



**LIQUOR
DISTRIBUTION
BRANCH**

2012 Carbon Neutral Action Report

Sustainability, from one of the
largest retailers in B.C.

**DOING
OUR
PART
TOGETHER**

Doing Our Part Together

BC Liquor Store customers help the LDB reach their environmental objectives. In addition to returning nearly 90% of bottles and cans to BC Liquor Stores and depots throughout the province, our customers have reduced their plastic bag usage by 16% since 2009 – that's more than 3 million bags!



Sourcing light-weight bottles and installing energy-efficient lighting



2012 Carbon Neutral Action Report

Executive Summary

The British Columbia Liquor Distribution Branch (LDB) operates a province-wide, retail and wholesale beverage alcohol business within a mixed public-private model. The LDB is one of the largest retailers in B.C. and purchase from more than 400 suppliers within the province and around the world. The LDB is committed to providing customers with an enhanced shopping environment, increased product selection and a high level of service.

The LDB's corporate social responsibility goal in its 2013/14 – 2015/16 Service Plan commits the LDB to reducing the impact of its operations on the environment.

Starting with the beverage alcohol container-return program in BC Liquor Stores, the LDB has been a leader in sustainable retailing in B.C. for more than 40 years.

Given our unique position in the province, the LDB has the opportunity to continue to have a positive impact on the environment by influencing the industry, inspiring its employees and reaching out to our millions of customers. We have taken on these challenge in many ways.

In 2010 and 2011, the LDB achieved carbon neutrality – complying with the B.C. Government's legislation to address climate change and reduce greenhouse gases (GHGs).

We are proud to say that 2012 was our third consecutive year of carbon neutral operations. This was done by, first, reducing our operational GHG emissions as much as possible through the various initiatives outlined in this report, and second, by investing in high-quality B.C.-based carbon reduction projects through the Pacific Carbon Trust to offset the remaining emissions.

To read more about the LDB's commitment to environmental sustainability, visit: www.bcldb.com.

Blain Lawson
General Manager and Chief Executive Officer



2012 Greenhouse Gas Emissions

The LDB's total greenhouse gas emissions from all sources covered by the Greenhouse Gas Reduction Targets Act were 3,898 tonnes carbon dioxide equivalent (CO₂e).

It was estimated that fugitive emissions from stationary cooling do not comprise more than one percent of the LDB's total emissions, and the ongoing effort to collect or estimate emissions from this source annually is disproportionately onerous. For this reason, emissions from this source have been deemed out-of-scope and are not included in the LDB's total greenhouse gas emissions profile or offset purchase.

Offsets Applied to Become Carbon Neutral in 2012

The LDB invested in 3,874 tonnes CO₂e of carbon offsets through the Pacific Carbon Trust at a cost of \$96,850 in order to become carbon neutral for the 2012 calendar year.

24 tonnes CO₂e of carbon dioxide emissions resulted from the combustion of biomass-based fuels (ethanol-blended gasoline). These were reported as part of our greenhouse gas emissions profile in 2012. However, as stated in Methodology for Reporting B.C. Public Sector Greenhouse Gas Emissions Version 2.0, the carbon dioxide emissions resulting from the combustion of biogenic fuel sources must be reported, but do not require offsets.

Changes to Greenhouse Gas Emissions and Offsets Reporting from Previous Years

Following the public release of the LDB's 2011 Carbon Neutral Action Report, it was determined that the total emissions for the 2010 and 2011 calendar year were under reported by 740 tonnes CO₂e.

The difference in offsets required have been purchased.

HIBERNATION CHALLENGE

FROM NOVEMBER 26-30, THE HIBERNATION CHALLENGE ASKED LDB EMPLOYEES TO COMMIT TO AT LEAST ONE ENERGY-SAVING TASK. DURING THE WEEK, HEAD OFFICE EMPLOYEES USED AN ONLINE CHECKLIST TO COMMIT TO A FEW SIMPLE, ENERGY-SAVING ACTIONS AND ALL LDB EMPLOYEES WERE INVITED TO PARTICIPATE IN THE TACKY SWEATER COMPETITION. IN ALL, 167 LDB HEAD OFFICE & DISTRIBUTION CENTRE STAFF (39%) TOOK THE HIBERNATION CHALLENGE PLEDGE, 1,303 ENERGY-SAVING TASKS WERE COMPLETED, AND 80 STAFF PARTICIPATED IN THE TACKY SWEATER COMPETITION INCLUDING BC LIQUOR STORE EMPLOYEES.



