

University of Victoria – 2009 Carbon Neutral Action Report

Executive Summary



The University of Victoria (UVic) is committed to advancing sustainability in all areas of its operations, particularly as it relates to action to address climate change. As one of the initial signatories of the 2008 President's Climate Change Statement of Action for Canada, UVic is committed to addressing the climate change challenge by setting measurable targets and developing effective plans to ultimately reduce GHG emissions. Recognizing the inherent link between climate action and promoting sustainability, UVic has built its carbon neutral commitments and activities into a broader sustainability framework.

The University of Victoria's 2007 Strategic Plan "A Vision for the Future – Building on Strength" identified sustainability as a priority for the institution. In the spring of 2009, UVic adopted a comprehensive Sustainability Policy establishing an overarching framework that serves to assist the University community in incorporating sustainability into planning and decision-making.

Also in 2009, following an extensive consultation process, the University completed a comprehensive *Sustainability Action Plan: Campus Operations 2009-2014* which includes aggressive emission reduction targets and an energy reduction strategy. The action plan also includes goals and actions in eight interrelated topic areas including: Energy and Climate, Transportation, Purchasing, Governance, Decision-making and Sustainability Resources, Buildings and Renovations, Grounds, Food and Urban Agriculture, Waste Management, and Water Management. The action plan builds on past successes with sustainability and provides a framework for collaboration, shared understanding, and action.

Inspired by an ambitious vision, each topic area is guided by a number of goals that relate to achieving carbon neutrality. These include:

1.0 Energy and Climate



Vision: A campus that utilizes renewable energy sources for all of its energy needs

Goals:

- Become carbon neutral by 2010
- Reduce campus electricity consumption by 20% by 2015
- Increase the renewable energy portfolio
- Reduce greenhouse gas emissions by 20% over 2007 baseline by 2015
- Quantify the risks to university resources and infrastructure associated with global climate change by 2015

2.0 Transportation



Vision: A campus that has sustainable travel options for every campus community member and acts as a hub in a regional sustainable transportation network

Goals:

- Increase bus use, cycling, and carpooling to 70% of campus modal split by 2014
- Reduce the number of fleet vehicles that consume fossil fuels to 40% of total vehicle fleet
- Quantify the emissions generated by university business-travel annually starting in 2012 to assist in developing reduction strategies
- Work with neighbouring municipalities on linked transportation strategies to more than double the per capita proportion of bicycle use by 2014

3.0 Purchasing



Vision: All major purchasing decisions are made using a triple-bottom-line decision making framework

Goals:

- Utilize a triple bottom line framework for major purchasing decisions by 2010
- By 2012, establish a regional or provincial sustainability purchasing initiative to incubate ideas and support for sustainability purchasing policies and practice
- Increase the purchase of local goods and services

4.0 Governance, Decision-making and Sustainability Resources



Vision: A university that integrates sustainability issues into decision making and utilizes innovative funding mechanisms to further advance sustainability efforts

Goals:

- Implement a campus sustainability communications strategy by the end of 2009
- Publish a sustainability report card with quantitative indicators annually beginning in 2011
- Provide organizational systems and resources to implement and monitor this action plan
- Host special events which promote the exchange of sustainability knowledge among our campus community members

5.0 Buildings and Renovations



Vision: A campus where all facilities are built or renovated to meet current green building standards and act as physical tools of education for both the campus and broader community

Goals:

- 100% of all capital building projects and major renovations will utilize an integrated approach to building planning, design, construction and operations
- 100% of all new buildings will be constructed and certified as LEED Gold
- 50% of major renovation projects will be registered in the LEED rating system

6.0 Campus Grounds, Food and Urban Agriculture



Vision: An organically landscaped and managed campus that enhances biodiversity and offers healthy, local and diverse food choices

Goals:

- Review and assess the opportunities for locally produced and other “low impact” food options to be made available on campus
- Create a program to coordinate and support academic study and research in our campus landscapes by 2010

7.0 Waste Management



Vision: A zero waste institution

Goals:

- A streamlined, standardized, and consolidated Waste Management operating model by 2010
- A waste diversion rate of 75% by 2012 and a construction demolition waste diversion rate of greater than 75%

8.0 Water Management



Vision: The University is an innovator in water use reduction, recovery, reuse and stewardship practices

Goals:

- Reduce water consumption by 25% through conservation and innovation by 2015
- Expand the system and use of treated waste water on campus

Overview

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

UVic's commitment is holistic – we strive to integrate sustainability into our teaching, research, campus operations and community partnerships. This approach allows us to find synergies across disciplines and departments to find solutions to complex issues such as climate change. In 2009, various initiatives were taken to reduce GHG emissions as outlined in the “Steps Taken in 2009” section of the Carbon Neutral Action Report.

