

**Carbon Neutral Action Report**

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Name of Organization  
*Vancouver Island University*

Ministry Responsible  
*Ministry of Advanced Education*

Report Submitted by:  
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**Executive Summary**

Please provide a short high level summary of the key actions or planning that your organization undertook with regard to achieving carbon neutrality.

*Vancouver Island University recognized the importance of conserving energy as a first step to reducing its carbon emissions, and has retained an Energy Manager to focus on that task, in partnership with the BC Hydro Power Smart Program. In addition, the VIU Board of Governors recently approved the Campus Master Plan, in which "Sustainability" is the foundation; and contains a Sustainability Policy. This policy includes five key, inter-related components including Institutional, Social, Fiscal, Operational and Environmental Sustainability.*

*Through both conservation & sustainable development, VIU strives to achieve the maximum possible reduction of carbon emissions produced by the development & operation of all campuses.*

*All future developments will be constructed to a LEED Gold standard, and will make use of alternative energy sources wherever feasible, in order to mitigate future carbon emissions.*

**Objectives**

Beyond the key objective of reducing greenhouse gas (GHG) emissions, list any additional objectives that link carbon neutral government to your organization's mandate.

*Energy conservation and carbon emission reduction not only serves to meet the obligations of VIU to senior government, but also serves as a tool to attract and retain students, faculty, and staff. People wish to study and work at institutions with strong environmental commitments, thus even with projected population growth on our campuses, consumption will decrease, and carbon emissions will be mitigated.*

*VIU's sustainable practices not only include environmental stewardship, but also social & financial sustainability; or "Triple Bottom Line".*

**Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008****Overview:**

Please include a high level summary of all actions taken during the period beginning January 1, 2008 through to December 31, 2008. Actions commencing prior to, and ceasing after end of the relevant calendar year may be included as long as some component of the action in question takes place during the 2008 calendar year.

*VIU signed the University Leaders for a Sustainable Future (ULSF) Talloires Declaration. VIU signed the University & College Presidents' Climate Change Statement of Action for Canada. VIU is a member of the Association for the Advancement of Sustainability in Higher Education (AASHE). VIU pledged to become a Power Smart Partner with BC Hydro in 2008. VIU has established an Energy Management Program, including the implementation of 3 tactical components: 1. energy saving projects; 2. a Communications Plan designed to encourage an energy conservation culture; 3. a Monitoring, Targeting, and Reporting system that will provide the necessary data to observe, improve, and demonstrate the effectiveness of the Program.*

