

# COLUMBIA BASIN TRUST

## CARBON NEUTRAL ACTION REPORT

APRIL 2009



## EXECUTIVE SUMMARY

The mission of Columbia Basin Trust (CBT) “is to support efforts by the people of the Basin to create a legacy of social, economic and environmental well-being and to achieve greater self-sufficiency for present and future generations.” In fulfilling its mission in the Columbia Basin region, CBT strives to support community efforts to be carbon neutral, and strives to ensure its own operations are carbon neutral. With the development of its Carbon Neutral Plan now complete, CBT will toward full implementation of the Plan in the coming months.

## OVERVIEW

### Actions Taken to Reduce Greenhouse Gas Emissions in 2009

#### CBT’s Corporate Operations

CBT took the following actions in working toward making its operations carbon neutral:

- A comprehensive review of all buildings owned or leased by CBT was undertaken. This review identified areas of opportunity for both energy efficiency and emission reductions, and these areas will be pursued in 2010.
- A baseline inventory of emissions was developed based on 2008 energy use data.
- A consultant with expertise in carbon neutral planning was engaged to coordinate development of a Carbon Neutral Plan. The plan was completed and approved, and is now ready for implementation.
- Staff awareness of carbon neutrality was raised, through a survey mechanism and through a facilitated dialogue at a staff carbon neutral planning workshop in fall 2009.
- An internal cross-department Carbon Neutral Action Team was established and is helping to identify current sustainability issues and strategies for emission reduction.
- A number of actions identified by the Carbon Neutral Plan have been taken.

## CBT's Support of Community Efforts

CBT supported a variety of community projects aimed at reducing greenhouse gas emissions, including but not limited to:

1. Switch & Save – replacing old bulbs with energy efficient compact fluorescent bulbs. For more information: <http://www.cbt.org/newsroom/?view&vars=1&content=SpotlightGallery&WebDynID=928>
2. Kootenay Carbon Neutral Action Strategy – a strategy that provides assistance to Kootenay municipalities, First Nations communities, and regional districts in working towards carbon neutrality. For more information: [http://www.cbt.org/uploads/pdf/KootenayCarbonNeutralActionStrategy\(Jan2009\).pdf](http://www.cbt.org/uploads/pdf/KootenayCarbonNeutralActionStrategy(Jan2009).pdf)
3. Kootenay Rideshare Program – a service that encourages carpooling, connecting riders and drivers. For more information: <http://www.kootenayrideshare.com/>
4. Free Public Carbon Inventory Learning Sessions – CBT, in partnership with regional districts, hosted two free learning sessions to help local businesses and institutions with managing their carbon footprints. For more information: <http://www.cbt.org/newsroom/?view&vars=1&content=SpotlightGallery&WebDynID=1049>
5. CBT also developed a Reducing Emissions Initiative that is intended for both CBT employees and the general public, which outlines CBT's approach to carbon neutrality. For more information: [http://www.cbt.org/Initiatives/Climate\\_Change/?Reducing\\_Emissions](http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions)

## Operational Changes in 2009

In 2009, CBT's focus was on establishing its Carbon Neutral Plan and raising staff awareness and support. CBT also took a number of initial steps toward making its operations carbon neutral (e.g. applying auto-sleep settings on computer monitors and CPUs, replacing computers with ENERGY STAR models during upgrades, posting materials online that were previously printed, and encouraging use of videoconference for inter-office meetings).

## Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

In 2010, CBT will begin exploring sustainability principles and practices that can be applied to CBT's everyday activities. CBT will also begin implementing recommendations that arose from the energy assessments of all CBT owned or leased buildings. This includes retrofitting lighting, installation of light occupancy sensors, and the installation of programmable thermostats. CBT will continue to encourage staff to implement actions to reduce their emissions through a variety of behavioural changes, including the use of smart business travel practices.

CBT will also continue to support regional and community efforts to reduce greenhouse gas emissions through its Communities Adapting to Climate Change initiative. For more information on the initiative and plans for 2010, visit: [http://www.cbt.org/Initiatives/Climate\\_Change/?Adapting\\_to\\_Climate\\_Change](http://www.cbt.org/Initiatives/Climate_Change/?Adapting_to_Climate_Change).

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## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
This section is not applicable to this organization							
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	Complete	100	% of owned buildings have an established energy performance baseline	Completed building assessment to identify key opportunities. Implementation of recommendations to take place in 2010.		2009	2009
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress			Completed building assessment to identify key opportunities. Implementation of recommendations to take place in 2010.	2010-2012: Review & analyze building assessment recommendations and develop plan.	2009	2012
<b>Retrofitting owned buildings</b>							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress			Completed building assessment to identify key opportunities.	2010-2012: Review & analyze building assessment recommendations and develop plan.	2009	2012
Upgrade lighting systems during retrofits	Ongoing/In Progress			Completed building assessment to identify key opportunities.	2010-2012: Review & analyze building assessment recommendations and develop plan.	2009	2012
Upgrade/adjust control systems during retrofits	Ongoing/In Progress			Completed building assessment to identify key opportunities.	2010-2012: Review & analyze building assessment recommendations and develop plan.	2009	2012
<b>Leased buildings</b>							
Establish energy performance baseline for leased buildings	Complete	100	% of leased buildings have an established energy performance baseline	Completed building assessment to identify key opportunities. Implementation of recommendations to take place in 2010.		2009	2009
<b>IT power management</b>							
Implement server virtualization	In Development			Started researching virtualization.	Further research, discussions and possible implementation.	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	Sleep modes activated after one hour of no activity on all desktops and laptops. Low-power setting activated after 15 minutes of no activity on all desktop and laptop monitors.		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	80	% reduction in printers, copiers, and/or fax machines since start year indicated	Replaced separate printer, copier, and fax machine with one multi-functioning Xerox machine.	2010-2012: Assess remaining stand-alone devices for possible replacement.	2009	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	Ensured sleep-modes setup for all existing and new devices.		2009	2009
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	Replaced all desktops and laptops with ENERGY STAR.		2009	2009
<b>Appliances and electronic devices</b>							