Highlights include:

- Developed a Request for Expressions of Interest for a Campus Integrated Energy Master Plan that will focus on conservation, efficiency and the use of renewable energy sources.
- Established an Energy Manager position responsible for the development of a comprehensive energy management, monitoring and data analysis program including identifying, assessing, and implementing opportunities for reducing electricity, fuel usage, water consumption, along with an assessment of renewable and alternate energy opportunities.
- Under the Knowledge and Infrastructure Program, initiated renovations to six campus buildings averaging 40 years of age to improve safety, reduce maintenance requirements, and improve the thermal performance and energy efficiency of older buildings.
- Established energy consumption baseline data (2009 GHG inventory) while initiating development of a sustainability indicator framework and report card.
- UVic has two new certified LEED Gold buildings (Medical Sciences and Engineering & Computer Sciences), and has two other new buildings awaiting LEED Gold certification (Social Sciences & Math and Administrative Services Building). In 2009, work was completed on one Gold-level targeted LEED building (First Peoples House) and substantial progress was made on building another Gold level targeted LEED building (106 Bed Residence). New buildings exemplify the latest in energy efficient green building technology including features such as:
 - Natural ventilation systems
 - Renewable energy technologies
 - Low-E reflective glazing and daylighting
 - Energy efficient fume hoods
 - Energy efficient lighting
 - Locally sourced building materials
 - Use of concrete with high fly-ash content
 - Energy consumption offset with Green Power Certificates
- Assessed geothermal energy as an option for the planned Athletics and Recreation facility.
- Established a multi-stakeholder Sustainability Advisory Committee to advise on the implementation of the *Sustainability Action Plan for Campus Operations* and engage the wider campus community.
- Initiated the development of a Sustainability Action Team framework, in preparation for rolling out a grassroots energy demand management strategy involving students, faculty and staff.
- Continued with the use of 100% post-consumer recycled paper for all standard office uses.
- Advanced the use of online collaboration tools, online document libraries and mandatory paperless payroll system greatly reducing paper consumption.
- As an academic institution, we have offered extensive climate action/sustainability education and awareness activities including, but not limited to: courses, lectures, workshops, seminars, green building tours, publishing editorials and other media, as well as hosted a variety of forums and events.

Highlights of other key sustainability initiatives include:

- Installed three new state-of-the-art video conferencing facilities.
- Expanded cycling facilities including showers and lockers, covered bike parking, bike lockers, and a “Bike Kitchen” cyclist service station.
- Expanded partnership with the Victoria Car Share Co-op offering free memberships to staff and student family housing, while maintaining support for an attractive subsidized staff bus pass program, as well as the student UPass.
- Developed a carbon calculation methodology to calculate the GHG implications of supplies and equipment coming to campus to inform purchasing decisions.
- As part of the Integrated Stormwater Management Plan, campus Sustainable Development Guidelines, and LEED Gold commitments, all new landscaping has showcased innovative low impact development/stormwater management best practices. New buildings feature: multiple green roofs, stormwater detention ponds/rain gardens, permeable paving, erosion and sediment control plans, xeriscaping, and many are built on former parking lots.
- Established a new Waste Reduction Coordinator position who is working with campus stakeholders and contractors to dramatically increase waste diversion rates.
- Expanded office and food services composting programs resulting in achievement of over 80% food waste diversion rate.
- Initiated a water fountain retrofit program to increase their use in an effort to curb bottled water consumption on campus.
- Supported a program to host monthly community recycling events (Pacific Mobile Depot) for items not accepted in the blue box recycling program.

Plans to Continue Reducing Greenhouse Gas Emissions 2010-2012

UVic recognizes that sustainability is a journey and that the path to achieving a sustainable, carbon neutral campus will require a long term commitment from the campus community. The *Sustainability Action Plan: Campus Operations 2009-2014* and the Carbon Neutral Action Report provide a framework for collaboration, shared understanding, and action.

For more information on the steps planned to continue reducing greenhouse gas emissions, please refer to the “Steps Planned” column of the Carbon Neutral Action Report and the *Sustainability Action Plan: Campus Operations 2009-2014* by visiting www.uvic.ca/sustainability.