|  |   |   |   |   |
|--|---|---|---|---|
| <p><b>1.1. Mobile Fuel Combustion:</b><br/>                 Actions taken during the relevant calendar year to reduce direct emissions from fuel (natural gas, ethanol blends, diesel, propane, gasoline) consumption by a vehicle or other mobile combustion source. Note that any actions related to personal vehicle use, commuting to/from work, or efforts to encourage active transportation in the community should be included in section 1.5 or 1.6 respectively.</p> | <p><i>VIU signed the Public Sector Energy Conservation Agreement in 2008.</i><br/> <i>VIU hired an Energy Manager in November of 2008.</i><br/> <i>VIU carried out a Transportation Demand Management Report in 2008.</i><br/> <i>VIU established a "Campus Sustainability Committee"</i></p> |   |   |   |
|  | <p><b>Action</b></p>  | <p><b>Action Taken</b></p>  | <p><b>Outcome/Performance Measure</b></p>   | <p><b>Notes Clarifying Action Taken</b></p>   |
|  | <p>Under Action Taken, indicate <b>In Progress</b> or <b>Complete</b>. Leave blank if the action does not apply.</p>  | <p>Indicate if you have established a measure to indicate success e.g. percentage of staff who are participating in a specific project/program. This report does not require public sector organizations to include quantitative statistics resulting from actions or plans; however such statistics will be welcomed if they include their determining methodology in an appendix.</p> | <p>Note any specifics that are meaningful here . If an action or plan to reduce emissions is not included in the list, there is an opportunity to add items at the bottom of each section under the heading "Other". Only enter truly new items (not just slightly different items where the variation can be noted in this column). Do not add new rows within the body of the template. There is space at the bottom of the template if needed.</p> | <p>This column is for Part 2 -- Actions Planned to indicate the timeframe. Leave blank in Part 1.</p> |
| <p>Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid</p>  | <p><b>In Progress</b></p>   |   | <p><b>Considering the use of a Gator/electric vehicle for trades vehicle, to replace existing van.</b></p>  |   |
| <p>Provided driver training to reduce fuel use</p>   |   |   |   |   |
| <p>Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)</p>   | <p><b>In Progress</b></p>   |   | <p>Regular preventative maintenance program based on kilometres of usage, for routine maintenance activities.</p>   |   |
| <p>Established anti-idling behaviour change program (e.g. signs, stickers, messages)</p>   | <p><b>Complete</b></p>  | <p>Visual observations of trades vehicles</p>   | <p>Potential expansion of program / publicity in the future.</p>  |   |
| <p>Encouraged car pooling in fleet vehicles</p>  | <p><b>In Progress</b></p>   | <p>Required by policy when possible for all business travel.</p>  | <p>Sustainability Committee recommendations on avoidance of excessive emissions.</p>  |   |
| <p>Encouraged use of public transit/active transportation</p>  | <p><b>Complete</b></p>  | <p>(1) "Carpool parking permits" available at reduced rate. (2) "RideShare" program available online. (3)"Pro-pass" program available. (4) Parking rates were increased to deter vehicle use.</p>   | <p>(1) Carpool parking permits for 2 or more persons are eligible for a 50% fee reduction &amp; designated stalls. (2) RideShare is a program used to connect commuters for carpooling. (3) Pro-pass uses automatic payroll deduction for transit passes, and includes reduced rider-rates &amp; tax incentives. (4) Parking rates were increased by 100% in 2008.</p>  |   |
| <p>Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts</p>  | <p><b>In Progress</b></p>   | <p>Investigating alternatives</p>   | <p>Electric vehicles / smaller vehicles where possible.</p>   |   |
| <p>Changed from gas to electric lawn maintenance equipment</p>   |   |   |   |   |
| <p>Changed to manual lawn and yard maintenance equipment</p>   |   |   |   |   |
| <p>Established travel reduction goals</p>  | <p><b>In Progress</b></p>   |   | <p>Sustainability Committee recommendations on avoidance of excessive emissions.</p>  |   |

|   |                     |   |   |
|---|---------------------|---|---|
| Adopted a travel policy   | In Progress         |   | Sustainability Committee recommendations on avoidance of excessive emissions.   |
| <b>Other: (Please enter any items not included in the above list)</b>   |                     |   |   |
| Users encouraged to drive the vehicle best suited to their purposes.  | In Progress         |   | Routine activity of the vehicle reserve process.  |
|   |                     |   |   |
|   |                     |   |   |
|   |                     |   |   |
| <b>1.2. Stationary fuel combustion and electricity:</b>   |                     |   |   |
| Actions taken during the relevant calendar year to reduce both direct and indirect emissions by conserving electricity and reducing fuel consumption (including heating oil #2, natural gas, propane, steam) used by equipment or in buildings. |                     |   |   |
| <b>Action</b>   | <b>Action Taken</b> | <b>Outcome/Performance Measure</b>                                    | <b>Notes Clarifying Action Taken</b>  |
| Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use   |                     |   |   |
| Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)  | In Progress         |   | Tested a model of a smart power bar, for future use as a standard within workstations.  |
| Undertaken Monitor turn-off challenge   | In Progress         |   | Reminders to faculty and staff to turn off monitors when not in use.  |
| Replaced # computers with EnergyStar models   | In Progress         | IT recommended PC standard includes "80 Plus" requirement             | New computers purchased based on IT recommendations have "80-plus" certified power supplies.  |
| Asked staff to close blinds daily   | In Progress         |   | Reminders on a case-by-case / building-by-building basis.   |
| Used air dry setting on dishwashers   | Complete            | Air-dry is standard protocol  |   |
| Encouraged staff to use stairs  |                     |   |   |
| Turned off lights in unused rooms   | In Progress         | Awareness continuously raised   | Reminders to faculty, staff, and students to turn off lights when not needed - BC Hydro sticker used in some rooms. "Lights-out awareness" being continuously raised. |
| Replaced Refrigerators (EnergyStar rated appliance)   | In Progress         | Purchasing standard requires EnergyStar rating for all new appliances |   |
| Replaced other appliances (with EnergyStar rated appliance)   | In Progress         | Purchasing standard requires EnergyStar rating for all new appliances |   |
| Installed multi-function devices (and removed stand-alone printers/faxes)   | Complete            | Duplex-capable units replaced existing non-duplex.                    | Multi-function "terminals" continuously replacing smaller scanners / printers   |
| Replaced standard bulbs with CFLs   | In Progress         |   | Standard maintenance practice to replace incandescents with CFL's.  |
| Installed motion activated lights   | In Progress         |   | Standard maintenance practice has been to install motion sensing switching devices where warranted to control room lighting.  |
| Undertaken lighting retrofit  | In Progress         | Lamp replacement standard   | Standard maintenance practice to replace T12 lamps with modern T8 lamps and electronic ballasts whenever the T12's burn out.  |
| Implemented server virtualization   | In Progress         | Investigated possibilities  |   |





