



PROVINCIAL CAPITAL COMMISSION

## Provincial Capital Commission - 2011 Carbon Neutral Action Report

### Executive Summary

The Provincial Capital Commission (PCC) is committed to achieving its part in the Government's Climate Action goals for reduction in greenhouse gas emissions (GHG's) and electricity consumption. This report was prepared in accordance with the *Greenhouse Gas Reduction Targets Act* adopted in November 2007. It reflects our continued and ongoing commitment to acting responsibly on the environment and climate change action.

Energy use is primarily generated from the PCC's commercially tenanted heritage buildings and is highly sensitive to tenant business requirements and climate fluctuations. This inventory, located within the Capital region, includes the Crystal Gardens, Visitors Information Centre and CPR Steamship Terminal. Commercial revenue properties also include Inner Harbour ferry terminals, and development sites currently utilized as parking lots and special events venues. Annual revenues from PCC properties in 2011/12, forecasted at \$2.9 million, are used to fund province-wide outreach programs, PCC property maintenance, and business operations on a self-sustaining basis. Common operating expenses including utilities incurred by the PCC at its commercial properties are recovered from tenants under lease agreements. The PCC also owns the building that is its corporate head office at 613 Pandora Avenue, as well as St. Ann's Academy National Historic site that is leased to the Province for use as government office space.

Although the majority of PCC buildings have energy efficiency challenges given their age, design characteristics and renovation/refurbishment restrictions due to heritage designations, they can provide an opportunity for both emissions reductions and cost savings when renovations are tackled creatively. For the base reporting year of 2007, the PCC's CO<sub>2</sub> emissions were approximately 312 tonnes from natural gas and heating oil, and 14 tonnes from electricity, for a total of 326 tonnes.

### 2011 Greenhouse Gas Emissions

As required by the *Greenhouse Gas Reduction Targets Act*, the PCC's total GHG emissions for the 2011 Calendar Year from all sources covered by the Act are 286 tCO<sub>2</sub>e. Sources which contribute to PCC Greenhouse Gas Emissions include direct emissions from stationary fuel combustion and electricity at PCC buildings (267 tonnes of CO<sub>2</sub>e) and mobile fuel combustion of the PCC's vehicle fleet and travel (2 tonnes of CO<sub>2</sub>e). Indirect emissions from purchased energy totaled 17 tonnes of CO<sub>2</sub>e. The 2011 total of 286 tonnes, compared to the 2007 year, represents a decline of 12% in energy consumption. This meets the CAS target of a 7-10% reduction below the 2007 base year.

The PCC has estimated that emissions from paper supplies do not comprise more than 0.01% of the PCC's total emissions and an ongoing effort to collect or estimate emissions from this source would be disproportionately onerous. For this reason, emissions from this source have been deemed out-of-scope and have not been included in organization total greenhouse gas emissions profile.

## Offsets Applied to Become Carbon Neutral in 2011

In March 2012, the PCC purchased carbon offsets to achieve carbon neutrality for 2011. The payment was made to the Pacific Carbon Trust based on the 2011 PCC total of 286 tonnes of CO<sub>2</sub>e.

In 2010, the formatting and timing of some PCC energy bills was inconsistent with the cut off for entering data into SMARTTool. Therefore, given this new information, changes were made by the CAS to the 2010 total after the reporting deadline. This resulted in an emissions increase of 19 tonnes of CO<sub>2</sub>e to the PCC's 2010 total. The PCC has purchased carbon offsets from the Pacific Carbon Trust for these additional emissions.