**University
of Victoria**



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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 12/31/09) | Performance Indicator (as of 12/31/09) | | Steps Taken in 2009 | Steps Planned for 2010 -2012 | 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 | 8 | % of vehicles are fuel- efficient models | Two hybrid vehicles have been added to the campus motor pool fleet, as well as two entirely electric trucks (MIGHT). The facilities management utility vehicle fleet has been moving toward an emissions-free fleet with over 60% electric vehicles. Fuel efficient fleet management is also combined with an ever-increasing staff bicycle fleet program. | Reduce the number of fleet vehicles that consume fossil fuels to 40% of total vehicle fleet. Expand hybrid vehicles and other low emission technologies (eg: bikes, gators, scooters) in UVic fleet and motor pool rentals. | 2000 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | | | Fleet purchasing decisions go through an evaluation process managed through a third party in an effort to down-size fleet. Extensive use of electric "gators" for operational activities that previously employed vehicles. Mail services has implemented a "foot fleet" program using push carts instead of trucks. | Fleet purchasing decisions include "right-sizing" principles as common practice. | 2000 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | 100 | % of vehicles are subject to regular maintenance for fuel efficiency | Annual fleet maintenance program in place for both motor pool and operational fleet vehicles. | Investigate need/opportunity to implement a bi-annual maintenance program | 2010 | 2011 |
| Replace small maintenance vehicles with more fuel-efficient models | Ongoing/In Progress | 70 | % of small maintenance vehicles are fuel-efficient | Implemented an equipment fleet maintenance program. Used 5% biodiesel for equipment, tractors, generators and applicable fleet vehicles. | Expand hybrid vehicles and other low emission technologies (eg: bikes, gators, scooters) in UVic fleet and motor pool rentals. Review campus landscape standards and management practices, including the use of mowers and blowers. | 2000 | No End Date (Continuous) |
| Behaviour change program | | | | | | | |
| Provide fleet driver training to reduce fuel use | In Development | | | Fleet operators encouraged to shut vehicles off when stopped | Host a fuel-efficient driver training workshop for all fleet operators | 2011 | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Ongoing/In Progress | | | 75% of loading zones have "Idle Free" signs. Promoted CRD Anti-idling bylaw at outreach events (stickers, brochures). | Install CRD Anti-idling bylaw signs in high-traffic areas. Display CRD anti-idling bylaw outreach materials at parking meters. | 2010 | 2011 |
| Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings) | | | | | | | |
| Planning/management | | | | | | | |
| Enrol in a building energy benchmarking program (e.g., GREEN UP) | In Development | | | Established an energy manager position responsible for the development of a comprehensive energy management, monitoring and data analysis program including identifying, assessing, and implementing opportunities for reducing electricity, fuels, water consumption, and assessment of renewable and alternate energy opportunities. | Energy Manager position to assess and possibly initiate building benchmarking program. | 2010 | No End Date (Continuous) |
| Reduce office space (square meters) per employee | Ongoing/In Progress | | | In 2006, UVic adopted campus sustainable development guidelines that include a commitment to accommodate more floor space within a smaller building footprint | Plans to revisit space standards and to pilot "open office" environments. | 2006 | No End Date (Continuous) |