| Action  | Action Taken    | Outcome/Performance Measure                         | Notes Clarifying Action Taken   |
|---|-----------------|---|---|
| Took water conservation measures – low flow showers or toilets, fix leaks | In Progress     |   | <b>Low Flow toilets and showers are a standard requirement for new building construction. When replacement is necessary, low flow devices are used.</b> |
| Ran dishwasher only when full   | <b>Complete</b> | <b>Standard Protocol</b>                            | <b>Food services / Culinary Arts only run dishwashers with full loads</b>   |
| Reduced/replaced bottled water with filtered or refrigerated water        | In Progress     | Investigated  | Available tap water meets Canadian Drinking Water standards; looking into options for using tap water (possibly filtered) to eliminate bottled water    |
| Improved recycling measures   | In Progress     |   | Full recycling programs are in operation at the larger buildings, with lesser programs at smaller and more remote buildings.                            |
| Supported composting  | In Progress     |   | Composting is carried out at the two cafeterias and several buildings   |
| Used re-usable dishes   | In Progress     |   | Dishes used within the two cafeterias are re-usable; unless food is ordered "to-go".  |
| Purchased green cleaning products   | In Progress     |   | Standard practice.  |
| Used green (low-e paints)   | In Progress     |   | Low VOC paints in use as a standard practice.   |
| Supported sustainable procurement practices                               | In Progress     | Continuously updating to more sustainable products. |   |
| Adopted low-carbon contracting practices                                  | In Progress     |   | Harbour Air sea-plane service to Vancouver is carbon neutral.   |
| <b>Other: (Please enter any items not included in the above list)</b>     |                 |   |   |
|   |                 |   |   |
|   |                 |   |   |

**Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011**

**Overview:**  
 This section will document any future plans to reduce greenhouse gas emissions by each public sector organization.

**2.1. Mobile Fuel Combustion:**

*Subject to funding, VIU plans to establish a "Sustainability Office". VIU is currently undergoing a "Geo-Exchange Feasibility Study" to determine whether flooded coal mine shafts beneath the Campus are a viable source of Geothermal energy. VIU is planning a new Campus Transit Exchange with the Nanaimo Regional Transit System including increased service.*