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	In Development		Assessing desktop and floor lamps.	2010: Develop purchasing policy for lamps. Ensure all lamps have CFL bulbs.	2009	2010
<b>Behaviour change program</b>						
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Discussed with staff at Carbon Neutral Planning Workshop (CNPW).	2010: Install power bars in all offices and Implement policy for powering down equipment/offices.	2009	2010
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress		Discussed with staff at CNPW.	Send semi-annual reminder to all offices.	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress		Discussed with staff at CNPW.	Send semi-annual reminder to all offices.	2009	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress		Posted sign on elevator reminding users of benefits of taking the stairs.	Post sign semi-annually for 2 weeks.	2009	No End Date (Continuous)
<b>Other Stationary Fuel Combustion and Electricity Actions</b>						
Encourage staff to use tap water instead of water coolers	Ongoing/In Progress		Discussed with staff at CNPW.	2010: Consider adding water filters to lunch room sinks and eliminating bottled water coolers.	2009	2010
<b>Supplies (Paper)</b>						
<b>Paper Type</b>						
Purchase 30% post-consumer recycled paper	Complete		Developed method of tracking quantity and recyclable content. Advised purchasing staff to order 100% recycled when possible.		2009	2009
Purchase 100% post-consumer recycled paper	Complete		Developed method of tracking quantity and recyclable content. Advised purchasing staff to order 100% recycled when possible.		2009	2009
<b>Electronic media in place of paper</b>						
Post materials online that were previously printed	Complete		At staff CNPW and throughout the year, encouraged staff to use/view internal policies, contracts, and other documents online instead of printing hard copies.		2009	2009
<b>Behaviour change program</b>						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		Began discussions.	2010: Will be considered in Corporate Sustainability policy.	2009	2010
Encourage re-use of scrap paper	Ongoing/In Progress		At staff CNPW, encouraged staff to re-use scrap paper before shredding or recycling.	2010: Develop corporate paper policies including policy to re-use paper when possible.	2009	2010

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### Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Business Travel</b>						
<b>Behaviour change program</b>						
Encourage staff to consider virtual attendance/presentation at events where possible	Complete		At staff CNPW, discussed video-conferencing and reminded staff to use equipment whenever possible. Also reminded staff equipment is available to the public.		2009	2009
Encourage carpooling to meetings	Complete		At staff CNPW, encouraged staff to carpool.		2009	2009
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Complete		At staff CNPW, encouraged staff to bike or walk to work, emphasizing both health and invronmental benefits. Bike racks or bike storage available.		2009	2009
<b>Other Business Travel Actions</b>						
Track travel information	In Development		Drafted a travel log/worksheet to track mileage; to be evaluated for efficiencies on annual basis.	2010-2011: Finalize and implement travel log/worksheet. Annual review following implementation.	2009	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>						
<b>Team-building</b>						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Complete		Created a Carbon Neutral Action Team (CNAT) consisting of an external consultant, staff members from each of CBT's four offices and a CBT Executive.		2009	2009
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Provided CNAT with opportunity to meet via videoconfernce throughout year. All required resources made available.	Assess broadening CNAT to include members from the Board of Directors, Youth and other communities.	2009	No End Date (Continuous)
<b>Staff Professional Development</b>						
Support green professional development (e.g., workshops, conferences, training)	Complete		Hosted a staff Carbon Neutral Workshop in 2009. Hired an external consultant to provide information and awareness to staff on carbon neutrality and sustainability.		2009	2009
<b>Client/public awareness/education</b>						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		CBT helped design and deliver a wide variety of Climate Change educationals workshops and developed Climate Change educational material in the form of brochures, pamphlets and web based material. See: <a href="http://www.cbt.org/Initiatives/Climate_Change">http://www.cbt.org/Initiatives/Climate_Change</a>	CBT will continue to provide support to climate change initiatives through our delivery of benefits programs.	2009	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Complete		CBT's Water Initiatives department, in addition to delivery benefits to Basin residents, researches and provides extensive information to staff and residents on water conservation. See: <a href="http://www.cbt.org/Initiatives/Water">http://www.cbt.org/Initiatives/Water</a>		2009	2009
Provide green tips on client/public website or in newsletters	Complete		"What Can You Do?" tips provided on our website. See: <a href="http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions">http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions</a>		2009	2009

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<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	Complete		Renovations to Castlegar and Golden office included replacing washroom toilets and sinks with efficient models.		2009	2009
<b>Indoor air quality</b>						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Complete		Policy implemented to discourage use of scented perfumes and lotions.		2009	2009
<b>Commuting to and from home</b>						
Encourage commuting by foot, bicycle, carpool or public transit	Complete		At staff CNPW, encouraged staff to bike, walk, or carpool to work.		2009	2009
<b>Other Sustainability Actions</b>						
Support program to encourage public carpooling.	Complete		Kootenay Rideshare Program – a service that encourages carpooling; connecting riders and drivers. For more information: <a href="http://www.kootenayrideshare.com/">http://www.kootenayrideshare.com/</a>		2009	2009
Implement a corporate sustainability policy.	In Development			2010-2011: Develop and implement a corporate sustainability policy to identify the most viable and impactful sustainability strategies.	2010	2011
Encourage behavior change.	In Development			2010: Develop top carbon neutral actions; business card sized list of "Top 5 Employee Carbon Neutral Actions" such as Think Twice Before You Print and Power Down When You Leave. To be reassessed by CNAT and staff annually.	2010	2010