## Emissions Reduction Activities:

### Specific Actions Taken to Reduce Greenhouse Gas Emissions in 2011

Since the announcement of the Climate Action Plan in 2007, the PCC and its tenants have implemented significant infrastructure and technological investments to reduce CO<sub>2</sub> emissions while building long-term sustainability into business operations. Highlights include:

- **CPR Steamship Terminal** – The seismic upgrade and rehabilitation project was completed in 2011. The scope of work included mechanical and electrical upgrades which will achieve energy efficiencies. This includes replacement of antiquated electric baseboard heating with a modern energy efficient natural gas condensing-boiler central heating system. The new central heating system will facilitate future opportunities to implement a geo thermal exchange system, subject to a positive business case and funding availability.
- **Corporate operations** – The PCC continues to enhance procurement practices to incorporate environmental responsibility into the way products, services and business relationships are managed. PCC employees continue to demonstrate leadership and initiative in seeking innovative and creative ways to make environmental responsibility part of office culture.
- **812 Wharf Street (upper floor)** – The PCC upgraded to a wall mounted programmable thermostat in an effort to control heaters at a lower set point temperature during unoccupied periods. This will reduce excessive heating at night to realize energy efficiencies.

In addition to the above highlights, other actions implemented since 2007 include:

- Reductions in CO<sub>2</sub> emissions in natural gas consumption for heating the Crystal Garden, a glass-roofed heritage building, have been achieved through replacement of the primary heating system from hot water radiant coils to modern heat pump technology and energy management system in space occupied by the Victoria Conference Centre (VCC) and the Old Spaghetti Factory restaurant. Other energy conservation measures include upgrades to lighting fixtures and energy use conservation measures. Examples include disabling the walk-in chillers at the VCC when not in use.
- Implementation of government's SMARTTool to establish emission reduction targets, trace GHG reduction progress and calculate offset purchase requirements.
- Education and orientation of the PCC Board, staff and tenants on government's climate action plans, goals and targets.

- Strong executive leadership in support of "paperless" initiatives.
- Participation in Xerox Canada's collection/reuse/recycle program for spent imaging supplies.

## **Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014**

The PCC has achieved the Climate Action Secretariat goal that emissions growth must be reversed and emissions must begin to decline significantly, to between five and seven per cent below 2007 levels by 2012. The PCC will continue to identify and implement opportunities to reduce electricity use from its property holdings to meet the next goal of accelerating the decline in emission to between 15 and 18 per cent below 2007 levels by 2016. Key strategies planned for 2012 include:

- With the support of BC Hydro Power Smart program, the PCC is updating the lighting systems at 613 Pandora Avenue, Victoria Belleville Terminal, and 812 Wharf Street, which currently consist of fluorescent luminaries with T12 technology lamps and electromagnetic ballasts. Based on energy audits, upgrading to the current T8 and T5 energy saving technology lamps and high efficiency electronic ballasts will provide significant (estimated at 61%, 59%, and 43% respectively) lighting system efficiency improvements over the existing lamp ballast combinations. These newer lamp technologies also have the added benefit of improved light maintenance factors, which result in better illumination levels over the life of the lamp and lighting system.
- Disabling 613 Pandora head office oil-fired boiler systems during the summer season. Future plans include the boiler's replacement with a modern energy efficient natural gas condensing boiler central heating system.
- Working proactively with Shared Services BC's Climate Action Group to ensure emissions reduction targets for properties are met as we transition service provisions, lease management, and property management services commencing April 1, 2012.
- Investigate the feasibility of Level 2 Electric Vehicle Charging Infrastructure into our parking lots.
- Investigate the feasibility of solar powered light stands in our parking lots.

The PCC will implement identified opportunities on a business case approach and cost/benefit analysis. The PCC will seek financial support from tenants and third party sponsors where appropriate. In addition to the above strategies, over the next three years the PCC will pursue the following actions:

- Increase employee awareness and accountability for environmental objectives.
- Continue to monitor actual GHG emissions and electrical consumption by property to ensure plans to achieve annual forecast are being met.
- Continue to identify and adopt best practices in energy management in consultation and cooperation with PCC tenants, and from other property management organizations in the Capital, the Province and other jurisdictions.
- Continue replacement of information technology and office equipment with energy efficient models.

## **Parks and greenspace**

Although the PCC holds an extensive inventory of parks, green space and even water lots, the carbon credits generated by these properties are not permitted to be counted towards carbon credits. The most effective business case for achieving carbon neutrality will be for the PCC to purchase credits through the Pacific Carbon Trust.