| Action  | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken   | Timeframe        |
|---|----------------|-----------------------------|---|------------------|
| Include actions planned over the next few years to reduce both direct and indirect emissions by conserving electricity and reducing fuel consumption (including heating oil #2, natural gas, propane, diesel, steam) used by equipment or in buildings. |                |                             |   |                  |
| Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use  |                |                             |   |                  |
| Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)  | In Progress    |                             | Purchased sample power bars for test purposes. Considering work station standards to include the power bars.  | Proposed 2010/11 |
| Undertaken Monitor turn-off challenge   | In Progress    | Announcements / reminders   |   |                  |
| Replace # computers with EnergyStar models  |                |                             |   |                  |
| Ask staff to close blinds daily   | In Progress    | As per 2008                 | Reminders to faculty and staff to close blinds, preventing solar gain in summer & heat-loss in winter.  |                  |
| Use air dry setting on dishwashers  | In Progress    | Standard practice           |   |                  |
| Encourage staff to use stairs   |                |                             |   |                  |
| Turn off lights in unused rooms   | In Progress    |                             | Reminders to faculty and staff to switch off lights when finished with the room. In addition, planning on replacement of light switches in some rooms with occupancy sensors. | 2009/10          |
| Replace Refrigerators (EnergyStar rated appliance)  | In progress    | Standard practice           |   |                  |
| Replace other appliances (with EnergyStar rated appliance)  | In Progress    | Standard practice           |   |                  |
| Install multi-function devices (and remove stand-alone printers/faxes)  |                |                             |   |                  |
| Replace standard bulbs with CFLs  | In Progress    | Standard practice           |   |                  |
| Install motion activated lights   | In Progress    |                             | Occupancy sensors to be installed in key buildings within the PSECA funded projects implementation.   | 2009/10          |
| Undertake lighting retrofit   | In Progress    |                             | PSECA funded Lighting Improvements to be implemented starting May of 2009.  | 2009/10          |
| Implement server virtualization   | In Progress    |                             | Seeking funding for engineering study and implementation.   | 2010/11          |
| Utilize desk-top power management settings on computer  | In Progress    |                             | VIU IT Department considering implementation within the 2009/10 fiscal year.  | 2009/10          |
| Initiate corporate computer shut-down/wake-up for maintenance   | In Progress    | Standard practice           |   |                  |
| Unplug unused equipment   | In Progress    |                             | Reminders to faculty and staff to practice the SOP.   |                  |
| Apply for LEED existing building rating   |                |                             |   |                  |
| Undertake building energy audit at LOCATION(s)  | In Progress    |                             | BC Hydro Opportunity Assessments to be completed on GR Paine Horticultural Centre, Milner Gardens, and Powell River Campus, summer of 2009.                                   | 2009/10          |
| Initiate or complete a building energy retrofit   | In Progress    |                             | Implementation of PSECA funded projects in 2009/10 will result in significant energy conservation measures.   | 2009/10          |
| Other: (Please enter any items not included in the above list)  |                |                             |   |                  |

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**2.3. Supplies:**  
 Include actions planned over the next few years to reduce the consumption of paper. Organizations may also include other relevant initiatives to reduce consumption of goods or services.

| Action   | Action Planned | Outcome/Performance Measure   | Notes Clarifying Action Taken   | Timeframe        |
|--|----------------|---|---|------------------|
| Commit to use 30% recycled paper   |                |   |   |                  |
| Commit to use 100% recycled paper  |                |   |   |                  |
| Initiate automatic double sided printing                                   | In Progress    | As per 2008   |   | 2009/10          |
| Change document template margins   |                |   |   |                  |
| Commit to hold paperless meetings  | In Progress    | Facilities / Campus Development leading with pilot videoconferencing.   | Facilities experimenting with video conferencing to use as model for other Campus departments.  | Proposed 2009/10 |
| Develop document library (online and one printed copy) for large documents | In Progress    | Facilities / Campus Development stores & shares majority of its guidelines etc.   | Facilities Services and Campus Development working with others on Campus to develop a means of on-line document review, collaboration, sharing. | Proposed 2009/10 |
| Use collaborative software to edit on-line                                 | In Progress    | Facilities / Campus Development established a server location & is leading with pilot document review program for its projects. | Facilities Services and Campus Development is considering on-line tools that will encourage collaboration on large documents.                   | Proposed 2009/10 |
| Re-use non-confidential scrap paper  | In Progress    | Standard practice   |   |                  |
| Use laptops/tablets  | In Progress    | Encouraged  |   |                  |
| Restructure a process to use less paper                                    |                |   |   |                  |
| <b>Actions on non-paper related supplies:</b>                              |                |   |   |                  |
| Purchase cradle to cradle goods  |                |   |   |                  |
| Choose "Green" items from Distribution Centre                              | In Progress    | Standard practice   |   |                  |
| Encourage re-use of furniture and equipment                                | In Progress    | Standard practice   |   |                  |
| <b>Other: (Please enter any items not included in the above list)</b>      |                |   |   |                  |
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**2.4 Travel** (Report on Travel only if a core government ministry/tribunal, where travel is paid directly from the Consolidated Revenue Fund)  
 Include actions planned over the next few years to reduce travel related emissions.