LDB staff participating in the "Ugly Sweater Competition."



Investing in fuel-efficient vehicles for corporate use

Emissions Reduction Activities

Actions Taken to Reduce Greenhouse Gas Emissions in 2012

During the 2012 calendar year, the LDB took steps to reduce emissions from the vehicle fleet, buildings (including our Head Office, distribution centers, and retail outlets) and paper consumption. Some of these actions taken over the past calendar year are detailed below.

Efficient Vehicle Fleet

- Four older fleet vehicles were retired. Currently, 54 percent of the LDB vehicle fleet are now fuel-efficient hybrid models

Efficient Use of Building Energy

- The LDB used PULSE energy management software to collect utility information from all properties. With the addition of some real-time metering data for Head Office and the Vancouver Distribution Center, the LDB can now establish an energy baseline and monitor performance over time.
 - Energy-efficient lighting was installed during store remodels at nine different locations, saving approximately 20,000 kWh per site.
 - Lighting upgrades were also completed at seven BC Liquor Stores, saving 65,000 kWh per year.
- The server virtualization project retired six existing servers in 2012 for a savings of 286,200 kWh per year and an additional 17 servers were replaced with newer models for a combined savings of 242,678 kWh per year. Ninety percent of Head Office servers are now virtualized.
 - Two BC Liquor Store interiors were certified by the Canadian Green Building Council under Leadership in Energy and Environmental Design for Commercial Interiors (LEED-CI) version 1. One project attained a 'Silver' designation and the other a 'Certified' designation.
 - The LDB also completed energy studies on three BC Liquor Store locations.

Paper Conservation

- 43 percent of the office copy paper used at the LDB in 2012 was made from 100 percent post-consumer recycled content and 50 percent was made from 30 percent post-consumer recycled content.
- An electronic payroll notification system was introduced to replace paper pay stubs for all 443 Head Office employees that have access to online time entry.
- Print management software was installed at Head Office.

ENERGY-EFFICIENCY

ENERGY-EFFICIENT LIGHTING AND ITS PROJECTS COMPLETED IN 2012 ARE SAVING THE LDB 594,000 KILOWATT HOURS OF ELECTRICITY ANNUALLY. THAT IS ENOUGH ENERGY TO POWER ABOUT 54 BC HOMES PER YEAR. THESE LIGHTS WILL ALSO SAVE THE ORGANIZATION ALMOST \$60,000 PER YEAR IN ELECTRICITY COSTS.



Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2015

Over the next three years, the LDB will continue to focus on our main sources of emissions and look for opportunities to further reduce them before buying offsets. Below is a snapshot of some upcoming projects at the LDB.

Efficient Use of Building Energy

- Lighting will be retrofitted in offices at 3200 Broadway in early 2013, for an estimated savings of 47,000 kWh per year.
- Power management software will be installed on 800 (66 percent) workstations and point of sale devices in BC Liquor Stores, saving 235,200 kWh per year.
- The LDB's renovation/construction specifications book for contractors will be updated to ensure that energy-efficiency is accounted for in new store designs and remodels.
- Interior signage lit by high-efficiency LED lighting will replace less-efficient neon lighting during store remodels. It is expected this will save 12,500 kWh per store, per year.

Paper Conservation

- The LDB will commit to purchasing only white office copy paper with 100 percent post-consumer content, and coloured office copy paper with 30 percent or more post-consumer recycled content.
- A print management strategy will be implemented at LDB Head Office. Using print management software installed in 2012, the LDB will look for opportunities to reduce printing through operational changes and employee awareness, monitor results and report to LDB management.