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|---|----------------------------|---|---|--|--|------------|-----------------------------|
| Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls) | Ongoing/In Progress | 45 | % of buildings have a real time metering system installed | 45% of buildings on campus have hydro meters installed providing real-time data to energy management software. All of the largest, prominent campus buildings are metered. | Pilot a system to install energy metering information visible to campus users in building foyers. Investigate feasibility of sub-metering building natural gas use from the hydronic district heating system. | 1990 | 2012 |
| Owned buildings | | | | | | | |
| Establish energy performance baseline for owned buildings | In Development | | | Established an energy manager position responsible for the development of a comprehensive energy management, monitoring and data analysis program including identifying, assessing, and implementing opportunities for reducing electricity, fuels, water consumption, and assessment of renewable and alternate energy opportunities. | Energy Manager position to assess and develop energy performance baselines. | 2011 | 2012 |
| Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI) | In Development | | | As per campus sustainable development guidelines, all interior renovations meet LEED CI standards | Examining feasibility of registering major interior renovation projects with LEED CI where possible | 2006 | No End Date (Continuous) |
| Achieve LEED NC Gold certification at a minimum for new construction or major renovations | Ongoing/In Progress | | | UVic currently has two new certified LEED Gold buildings (Medical Sciences and Engineering & Computer Sciences), and has four other new buildings targeting LEED Gold (Social Sciences & Math, Administrative Services Building, First Peoples House and 106 Bed Residence) | Goal: 100% of all new buildings will be constructed and certified as LEED Gold and 50% of major renovation projects will be registered in the LEED rating system | 2009 | No End Date (Continuous) |
| Incorporate integrated design process into new construction or during renovations of owned buildings | Ongoing/In Progress | | | As per campus sustainable development guidelines, utilizing an integrated design process for new construction and renovations is standard practice on campus. Integrated design process guidelines are being written into construction contract requirements. | Goal: 100% of all capital building projects and major renovations will utilize an integrated approach to building planning, design, construction and operations. Plans to develop/document a consistant, collobrative planning, design and operational feedback loop for new construction and renovation projects. | 2006 | No End Date (Continuous) |
| Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions | Ongoing/In Progress | | | Refridgerant management strategy meets or exceeds national Ozone-Depleting Substance (ODS) regulations | Develop refridgerant consumption data reporting system for SMARTTool GHG inventory. | 2009 | No End Date (Continuous) |
| Complete energy retrofits on existing, owned buildings | In Development | | | Knowledge Infrastructure Program (KIP): UVic is receiving \$42.5 million through the Canada-British Columbia Knowledge Infrastructure Program to renovate six campus buildings averaging 40 years of age. Renovations will improve safety, reduce maintenance requirements, and improve the thermal performance and energy efficiency of UVic’s older buildings through building envelope retrofits and energy control system upgrades. Also participating in BC Hydro's Energy Manager program which will play an integral role in assessing building retrofit opportunities. | In initial stages of commissioning an Integrated Energy Management Master Plan that will focus on conservation, efficiency and use of renewable energy sources. UVic is also participating in the BC Hydro Continuous Optimization Program whereby larger buildings are "retrocommissioned" to identify activities that attempt to reduce energy use through low-cost operational and maintenance changes. Further, plans are underway to develop a Building Condition Assessment framework that would prioritize building renovation/retrofit projects. | 2010 | No End Date (Continuous) |
| Retrofitting owned buildings | | | | | | | |
| Upgrade mechanical systems (heating, cooling, ventilation) during retrofits | Ongoing/In Progress | | | Extensive mechanical system upgrades included in the KIP program (six older buildings) | A mechanical system upgrade strategy will be assessed by the Energy Manager and is linked to the Continuous Optimization Program. Plans to disconnect domestic hot water heating from district energy heat loop so that heat loop does not have to run in the summer months. | 2009 | 2012 |