## **Conclusion**

The Provincial Capital Commission is proud of its accomplishments to date and the transparency in public reporting of results in achieving net energy use reductions from its diverse property inventory that includes tenant occupied heritage buildings. The PCC will continue focusing on new strategies in 2012 that will further reduce CO<sub>2</sub> emissions.

In the coming years, the PCC will continue to build on its accomplishments and invest in new infrastructure in partnership with tenants that will support the PCC's commitment to sustainability in the Capital region. Furthermore, going beyond our borders in a cross-Canada effort, the PCC plans to participate in an exciting new national initiative, "150,000 Acts of Green", in conjuncture with Canada's sesquicentennial celebrations.

A handwritten signature in blue ink that reads "Rick Crosby". The signature is fluid and cursive, with the first name "Rick" being more prominent than the last name "Crosby".

Rick Crosby  
Acting Chief Executive Officer

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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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year	
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
<b>Vehicle fuel efficiency</b>							
Replace vehicles with more fuel-efficient models	In Development			Investigate the cost/benefit of replacing current vehicle with a more fuel efficient vehicle or eliminating the fleet entirely	2012	2014	
<b>Behaviour change program</b>							
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			Develop a plan to introduce anti-idling policy and/or raise awareness for our fleet driver	2012	2014	
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Planning/management</b>							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress		Research the possibility of joining the Green Up Program to gain performance standards, resources and to assist PCC in measuring and comparing on-going performance of building portfolio	Submit briefing material to senior management of the merits of joining the Green Up Program	2010	2014	
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress		The feasibility of installing DDC in all of our building was researched in 2011 after the successful installation of the system in one of our building in 2010	Continue to install monitoring systems on our owned buildings where feasible	2010	No End Date (Continuous)	
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	Ongoing/In Progress		Energy audits have been conducted for all PCC buildings including the Victoria Belleville Terminal, Tourist Information Centre and 613 Pandora Ave.	Continued with regular energy audit practices	2010	No End Date (Continuous)	
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress		In 2010 the CPR Steamship Terminal Building seismic and rehabilitation construction project began. The 88-year-old heritage building is being brought up to current seismic standards. Retrofits included upgrades to mechanical systems, control systems and insulation. The work was completed in 2011	Potential energy retrofit options for each heritage building have been provided in the overview of this report. The remaining PCC building retrofits are planned over the next two years	2005	2014	
<b>Retrofitting owned buildings</b>							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress		Crystal Garden HVAC system upgraded during building renovations between 2005 to 2008. CPR Steamship Terminal Building mechanical system upgraded between 2010 and 2011	Continue to investigate the cost/benefit of HVAC retrofits in PCC owned buildings	2005	2013	
Upgrade lighting systems during retrofits	Ongoing/In Progress		Lighting retrofits for the CPR Steamship Terminal Building explored as part of the seismic work being completed on the building. Quotes requested to upgrade the electrical in the Victoria Belleville Terminal, 812 Wharf St. and 613 Pandora Ave.	Install the lighting upgrade for the Victoria Belleville Terminal, 812 Wharf St. and 613 Pandora Ave.	2010	2014	
Upgrade/adjust control systems during retrofits	Ongoing/In Progress		Lighting control systems included in the retrofit at the CPR Steamship Terminal Building and at the Crystal Gardens	Include lighting control systems as part of the lighting retrofit at 812 Wharf St., the Victoria Belleville Terminal and 613 Pandora Ave.	2010	2014	
Improve building insulation (including windows) during retrofits	Ongoing/In Progress		CPR Steamship Terminal insulation improvements completed during building renovation	Examine the cost/benefit to improving the insulation in the remaining PCC buildings	2007	2014	