RESPONSIBLE PRINTING

THE LDB'S TASTE MAGAZINE, WHICH IS DISTRIBUTED TO CUSTOMERS IN BC LIQUOR STORES, IS PRINTED ON FOREST STEWARDSHIP COUNCIL-CERTIFIED PAPER FROM RESPONSIBLE SOURCES WITH A MIX OF 30 PERCENT RECYCLED CONTENT. IT IS PRINTED USING 100 PERCENT VEGETABLE-BASED INK.



Bio-based tiles are used in store remodels

BCLDB GET HOME SAFE

The LDB'S signature Social Responsibility program, "Get Home Safe," offers free transit passes every year at the Vancouver International Wine Festival and other liquor festival events. The program promotes responsible practices, encouraging people not to drink and drive as well as to think about public transit as a main mode of transportation.



BUILDING GREEN

WE USE GREEN BUILDING MATERIALS TO UPGRADE BC LIQUOR STORES. THESE PRODUCTS ARE NON-TOXIC AND ALL THE TILES, ADHESIVES, AND FINISHES HAVE LOW CHEMICAL EMISSIONS. FLOOR TILES ARE MADE FROM A RENEWABLE, PLANT-BASED MATERIAL AND CONTAIN 10 PERCENT RECYCLED CONTENT.

FURTHER, THE LDB MAINTAINS A MATERIAL RE-USE POLICY IN WHICH MATERIALS AND EQUIPMENT FROM OLD STORES ARE COLLECTED, REFURBISHED, AND STORED FOR FUTURE USE IN NEW LOCATIONS.

LDB GREEN TEAM

THE LDB WILL INTRODUCE ITS NEW GREEN TEAM LOGO DURING EARTH MONTH 2013.



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Support for Vancouver International Wine Festival



Actions to Reduce Provincial Emissions and Improve Sustainability

In addition to taking steps to reduce GHG emissions from the sources that fall within the reporting requirements of the Greenhouse Gas Reduction Targets Act, the LDB is taking action to improve sustainability in other areas – from education and awareness, to material conservation and waste reduction. These measures will help B.C. meet its provincial greenhouse gas reduction targets and improve environmental sustainability across all aspects of our organization. Below is a list of a few of the broader sustainability initiatives put forward by the LDB in 2012.

Actions Taken in 2012

Education, Awareness, and Engagement

- The LDB raised employee awareness about a diverse range of sustainability topics through events such as Earth Day Trivia at Head Office and Bike to Work Week.
- In December 2012, “Holiday Green Tips” appeared in BC Liquor Stores and in the winter issue of TASTE magazine.
- BC Liquor Stores continued the single-use plastic bag reduction program by asking customers “Are you okay without a bag?”

by selling reusable bags designed for carrying beverage alcohol containers and by handing out thousands of reusable bags during ‘Free Bag Day.’

Other Sustainable Actions

- The LDB recycled 2097 metric tonnes of cardboard, 112 tonnes of plastic, and 24 tonnes of office paper.
- As part of the LDB’s green procurement standards, the LDB released a request for proposals for the supply of standard, non-printed forms and envelopes with higher recycled content and third-party certification such as the Forest Stewardship Council.

- Every store remodel and renovation project completed in 2012 used low VOC paints, carpets, adhesives and sealants.

Plans for 2013 – 2015

Below are only a few examples of the steps the LDB will be taking in the coming years to meet our environmental goals.

Reduced Business Travel

- Videoconferencing will be installed in two locations at Head Office and one location at the Kamloops Distribution Center in 2013.

Education, Awareness, and Engagement

- The LDB’s ‘Climate Action Team’ will be rebranded the ‘LDB Green Team’ with a newly designed logo, and store staff will be actively encouraged to participate.
- A ‘Green CHEERS!’ section in the online Employee News will be created to recognize environmental efforts by LDB employees. All nominees will also get entered into a green prize draw.
- April 2013 will be designated ‘Earth Month’ in BC Liquor Stores. Posters appearing throughout the stores will describe the environmental efforts being made by the LDB to reduce its environmental footprint. The Marketing department will also ask agents and suppliers to share their commitment to the planet with customers.