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|--|----------------------------|---|---|---|--|------------|-----------------------------|
| Upgrade lighting systems during retrofits | Ongoing/In Progress | 90 | % of retrofits (captured above) had lighting systems upgrades | As part of lighting retrofit program, T8 florescent bulbs are replaced with the 30% more efficient T12 bulbs | Currently piloting use of LED bulbs for external lighting with plans for broader use. Extensive lighting system upgrades under the KIP renovation program. Plans to install motion sensors in all lunchrooms and washrooms on campus. Plans to install daylight sensors in all foyers and hallways. | 2000 | No End Date (Continuous) |
| Upgrade/adjust control systems during retrofits | In Development | | | 36% of buildings have DDC controls that are monitored/controlled from centralized LAN network | KIP program/Continuous Optimization Program/included in Energy Manager portfolio | 2007 | No End Date (Continuous) |
| Improve building insulation (including windows) during retrofits | In Development | | | Extensive building envelope upgrades included in the KIP program (six older buildings) | KIP program will continue until 2012 | 2010 | 2012 |
| Install an on-site renewable energy demonstration project | Ongoing/In Progress | | | Several new buildings utilize heat pumps for building heating demand, including the Engineering & Computer Sciences building that recovers heat from the nearby Aquatics Research Facility. The Mckinnon gym utilizes 173 solar panels to heat the swimming pool. Parking ticket dispensers are powered by solar panels. Since 2001, UVic has invested in green power certificates which directly promote solar, wind, biomass, wave, micro-hydro and landfill gas capture projects. To date, UVic has offset over 8.2 million kWh of electricity, including over 100% of the energy consumed by new LEED buildings over their first two years. | The integration of geothermal energy is planned for the new Athletics and Recreation facility (2011) | 1990 | No End Date (Continuous) |
| Leased buildings | | | | | | | |
| Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations | In Development | | | While conducting 2009 GHG inventory, university-owned properties were made aware of university and provincial climate action goals | Encourage all university-owned entities and properties to develop sustainability action plans | 2011 | No End Date (Continuous) |
| IT power management | | | | | | | |
| Install power management software which shuts down computers outside of regular business hours | In Development | | | Student computing labs (computers, printers and lights) are shut down outside of business hours. Investigating business case and feasibility of various computer power management software packages for office environments. Computer power management pilot project in process - monitoring power use to establish baseline (competition between FGMT and University Systems). | Investigate opportunities to establish a minimum system back-up schedule to allow computers to shut off during non-business hours while enabling necessary network maintenance processes. Moving toward central storage for local data eliminating the need for local backup and thus allowing computers to shut off each night. | 2008 | 2011 |
| Implement server virtualization | Ongoing/In Progress | | | The two data centres centralize resource needs providing efficiency of scale. The new data centre (EDC2) was built in 08/09. Administratively, over 200 servers have been virtualized on 12 host servers. Where ever possible, servers are virtualized except for "production" applications. | The new data centre is currently at 25% capacity and will continue to be used to host new and existing computing resource needs. | 2006 | No End Date (Continuous) |
| Apply auto-sleep settings on computer monitors and CPUs | In Development | | | Investigated barriers to setting auto-sleep settings on CPUs (IT back-up requirements) | Work with campus technical support groups and other stakeholders to set auto-sleep settings on CPUs and monitors - need to overcome challenges with back-up requirements. | 2010 | 2011 |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | Transitioning all office environments to multi-function devices (MFD). Since 2007, went from 210 stand-alone copiers to 75, while deploying 140 new MFDs. | Continue to deploy multi-function devices as part of fulfilling requests for new equipment | 2007 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | In Development | | | All classroom (and some meeting rooms) video data projectors are equipped with time/motion sensors that shut down device after a short period of inactivity. | Work with campus technical support groups and Sustainability Action Teams to apply auto-sleep settings campus-wide | 2010 | No End Date (Continuous) |

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| Action | Status (as of 12/31/09) | Performance Indicator (as of 12/31/09) | | Steps Taken in 2009 | Steps Planned for 2010 -2012 | Start Year | End Year |
|--|----------------------------|---|--|---|---|------------|-----------------------------|
| Replace computers with ENERGY STAR models during regular computer upgrades | Ongoing/In Progress | | | UVic currently has a variety of makes and models of computers on campus and it has been a past practice to purchase ENERGY STAR products. New computer RFP currently being tendered - includes ENERGY STAR requirements and life-cycle waste responsibilities (EPEAT Gold). | As part of new computer purchasing contract, all computers on campus will be ENERGY STAR models | 2010 | No End Date (Continuous) |
| Appliances and electronic devices | | | | | | | |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | Past and current purchasing practice to purchase all ENERGY STAR products | Develop a set of requirements for new appliances/equipment/lights to meet or exceed ENERGY STAR or equivalent type standards | 2011 | No End Date (Continuous) |
| Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | | Develop a set of requirements for new appliances/equipment/lights to meet or exceed ENERGY STAR or equivalent type standards | 2011 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | In Development | | | | Plans to develop a requirement to use compact fluorescent light bulbs for any office or housing unit that uses personal task lighting | 2011 | No End Date (Continuous) |
| Behaviour change program | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | In Development | | | Researched, assessed existing resources, consulted and developed a program to facilitate Sustainability Action Teams across campus. | Develop office energy efficiency program including computer and other appliance power management, virtual meeting options, closing windows and blinds, turning off lights, etc. | 2010 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | In Development | | | | Will be addressed as part of planned office energy efficiency program | 2011 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | In Development | | | | Will be addressed as part of planned office energy efficiency program | 2011 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | In Development | | | | Will be addressed as part of planned office energy efficiency program | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | In Development | | | | Will be addressed as part of planned office energy efficiency program | 2011 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | In Development | | | As a long-time BC Hydro Power Smart Partner, Uvic has participated in a number of "turn the lights out" behaviour change programs. | Expand efforts; to be addressed as part of planned office energy efficiency program. | 2011 | No End Date (Continuous) |
| Promote hot water conservation | In Development | | | | Will be addressed as part of planned office energy efficiency program | 2011 | No End Date (Continuous) |
| Other Stationary Fuel Combustion and Electricity Actions | | | | | | | |
| Develop and implement an energy strategy that focuses on conservation, efficiency and the use of renewable energy sources for the Gordon Head Campus | In Development | | | In initial stages of commissioning an Integrated Energy Management Master Plan and hiring an Energy Manager | Complete Integrated Energy Management Master Plan and initiate implementation. | 2010 | 2012 |
| Conduct a review of the existing central heating plants and distribution infrastructure on campus | In Development | | | In initial stages of commissioning an Integrated Energy Management Master Plan and hiring an Energy Manager | Complete Integrated Energy Management Master Plan and initiate implementation. | 2010 | No End Date (Continuous) |
| Investigate the potential for integrated resource recovery, should the CRD proceed with a sewage treatment program in close proximity to campus | In Development | | | Developed a Letter of Understanding with the CRD to jointly explore mutually-benifical sewage treatment technology including opportunities for integrated resource recovery. | Investigate as opportunities arise | 2009 | No End Date (Continuous) |