<b>Leased buildings</b>							
Establish energy performance baseline for leased buildings	Ongoing/In Progress		Energy audits have been conducted for all PCC buildings including the Victoria Belleville Terminal, Tourist Information Centre and 613 Pandora Ave.	Continued with regular energy audit practices	2010	No End Date (Continuous)	
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development			work proactively with SSBC to incorporate green features into future lease agreements	2012	No End Date (Continuous)	
<b>IT power management</b>							
Install power management software which shuts down computers outside of regular business hours	In Development			Continue to examine the cost/benefit of installing power management software which shuts down computers outside regular business hours	2011	2014	
Implement server virtualization	In Development			Continue to investigate the cost/benefit of installing server virtualization software	2011	2014	
Apply auto-sleep settings on computer monitors and CPUs	In Development			Investigate the possibility of applying auto-sleep modes to all monitors and CPUs at head office	2011	2014	
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress		Staff conducted self-assessments on their stand-alone printers and began taking steps to transfer all printing jobs over to multi-functional devices	Staff will continue to assess their printing requirements and continue to move towards using only common multi-functional devices	2010	2014	
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress		Auto-sleep setting implemented on common use photocopier/printer	Initiating the auto-sleep settings (where existing) on other devices will be examined	2010	2014	
Replace computers with ENERGY STAR models during regular computer upgrades	In Development			ENERGY STAR rated computers will be used when computer upgrades are done	2012	2014	
<b>Appliances and electronic devices</b>							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		In 2011 there was not enough funding to permit the planned action	Budget pending, the refrigerator will be replaced with an ENERGY STAR model	2010	2014	
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	In Development			Research the cost/benefit of replacing our other appliances with an ENERGY STAR model	2012	2014	
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		Continue to switch them out to CFL's as required	Continue to switch them out to CFL's as required	2009	No End Date (Continuous)	
<b>Behaviour change program</b>							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress		Plans approved for a movement of staff to different offices within the current building to maximize efficiency	Implementation of planned move of staff to more efficient work spaces	2011	2012	
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Staff encouraged to turn off power bars and unplug equipment when not in use	Continue to encourage staff to turn off power bars and unplug equipment when not in use	2007	No End Date (Continuous)	
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress		Staff encouraged to close blinds at the end of work days	Continue to encourage staff to close blinds at the end of work days	2007	No End Date (Continuous)	
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress		Staff encouraged to use dry setting on dishwasher	Continue to encourage staff to use dry setting on dishwasher	2007	No End Date (Continuous)	
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress		Staff encouraged to save energy in office when working outside of regular business hours	Continue to encourage staff to save energy in office when working outside of regular business hours	2010	No End Date (Continuous)	
Encourage use of stairs instead of elevators	Ongoing/In Progress		PCC head office does not have an elevator	Continue to use the stairs	Started before 1995	No End Date (Continuous)	
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress		Reminders sent to staff on an on-going basis to ensure lights are turned off when office space not occupied.	Continue to post signs over light switches where needed	2009	No End Date (Continuous)	
Promote hot water conservation	Ongoing/In Progress		Operate automatic dishwasher only when it is fully loaded	PCC to install instant water heater on sinks to avoid running water until it heats up. Ensure all water pipes are properly insulated	2010	2014	
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 30% recycled content	Recycled paper purchases at PCC headquarters for everyday use	Continue to purchase 30% recycled paper	2009	No End Date (Continuous)