- Messaging will be introduced at the Vancouver International Wine Festival, on the BC Liquor Stores website, and in printed material which promote the use of public transit as a way to “Get Home Safe”

Other Sustainable Actions

- The LDB will finalize its multi-year waste reduction and recycling strategy with input from a subject matter expert. This will result in an expansion of recycling services across the LDB.
- A contract with a new paper bag supplier will require that bags be manufactured from at least 50 percent post-consumer recycled material and vegetable-based inks.

Greenhouse Gas Emissions

by source for the 2012 calendar year (tCO₂e*)

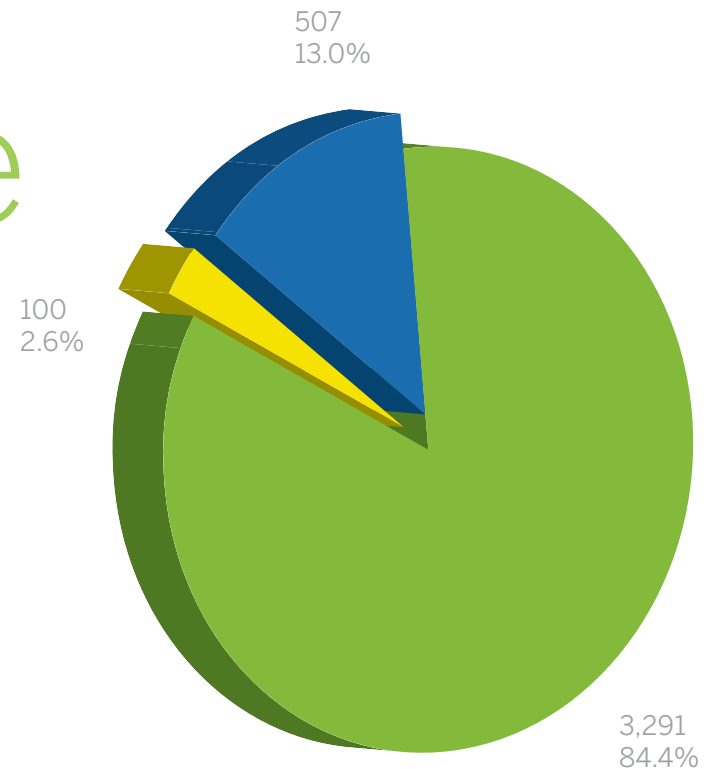
Offsets applied to become carbon neutral in 2012

Total offsets required: 3,874. Total offset investment:
\$96,850.

Emissions which do not require offsets: 24 **

* 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.



Total Emissions: 3,898

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



GREEN LEASES

Through its retail leases, the LDB supports landlords who are committed to innovative green building practices.

Green roof on the LDB's Alberni and Bute store in Vancouver



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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	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	Due to the retirement of 4 fleet vehicles, as of December 31, 2012, 15 out of 28 (54%) non-truck fleet vehicles were hybrid models.	Replace remaining vehicles with fuel efficient/hybrid technology as budget permits.	2008	No End Date (Continuous)
Perform regular fleet maintenance specifically to improve fuel-efficiency	Ongoing/In Progress	Regular fleet maintenance was performed on all fleet vehicles. Truck tire pressure was checked bi-weekly and preventative maintenance occurred quarterly. Maintenance was performed on regular vehicle fleet 3-4 times during the year.	Continue fleet maintenance program. Look for opportunities to improve fuel-efficiency.	2007	No End Date (Continuous)
Behaviour change program					
Provide fleet driver training to reduce fuel use	Completed (in previous year)				
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Completed (in previous year)				
Other Mobile Fuel Combustion Actions					
Use balers to compact recyclable materials before being transported	Ongoing/In Progress	Installed 19 new, state-of-the-art 'Orwak' baler systems in store stock rooms.	Continue to install balers where needed to improve cardboard recycling efficiency.	2008	No End Date (Continuous)