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| Action | Status (as of 12/31/09) | Performance Indicator (as of 12/31/09) | | Steps Taken in 2009 | Steps Planned for 2010 -2012 | Start Year | End Year |
|--|----------------------------|---|---|--|--|------------|-----------------------------|
| Assess the operational needs for weekend use of buildings and limit heat requirements | In Development | | | | Planned | 2011 | No End Date (Continuous) |
| Concentrate evening classes in a few buildings | In Development | | | | Planned | 2011 | No End Date (Continuous) |
| Install laundry lines in cluster and family student housing | In Development | | | | Planned | 2010 | 2011 |
| Retrofit machines and equipment to power down/off during non-use hours | In Development | | | | Planned | 2010 | No End Date (Continuous) |
| Supplies (Paper) | | | | | | | |
| Paper Type | | | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | | Conducted a comprehensive analysis of paper @ 10-100% recycled content paper campus-wide and subsequently implemented a purchasing practice to purchase 100% recycled content for standard office paper as per Chief Purchasing Officer's order | Continue to expand the amount of paper products purchased with 100% recycled content (where available), as well as FSC certified products where not available. | 2005 | No End Date (Continuous) |
| Printer/document settings | | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | | | All computing lab print jobs default to double-sided printing | Work with campus technical support groups and Sustainability Action Teams to set office printers and copiers to double-sided campus-wide. Also promote the use of "n-up" printing (multi-page per sheet) | 2008 | No End Date (Continuous) |
| Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs | Ongoing/In Progress | | | All computing lab print jobs are held pending the user coming up to the printer and releasing their print job to pay for it | Encourage through Sustainability Action Team framework | 2000 | No End Date (Continuous) |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | In Development | | | | Encourage through Sustainability Action Team framework | 2011 | No End Date (Continuous) |
| Electronic media in place of paper | | | | | | | |
| Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Complete | 100 | % of staff workstations with software installed | All workstations are capable of accessing online collaboration tools (SharePoint, Moodle, Blackboard, etc). | | 2005 | No End Date (Continuous) |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Implemented electronic document library and management system for many major departmental functions (accounting, student registration, purchasing, etc) | Encourage wider use of electronic document libraries | 2005 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | | Extensive list of examples across campus of moving from paper to online (departments hosting entire administrative functions on SharePoint, faculty hosting entire courses online (including assignment/exam submission), student registration entirely web-based (including transcript archives), Web requisition system, online P-Card billing, accounting cheque reimbursements, FAMIS work order submissions, printing orders, phone bills, etc) | Continue to post materials online that were previously printed | 1995 | No End Date (Continuous) |
| Switch to an electronic payroll notification system in place of paper pay stubs | Complete | | | Mandatory paperless payroll notification system for pay stubs and optional paperless T4 notification system in place. | | 2009 | 2009 |
| Behaviour change program | | | | | | | |

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|--|----------------------------|---|--|---|--|------------|-----------------------------|
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | | Training on a range of collaborative tools available through University Systems. The percentage of staff and faculty who use these collaboration services can't be determined easily, however, there are over 1500 sites dedicated to the use of online collaboration tools that are being used by virtually every department and entity on campus. | Plans to institute a formal collaboration position to further encourage the use of electronic collaboration tools across campus. | 2011 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | In the process of developing a paperless Board of Governors and Senate meeting framework (SharePoint). All committee meeting agendas are sent electronically. Exchange mail and calendaring service, as well as other MS Office applications offer users the ability to interact with SharePoint more easily and hold paperless meetings. | Implement paperless Board of Governors and other committee meeting framework via SharePoint | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | Recycled paper re-use program in place through Printing Services whereby recycled paper is exchanged for note pads | Promote note pad paper recycling program through Sustainability Action Teams | 2011 | No End Date (Continuous) |

