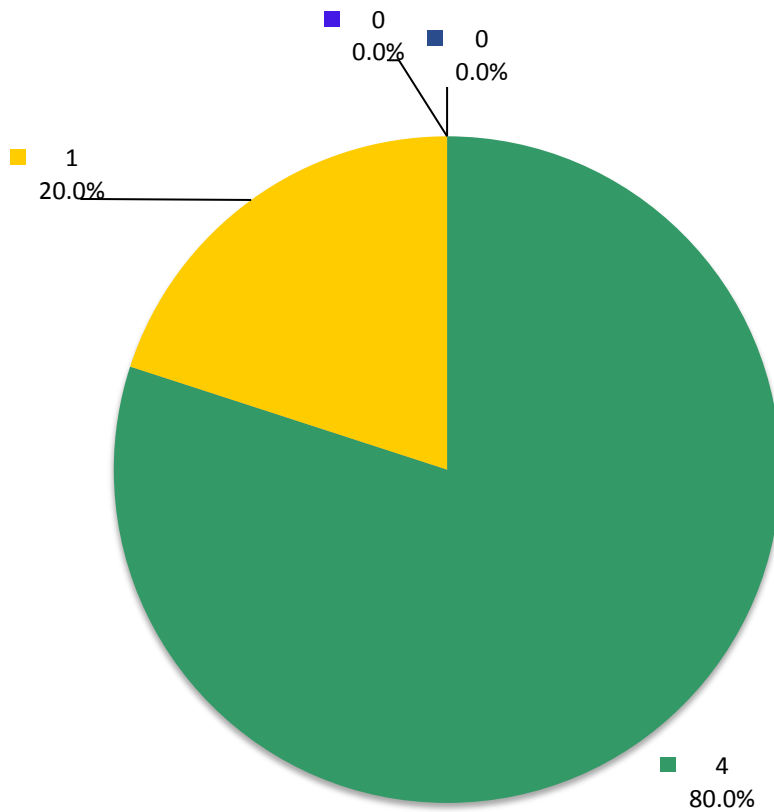
Actions to Reduce Provincial Emissions and Improve Sustainability

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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Business Travel						
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	100 % of computers have web-conferencing software installed	We are now using Adobe web conferencing which allows for live meetings without travel but also document sharing.	Plan to host more web-conference meetings for larger groups to reduce unnecessary travel.	2011	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	59 % of staff have access to a desktop web-camera	The laptops that have been purchased in the last year are equipped with cameras and microphones. Plans are in place to also purchase headsets to improve sound quality.	Plan to have more one-on-one meetings using desktop web-camera to reduce unnecessary travel.	2010	No End Date (Continuous)
Behaviour change program						
Train staff in web-conferencing	Completed in 2011	100 % of staff are trained web-conferencing	We held two staff training sessions to ensure all staff are familiar with how to set up and run a web conference.		2011	2011
Encourage staff to consider virtual attendance/presentation at events where possible	Completed in 2011		We will continue to remind staff of web conferencing uses until it becomes the first choice for meetings.		2011	2011
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		There are transit tickets available in the office for staff to use to travel to meetings when possible. With the move office to downtown Vancouver, walking to some meetings is an option now.	Continue to encourage staff to take transit or walk to meetings. Grandfather parking spaces for staff who do not need to use their vehicle for Agency business.	2011	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		Discussions took place to provide program awareness.	A Green Team created with management support.	2011	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Encourage all staff to lend their support to the Green Team and their initiatives.	Set up regular team meetings to discuss ideas and plans of action - to commence in 2012. Encourage all staff participation.	2011	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		Discussions took place to provide program awareness.	Set up regular team meetings to discuss ideas and plan of action - to commence in 2012.	2011	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Some discussion took place in 2011 on types of programs	A Green Team was created in January to begin educating staff and writing office environmental policies	2012	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Discussions took place to provide program awareness.	Lunch and learns and a newsletter will begin this year to inform staff of initiatives in the office and things they can do in their daily lives	2011	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Discussions took place to provide program awareness.	The Green Team will address this at their lunch and learns and newsletter	2012	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Discussions took place to provide program awareness.	The Green Team will address this at their lunch and learns and newsletter	2012	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Discussions took place to provide program awareness.	The Green Team will address this at their lunch and learns and newsletter	2012	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development		None	As part of the orientation program for new staff we will include a 'go green' orientation and show them what the office's current practices are.	2012	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	In Development		None	Begin including a Green Team corner in the newsletter provided to PCTIA registered institutions.	2012	No End Date (Continuous)

Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Provide education to clients/public about the conservation of water, energy, and raw materials	In Development		None	Begin including a Green Team corner in the newsletter provided to PCTIA registered institutions.	2012	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	In Development		None	Begin including a Green Team corner in the newsletter provided to PCTIA registered institutions.	2012	No End Date (Continuous)
Other Sustainability Actions						
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	In Development		None	Begin drafting office procedures on waste.	2012	2012
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	In Development		Only 30% or more recycled content paper is purchased for the photocopier.	The Green Team is beginning to examine other paper products that can be obtained with recycled content including printed materials	2012	2012
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	In Development		None	The Green Team is currently looking for products that can be purchased for office cleaning that are more environmentally friendly.	2012	2012
Commuting to and from home						
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Taken into consideration when moving the office to a more central location that will be easily accessible by Transit, walking or cycling for both staff and clients.	With the new office location this is an option for more staff. They are encouraged to use transit, walk or cycle to work. Facilities for bicycle storage are available.	2012	No End Date (Continuous)
Modify parking fees or parking availability for staff/students	Ongoing/In Progress		The provision of parking for staff who do not require their vehicle for Agency use has been grandfathered. Only those staff who must use their own vehicles for Agency business will be provided with parking.	Continue to reduce the number of parking spaces provided to staff.	2011	2014
Other Sustainability Actions						
Climate Smart Business to come in and evaluate office.	In Development			Meeting with Climate Smart Business scheduled for discussion	2012	2012

**Private Career Training Institutions Agency
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 4

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)
- Fugitive

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:28 AM)

Total offsets required: **4**. Total offset investment: **\$100**. Emissions which do not require offsets: **0** **

*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.