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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Stationary Fuel Combustion and Electricity (Buildings)					
Planning/management					
Reduce office space (square meters) per employee	Completed (in previous year)				
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Completed (in previous year)				
Owned buildings					
Establish energy performance baseline for owned buildings	Ongoing/In Progress	Uploaded energy data for all LDB facilities into PULSE energy management software. Performance baselines can be established using this software.	Establish baseline and continue to monitor performance.	2010	No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Opportunities for retrofit on some owned facilities were evaluated for completion in future years	Retrofit lighting in offices at 3200 Broadway in early 2013 for an estimated savings of 47,000 kWh per year Continue to upgrade as determined by energy monitoring key performance indicators	2009	No End Date (Continuous)
Retrofitting owned buildings					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Completed (in previous year)				
Upgrade lighting systems during retrofits	In Development	Opportunities for retrofit on some owned facilities were evaluated for completion in future years.	Retrofit lighting in offices at 3200 Broadway in early 2013 for an estimated savings of 47,000 kWh per year. Will continue to upgrade as determined by energy monitoring key performance indicators.	2009	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	Energy studies were performed at three locations. Recommendations were made for adjustments to control systems.	Gather data from completed retail energy studies, determine common trends, and implement action item as determined by study.	2011	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Completed (in previous year)				
Leased buildings					
Establish energy performance baseline for leased buildings	Ongoing/In Progress	Uploaded energy data for all LDB facilities into PULSE energy management software. Performance baselines can be established using this software.	Establish baseline and continue to monitor performance.	2010	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress	Two BC Liquor Stores received Canadian Green Building Council certification under LEED for Commercial Interiors version 1 (LEED-CI v1). One store attained LEED Silver designation and the other LEED Certified. In 2012, one more project was submitted for LEED-CI v1 but has not yet been certified. Many of the same green features were included in nine additional store remodels and major renovations which occurred in 2012 - including efficient lighting fixtures, low flow plumbing fixtures, bio-based tiles, low VOC paint and adhesives.	Incorporating LEED-CI standards into LDB spec book for all retail interiors. This will include using LED interior signage instead of neon for a savings of approximately 13,000 kWh per location. Registration and formal certification will sought where appropriate.	2011	No End Date (Continuous)
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Completed (in reporting year)	Relocated BC Liquor Store opened in UBC's Wesbrook Village mall. Building includes an extremely energy-efficient variant refrigerant flow HVAC system. The landlord targeted LEED-NC Silver equivalency in the building design and construction.	Lease opportunities in buildings targeting LEED-NC will be considered.	2012	No End Date (Continuous)
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development		Future leases will incorporate green features as outlined in the updated spec book.	2013	No End Date (Continuous)

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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
IT power management					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	As part of the LDB's power management strategy, planning took place for installing power management software on workstations and point of sale devices in BC Liquor Stores.	In 2013, install power management software in BC Liquor Stores on 800 out of 1200 devices (66% of workstations and point of sale devices) to save an estimated 235,200 kWh per year.	2010	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	Retired 5 mid-range servers and one blade server in 2012 for a savings of 286,200 kWh per year. Also retired 17 additional servers and replaced existing servers with newer models for a combined savings of 242,678 kWh a year. 90% of the LDB's servers are now virtualized.	Continue to virtualize existing mid-range servers with more energy-efficient solutions.	2005	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Completed (in previous year)				
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Completed (in previous year)				
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Completed (in previous year)				
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	In late 2011 and 2012, the LDB reduced the number of desktop computers at Head Office from 579 to 550. Further, 103 (18%) of desktop computers were replaced with newer ENERGY STAR rated models. 100% of the computers at Head Office are ENERGY STAR RATED.	Continue to replace as per schedule.	Started before 1995	No End Date (Continuous)
Behaviour change program					
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	From November 26-30, the LDB's Hibernation Challenge asked employees to commit to at least one energy-saving task. During the week, head office employees used an online checklist to commit to a few simple, energy-saving actions and all LDB employees were invited to participate in the tacky sweater competition. 167 LDB Head Office & Distribution Centre staff (39%) took the Hibernation Challenge pledge, 1,303 energy-saving tasks were committed, and 80 staff participated in the tacky sweater competition.	Will be incorporated as part of an ongoing energy awareness program for LDB employees.	2012	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	This was incorporated in the online Hibernation Challenge checklist.	Will be incorporated as part of an ongoing energy awareness program for LDB employees.	2012	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	This was incorporated in the online Hibernation Challenge checklist.	Will be incorporated as part of an ongoing energy awareness program for LDB employees.	2012	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	This was incorporated in the online Hibernation Challenge checklist.	Will be incorporated as part of an ongoing energy awareness program for LDB employees.	2012	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions					
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress	Entered into a pilot project with PULSE to try out "Pulse Check" software which includes a benchmarking component	Continue with pilot and, if effective and useful, acquire Pulse Check service as an addition to existing PULSE software.	2012	No End Date (Continuous)
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	13 new fridges were purchased in 2012. All were ENERGY STAR models.	Continue with purchase of newest ENERGY STAR model fridges.	2008	No End Date (Continuous)
Retrofit leased retail space for energy-efficiency	Ongoing/In Progress	Lighting retrofits occurred at seven leased retail locations, saving approximately 65,000 kWh per year.	Continue with lighting retrofit program	2008	No End Date (Continuous)