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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 <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 12/31/09) | Performance to Date (as of 12/31/09) | | Steps Taken in 2009 | Steps Planned for 2010 -2012 | Start Year | End Year |
| Business Travel | | | | | | | |
| Policy and budgeting | | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | | | | Goal: quantify the emissions generated by university business travel annually starting in 2012 to assist in developing reduction strategies | 2012 | No End Date (Continuous) |
| Virtual meeting technology | | | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | In Development | | | Available through Continuing Studies on a cost recovery basis. Investigating barriers (privacy concerns) preventing significant adoption. | Work with University Systems and other stakeholders to overcome barriers to broader utilization of web-conferencing software. | 2010 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | | Three new state-of-the-art video conferencing rooms were installed in the new Social Sciences & Math building to provide high-definition video conferencing services for the campus community. The new video conferencing rooms complement the existing portfolio of video conferencing rooms already in use across campus. Information brochures were produced to spread the word about the service. Utilization has gone up from an average of 5 to 15 video conferences per month, including some course delivery. | Work with University Systems to reduce barriers to use of video conferencing (eliminate cost recovery requirement). Promote video conferencing through education and awareness. | 2008 | No End Date (Continuous) |
| Behaviour change program | | | | | | | |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | 100 | % of staff are trained in video-conferencing or have access to technical support | All staff and faculty have access to technical support for video-conferencing (currently cost recovery) | Work with University Systems to reduce barriers to use of video conferencing (eliminate cost recovery requirement). Promote video conferencing through education and awareness. | 2010 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | Given that the vast majority of staff/faculty meetings are on campus and that off-campus travel is mainly by air, vehicle business travel has not be a focus area. However, UVic does have dedicated carpool parking in preferred locations. | See actions related to "Commuting to and from home" | 2005 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | As a community unto itself, UVic exemplifies a compact, complete community servicing thousands of students, faculty and staff thereby eliminating the need to travel all together. UVic offers free staff/office memberships for the carshare coop. It also offers an attractive staff bus pass subsidy. Campus Security and Facilities Management have a large fleet of bicycles that are actively utilized. | See actions related to "Commuting to and from home" | 2005 | No End Date (Continuous) |
| Other Business Travel Actions | | | | | | | |
| Low carbon RFPs for travel-related services (airlines, service vehicles) | In Development | | | Purchasing contract in place for non-employee business travel bookings (business guests flying to and from UVic) to measure and report on the total kilometers for each flight. | Currently drafting RFP (summer 2010) for ground transport services (rental vehicles, service vehicles) that will incorporate a low carbon evaulation standard. | 2010 | 2011 |
| Deploy web-phone technology to encourage telephone meetings | Complete | | | UVic is the first university in the world to offer a free web-phone service | | 2010 | 2010 |