| Action   | Action Planned | Outcome/Performance Measure  | Notes Clarifying Action Taken  | Timeframe        |
|--|----------------|--|--|------------------|
| Set a X% Travel reduction goal   |                |  |  |                  |
| Train staff in the use of Live Meeting (or other desktop collaborative software) | In Progress    | Pilot - Facilities & Campus Development - SmartBoard + Skype for videoconferencing | Staff training will follow after trials  | Proposed 2009/10 |
| Install Video Conferencing facilities  | In Progress    | Pilot - Facilities & Campus Development - SmartBoard + Skype for videoconferencing | FSCD has had Skype installed on the Meeting Room computer to permit virtual attendance at meetings in other communities. | Proposed 2009/10 |

|  |                       |   |  |
|--|-----------------------|---|--|
| Initiate Travel Policy   | In Progress           | Standard Recommendation; possible revisions | Standard recommendation of the Sustainability Committee.   |
| Mandate car pooling to government meetings   | In Progress           | Standard Recommendation                     | Standard recommendation of the Sustainability Committee.   |
| Support alternative travel (bike/skateboard/walk/transit) for meetings   |                       |   |  |
| <b>Other</b> (Please enter any items not included in the above list)   |                       |   |  |
| Sea Plane Service to and from Vancouver is available from a carbon neutral carrier   | In Progress           | Optional carbon-neutral travel              | Faculty and staff have the option is using the services of Harbour Air, a carbon neutral carrier, for transportation to and from Vancouver meetings. |
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|  |                       |   |  |
| <b>2.5 Employee Engagement</b>   |                       |   |  |
| Include employee engagement planned over the next few years, that involves staff in the development or implementation of initiatives to reduce GHGs. |                       |   |  |
| <b>Action</b>  | <b>Action Planned</b> | <b>Outcome/Performance Measure</b>          | <b>Notes Clarifying Action Taken</b>   |
| Provide climate change education   | In Progress           |   | Energy Manager is required to make presentations to faculty and staff groups, on energy conservation. 2009/10  |
| Provide conservation education   | In Progress           |   | Energy Manager is required to make presentations to faculty and staff groups, on energy conservation. 2009/10  |
| Hold contests to change behaviour/make pledge  | In Progress           |   | Planning for presentations and contests aimed at Faculty, staff, and students is underway now, for presentation in the Fall of 2009. 2009            |
| Hold contests/support to generate ideas  | In Progress           |   | Planning for presentations and contests aimed at Faculty, staff, and students is underway now, for presentation in the Fall of 2009. 2009            |
| Develop Green Teams  | In Progress           |   | The Energy Manager is working with "SOLUTIONS: a sustainability network" to develop the teams and their roles in conserving energy. 2009             |
| Support Green Teams (resources)  | In Progress           |   | VIU has committed to a rewards and recognitions program to encourage the work of Green Teams on Campus. 2009   |
| Provide green tips   | In Progress           |   | The Energy Manager has constructed a website that contains useful green, conservation tips for use at work and at home. 2009                         |
| Support professional development   | In Progress           |   | VIU continues to support the Energy Manager and others in FSCD, through seminars and workshops. 2009/10  |
| Add a green work goal to performance management  |                       |   |  |
| <b>Other: (Please enter any items not included in the above list)</b>  |                       |   |  |
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|  |                       |   |  |