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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Supplies (Paper)					
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	As part of LDB procurement standards, 50 per cent of copy paper purchased in 2012 contained 30% post-consumer recycled content.	Commit to purchasing only coloured copy paper containing 30% or more post-consumer recycled content	2010	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Not Yet Evaluated				
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	As part of LDB procurement standards, 43 per cent of white copy paper purchased in 2012 contained 100% post-consumer recycled content.	Commit to purchasing only white copy paper containing 100% post-consumer recycled content.	2010	No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Completed (in previous year)				
Electronic media in place of paper					
Use electronic document library for filing common documents	Completed (in previous year)				
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	Electronic payroll notification was made available to all 443 Head Office employees that have access to online time entry.	Investigate options for to electronic payroll notification in other parts of the LDB (beyond Head Office).	2012	No End Date (Continuous)
Behaviour change program					
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development		Will be encouraged as part of an ongoing environmental awareness program for LDB employees.	2013	No End Date (Continuous)
Other Paper Supplies Actions					
Install print management software to monitor paper use	In Development	Installed print management software at LDB Head Office.	As part of LDB-wide Print Management Strategy, monitor results, provide reports to LDB management, and look for opportunities to reduce printing through operational changes and employee awareness.	2012	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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Business Travel					
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Webcam in HR Boardroom at Head office used with Skype to conduct long-distance interviews.	Investigating the installation of web-conferencing software such as Microsoft Live Meeting to enable virtual meetings between LDB staff and with outside clients and partners.	2011	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development		Installing videoconferencing in 2 locations at Head Office and 1 location at the Kamloops Distribution Center in 2013. Consider expanding videoconferencing to other locations at the LDB (e.g., area manager offices and store locations).	2013	No End Date (Continuous)
Behaviour change program					
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	The LDB trains wholesale customers on using LDB's Wholesale Web Store through online learning. In 90-minutes, no cost, web-based seminars were delivered to wholesale customers in locations throughout BC, eliminating the need for travel to Vancouver. Over the course of the fiscal year 2012/13, 120 webinars were delivered.	Continue to provide web-based seminars to wholesale customers. Look to expand use in other areas.	2011	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	In Development		Will be explored as part of an ongoing environmental awareness program for LDB employees.	2013	No End Date (Continuous)
Other Business Travel Actions					
Reduce the number of site visits required by providing digital still cameras to store employees	In Development	In 2011, digital cameras were provided to retail so that they could document changes to layout, etc. and email to real estate/store operations staff. This reduced the number of site visits required. Stores had access to these cameras in 2012 and could supply photos when requested.	Digital images for all store remodels will be updated in early 2013.	2011	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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Education, Awareness, and Engagement					
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	Held Climate Action Team meetings when needed to prepare for LDB environmental employee engagement initiatives such as the Hibernation Challenge. Weekly Power Smart Team meetings were also held. Climate Action Team leader met with LDB General Manager regularly.	Rebrand "Climate Action Team" as "LDB Green Team", design logo, and actively expand participation to store staff. Hold regularly occurring meetings every month	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress	Continued to staff dedicated Environmental Manager position to lead and support Climate Action Team.	Continued to staff dedicated Environmental Manager position to lead and support Green Team.	2008	No End Date (Continuous)
Awards/Recognition					