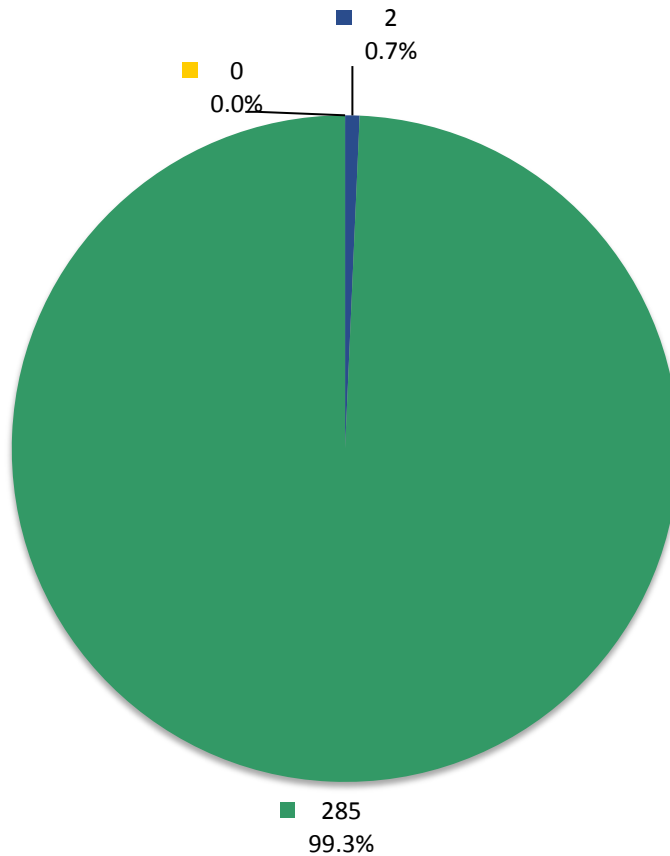
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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Purchase 40% post-consumer recycled paper	In Development			Investigate the cost/benefit of transitioning to 40% post-consumer recycled paper	2012	2014
Purchase 100% post-consumer recycled paper	In Development			Investigate the cost/benefit of transitioning to 100% post-consumer recycled paper	2012	2014
<b>Printer/document settings</b>						
Switch networked printers and photocopiers to automatic double-sided	In Development			Examine the current operational requirements of single-sided printing	2012	2014
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development			Examine current networked printer to see if 'print and hold' is an option. Also, examine current waste at networked printer to determine if this is a necessary step	2012	2014
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	In Development			Examine current networked printer to determine if smaller margins are consistent with current operational requirements	2012	2014
<b>Electronic media in place of paper</b>						
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			Investigate the cost/benefit of installing collaborative software for electronic editing	2012	2014
Post materials online that were previously printed	Ongoing/In Progress		All PCC corporate reports including the PCC newsletter is posted online at <a href="http://www.bcpcc.com">www.bcpcc.com</a>	Continue to post materials on PCC website	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress		Majority of staff have switched to electronic payroll notification	Encourage remainder of PCC staff to shift to electronic payroll notification system	2010	2014
<b>Behaviour change program</b>						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		PCC staff meetings have been paperless since 2007	Continue paperless staff meetings	2007	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress		This has been a practice for several years by many employees. Paper recycling bins are also used by all staff	Continue to encourage staff to re-use scrap paper	2010	No End Date (Continuous)