Establish a sustainability/green awards or recognition program	In Development		Create a "Green CHEERS!" section in the online Employee News to recognize environmental efforts by LDB employees. All nominees will also get entered into a green prize draw.	2013	No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Environmental Manager attended green building events and conferences. Facilities staff attended energy-efficiency training coordinated by the Climate Action Secretariat.	Environmental Manager and Senior Project Manager for store remodels will attend the Canadian Green Building Council annual conference in 2013.	2008	No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	Raised employee awareness about a diverse range of sustainability topics through events such as Earth Day Trivia at Head Office, Bike to Work Week, and the Hibernation Challenge.	Continue to offer "lunch and learns" as part of an ongoing environmental awareness program for LDB employees at Head Office. Explore other options to engage employees at retail stores.	2010	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Included communication about LDB's environmental initiatives such as Earth Day in biweekly electronic employee newsletter (Employee News) and quarterly employee newsmagazine (Grapevine).	Continue to include environmental awareness messaging in Employee News and Grapevine.	2010	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development		Information about LDB's commitment to environmental sustainability appears in LDB's online orientation for new staff. LDB will look at opportunities to expand on this information.	2013	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions					
Raise customer awareness about the conservation of water, energy, and raw materials	Ongoing/In Progress	Continued our single-use plastic bag reduction program by asking customers "Are you okay without a bag?", by selling reusable bags designed for carrying beverage alcohol containers, and by handing out reusable bags during our "Free Bag Days." In October 2012, BC Liquor Stores gave away over 78,000 reusable bags to customers on "Free Bag Days". Throughout the year, six-bottle reusable bags, four-bottle reusable bags, and beer bags were sold to customers. In December 2012, "Holiday Green Tips" appeared in BC Liquor Stores and in the winter issue of TASTE magazine.	Continue with program and monitor reduction in use against targets. April 2013 will be officially designated "Earth Month" in BC Liquor Stores. Awareness posters will appear throughout the stores which describe the environmental efforts being made by the LDB to reduce their environmental footprint. Marketing Department will also ask agents and suppliers to share their commitment to planet with customers.	2009	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 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Other Sustainable Actions					
Water conservation					
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress	Installed low flow fixtures in retail remodels.	Continue to install low flow fixtures during annual building remodel programs.	2010	No End Date (Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Completed (in reporting year)	New lawn care and gardening contract for Head Office, the Vancouver Distribution Center and Vancouver Flagship Store specified the use of drought tolerant plants and grass seed in landscaping.		2012	2012
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	Starting in 2012, a recycling subject matter expert was contracted for 2 or more years by LDB in order to find efficiencies in LDB's existing waste/recycling services and expand on the program to divert more material the landfill. In 2011, LDB recycled 2097 metric tonnes of cardboard, 112 tonnes of plastic, and 24 tonnes of office paper.	The LDB will finalize its multi-year waste reduction and recycling strategy with input from the subject matter expert. This will result in an expansion of recycling services across the LDB.	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	Through contract with Xerox, LDB ensured environmentally responsible asset disposal for all multi-function device components including toner cartridges or any electronic parts that needed replacing. Similarly, lighting and electronic equipment service providers are required to responsibly dispose of compact fluorescent light bulbs and recycle batteries and used oil. Head Office also has battery collection point for disposal/recycling of small batteries used in wireless computer components, etc. Other assets such as 4000 lbs of used thermal printers were responsibly recycled in 2012.	Maintain contracted requirement with various service providers. Expand the collection of battery recycling as part of the contract with the LDB's office supply provider.	2009	No End Date (Continuous)
Procurement (non-paper supplies)					
Incorporate minimum recycled content standards into procurement policy for consumable , non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	In Development		An office stationary contract with LDB will be awarded in early 2013. The vendor will provide alternative 'green' options for products supplied, with preference given to third-party environmental certification (e.g. FSC, Ecologo, etc.). Pen recycling will also be a service provided by the vendor	2013	No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Completed (in previous year)				
Implement sustainable purchasing program for cleaning products , disposable paper products and trash bags	In Development		New janitorial contract for Head Office and Vancouver Distribution Center will include a requirement for green cleaning products, with preference given to third-party environmental certification (e.g. Ecologo, Green Seal, etc.).	2013	No End Date (Continuous)



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Action	Status (as of 12/31/12)	Steps Taken in 2012	Steps Planned for 2013 -2014	Start Year	End Year
Building construction, renovation, and leasing					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress	The LDB maintains a material reuse policy in which materials and equipment from old stores are collected, refurbished, and stored for future use in new locations.	Construction and demolition waste will be within the scope of the LDB's multi-year waste reduction and recycling strategy with input from the subject matter expert.	2010	No End Date (Continuous)
Commuting to and from home					
Offer staff a compressed work week	Completed (in previous year)				
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	From May 28 – June 3, 2012, fifty-three LDB employees participated in Bike to Work Week. Thirty-nine of these participants were from BC Liquor Stores. More than 1,710 total kilometers were reported by staff who cycled to and from work that week.	LDB Green Team will continue to promote Bike to Work Week.	2010	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Completed (in previous year)				
Provide secure bicycle storage	Completed (in previous year)				
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				
Other Sustainable Actions					
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress	The requirement for low VOC materials was included in the updated LDB spec book. As a result, 100% of the store remodel and renovation projects completed in 2012 used low VOC paints, carpets, adhesives and sealants.	Continue to update the LDB construction spec book as new low-VOC materials become available.	2010	No End Date (Continuous)
Use environmentally-friendly products for lawn care and landscaping requirements	Completed (in reporting year)	New lawn care and gardening contract for Head Office, the Vancouver Distribution Centre, and BC Signature Liquor Store at 39th and Cambie included a requirement for environmentally-friendly products.		2012	2012
Require that suppliers package in lighter weight containers	In Development		Require wine suppliers to submit the weight of bottles and encourage suppliers to identify lighter weight bottles with distinctive neck tags. Durig Earth Month (April 2013), thirteen BC wine brands will feature special neck tags indicating that the wine is bottled in lighter, eco-friendly bottles made with more recycled glass.	2013	No End Date (Continuous)
Offer certified organic products to retail and wholesale customers	Ongoing/In Progress	In 2012, the LDB offered 57 certified organic spirits, wines, beers and ciders from around the world to our retail and wholesale customers. During the whole month of April, organic wines were profiled to celebrate Earth Day – both in the store displays and LDB's Taste Magazine.	Continue to offer certified organic products and expand selection, where possible. Promote during then entire month of April to celebrate Earth Day.	2002	No End Date (Continuous)
Require recycled content in paper products other than standard copy paper	Ongoing/In Progress	As part of LDB's green procurement standards, the LDB released an RFP for the supply of standard, non-printed forms and envelopes requesting provision of forms higher recycled content and third-party certification such as the Forest Stewardship Council (FSC).	The non-printed forms and envelopes contract will be awarded in early 2013. Further, a contract with a new paper bag supplier will require bags manufactured from at least 50% post-consumer recycled content and vegetable-based inks. A small-scale trial with bags made from 100% recycled content will be considered.	2012	No End Date (Continuous)



BIKE TO WORK WEEK

FROM MAY 28 – JUNE 3, 2012, FIFTY-THREE LDB EMPLOYEES PARTICIPATED IN BIKE TO WORK WEEK. THIRTY-NINE OF THESE PARTICIPANTS WERE FROM BC LIQUOR STORES. STAFF REPORTED CYCLING MORE THAN 1,710 TOTAL KILOMETERS TO AND FROM WORK THAT WEEK, MEANING 370 KILOGRAMS OF GREENHOUSE GAS EMISSIONS WERE AVOIDED.





The LDB head office is located on a bicycle and public transit hub

Contact Information

To find out more about how the BCLDB is leading the beverage alcohol industry on implementing sustainability initiatives, visit www.bcldb.com

If you have any questions or comments, please contact us at: 604 252 3000