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<b>Actions to Reduce Provincial Emissions and Improve Sustainability</b> 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 <i>Greenhouse Gas Reduction Targets Act</i> . 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
<b>Business Travel</b>						
<b>Policy and budgeting</b>						
Create a low-carbon travel policy or travel reduction goal	In Development			Set goals for travel reduction	2012	2014
<b>Virtual meeting technology</b>						
Install web-conferencing software (e.g., Live Meeting,lluminate, etc.)	In Development			Investigate the cost/benefit of installing web-conferencing software	2012	2014
Make desktop web-cameras available to staff	In Development			Investigate the cost/benefit of making web-cameras available to staff	2012	2014
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development			Investigate the cost/benefit of installing video-conferencing equipment in meeting rooms	2012	2014
<b>Behaviour change program</b>						
Train staff in web-conferencing	Ongoing/In Progress		Investigated the need for web-conferencing at the PCC	If necessary, train staff in web-conferencing	2010	2014
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress		Investigated the need for video-conferencing at the PCC	If necessary, provide video-conferencing training to staff	2010	2014
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		All PCC staff are encouraged to consider virtual attendance/presentation at events where possible	Continue to encourage staff to consider virtual attendance/presentation	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		All PCC staff are encouraged to carpool to meetings whenever possible	Continue to encourage carpooling to meetings whenever possible	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		All PCC staff are encouraged to consider alternative travel methods to meetings	Continue to encourage alternative travel methods	2009	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>						
<b>Staff Professional Development</b>						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		The PCC supports green professional development opportunities among staff	Encourage staff to investigate green professional development opportunities	2012	2014
Include green options in employee performance measurement system	In Development			Investigate the inclusion of green options in employee performance measurement system	2012	2014
<b>Staff awareness/education</b>						
Provide education to staff about the science of climate change	Ongoing/In Progress		The PCC has supported staff participation in educational seminars on the science of climate change	Develop an internal educational resource for staff on the science of climate change and impact on PCC affairs	2012	2014
Provide education to staff about the conservation of water, energy, and raw materials	Completed in 2011		Staff educated on the use of the efficient water fixtures installed at Crystal Garden, Tourist Information Centre and CPR Steamship Terminal building		2010	2011
Provide green tips on staff website or in newsletters	In Development			Highlight green activities the PCC has undertaken in our quarterly public newsletter	2012	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development			Develop educational resources on sustainability for new staff orientation	2012	2014
<b>Client/public awareness/education</b>						
Provide green tips on client/public website or in newsletters	In Development			Highlight green activities the PCC has undertaken in our quarterly public newsletter	2012	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
<b>Water conservation</b>						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		Evaluated the need to outfit 613 Pandora Ave. with efficient water fixtures	Outfit 613 Pandora Ave. with efficient water fixtures budget permitting	2011	2014
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress		Potential stormwater management system sites on PCC owned properties were investigated in 2011	Continue to investigate future potential for stormwater management strategies on owned properties	2009	2014
<b>Waste reduction/diversion</b>						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Glass/plastic recycling in place in all PCC owned buildings. Completed the implementation of organic waste recycling at 812 Wharf St. and at the Crystal Gardens	Investigate the potential of a expanding our organic waste recycling program at other PCC sites and work proactively with tenants to implement it where feasible	2009	2014
<b>Procurement (non-paper supplies)</b>						
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		Green standards policy taken into consideration when purchasing new office furniture	Continue to use all office furniture to the end of its lifecycle and continue to use the green standards established	2011	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	In Development			Work with SSBC-WSI to investigate what products the contracted cleaners are using and, if necessary, encourage them to use sustainable products	2012	2014
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	Ongoing/In Progress		Revise how we order beverages to include only organic juices	Continue to purchase organic juices and take steps to increase the overall percentage of organic/sustainable food purchased	2011	No End Date (Continuous)
<b>Building construction, renovation, and leasing</b>						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		The PCC provides incentives to divert all materials that can be recycled and diverted from landfills and incineration facilities during the renovation of the CPR Steamship Terminal Building throughout 2011	The PCC will continue to provide incentives to divert all materials possible when renovating properties	2010	No End Date (Continuous)
<b>Indoor air quality</b>						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress		The PCC incorporates VOC standards into our procurement policies	Continue to incorporate VOC standards into our procurement policies	2010	No End Date (Continuous)
<b>Commuting to and from home</b>						
Introduce telework/work from home policy	In Development			Draft policy that is in line with provincial government standards to introduce work from home program for staff members	2011	2013
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Encouraged staff to commute to work by foot, bus, carpool, or public transit. One third of all staff commute in one of these ways. Also, bus passes are made available through payroll deduction	Continue to encourage staff to commute to work by foot, bus, carpool, or public transit	2007	No End Date (Continuous)
Provide secure bicycle storage	In Development			Investigate the possibility of partnering with nearby local business that provide this service to be able to provide it to staff	2012	2014
Modify parking fees or parking availability for staff/students	In Development			Investigate the potential to modify parking fees	2012	2014

**Provincial Capital Commission  
Greenhouse Gas Emissions by Source  
for the 2011 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 287**

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

**Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:29 AM)**

Total offsets required: **286**. Total offset investment: **\$7,150**. Emissions which do not require offsets: **1** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.