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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 |
|---|----------------------------|---|--|---|--|------------|-----------------------------|
| Education, Awareness, and Engagement | | | | | | | |
| Team-building | | | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | In Development | | | There are a range of office-based sustainability "teams" on campus, from departmental committees to active individuals. Researched, assessed existing resources, consulted stakeholders and developed a program to facilitate creation of Sustainability Action Team framework across campus. | Develop and expand Sustainability Action Team program across campus. | 2009 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | In Development | | | Our Sustainability Action Plan for Campus Operations (2009-2015) makes reference to the creation of Sustainability Action Teams across campus, supported by the Office of Campus Planning and Sustainability staff and budget. | Sustainability Action Teams will be managed by a Sustainability Coordinator (full time staff position) with support from other members of the Office of Campus Planning & Sustainability, and student interns, and other staff from across campus. | 2009 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | In Development | | | Research begun on best practices from other post-secondary institutions and governments on social marketing, toolkits, newsletters, seminars, workshops, etc. | Hold "lunch & learn" training sessions, with an emphasis on peer-to-peer education. Develop social marketing materials, toolkits, discussion boards, newsletters, email distribution lists and other online resources. | 2009 | No End Date (Continuous) |
| Awards/Recognition | | | | | | | |
| Establish a sustainability/green awards or recognition program | In Development | | | Researched reward and recognition programs at other institutions and those already existing on campus. | Modify President's Distinguished Service Award program to include sustainability criteria. Work with Human Resources on creation of staff award in sustainability leadership. Create smaller award program within Sustainability Action Teams to recognize workplace achievements. | 2009 | 2011 |
| Staff Professional Development | | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | In Development | | | Staff participate in many different kinds of professional development programs and training programs, including those focused on sustainability. | Encourage more staff across campus to participate in professional development and training programs focused on sustainability by widely publicizing opportunities as they become available. Also work with the Human Resources department on development of new staff conference to include sessions on sustainability. | 2009 | No End Date (Continuous) |
| Staff awareness/education | | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | | Ongoing information provided through lectures, seminars, workshops, Continuing Studies courses, in our campus newspaper, The Ring, and daily media reports. | Ongoing information provided through lectures, seminars, workshops, Continuing Studies courses, in our campus newspaper, The Ring, and daily media reports. | 2000 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Ongoing information provided through lectures, seminars, workshops, Continuing Studies courses, in our campus newspaper, The Ring, and through postering around campus and our staff portal, Usource and email distribution lists. | Ongoing information provided through lectures, seminars, workshops, Continuing Studies courses, in our campus newspaper, The Ring, and through postering around campus and our staff portal, Usource and email distribution lists. | 2000 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | | The UVic sustainability portal (www.uvic.ca/sustainability) and other sections of the UVic website provide detailed information on how to save energy, reduce waste, travel more sustainably, etc. Tips are also included in the UVic newsletter "The Ring". | Launch new sustainability website in 2010 with more comprehensive and user-friendly content. It will include a section on the Sustainability Action Team program, with toolkits on how to green the office and travel sustainability to work. It will include a discussion forum for news and tips on sustainability. Continuously update and enhance over the coming years. | 2010 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | In Development | | | Basic review of staff orientation materials and programs. | Update staff orientation handbook(s) with sustainability information, and have presentations on sustainability become a regular part of new staff orientation workshops. | 2010 | No End Date (Continuous) |

University of Victoria - 2009 Carbon Neutral Action Report

| 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 |
|--|----------------------------|---|--|---|--|------------|-----------------------------|
| Client/public awareness/education | | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | | | Ongoing information provided through lectures, seminars, workshops, Contuning Studies courses, publishing editorials in local and national news outlets, research reports, and conducting media interviews. | Ongoing information provided through lectures, seminars, workshops, Contuning Studies courses, publishing editorials in local and national news outlets, research reports, and conducting media interviews. | 1990 | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Ongoing information provided through lectures, seminars, workshops, Contuning Studies courses, publishing editorials in local and national news outlets, research reports, and conducting media interviews. | Ongoing information provided through lectures, seminars, workshops, Contuning Studies courses, publishing editorials in local and national news outlets, research reports, and conducting media interviews. Also plan to hold public conference on campus sustainability in 2011. | 1990 | No End Date (Continuous) |
| Provide green tips on client/public website or in newsletters | Ongoing/In Progress | | | The UVic sustainability portal (www.uvic.ca/sustainability) and other sections of the UVic website provide detailed information on how to save energy, reduce waste, travel more sustainably, etc. The campus newsletter, The Ring, also frequently publishes articles and tips on greening the campus. | Launch new sustainability website in 2010 with more comprehensive and user-friendly content. It will include a section on the Sustainability Action Team program, with toolkits on how to green the office and travel sustainability to work. It will include a discussion forum for news and tips on sustainability. Continously udpate and ehance over the coming years. Continue to publish articles and briefs in the campus newsletter, The Ring, on campus sustainability initiatives and how people can get involved. | 2006 | No End Date (Continuous) |
| Other Education, Awareness, and Engagement Actions | | | | | | | |
| Host Bike to Work Week and Day on campus | Ongoing/In Progress | | | Work with local Bike to Work Week Society each spring to host week long events and cycling safety courses to promote cycling as a means to get to work and class each spring. Also host Bike to Work Day in the fall. | Work with local Bike to Work Week Society each spring to host week long events and cycling safety courses to promote cycling as a means to get to work and class each spring. Also host Bike to Work Day in the fall. | 2003 | No End Date (Continuous) |
| Host UVic Green Drinks | Ongoing/In Progress | | | Twice a year, host a UVic Green Drinks event for staff, faculty, students and community members to network informally and learn more about sustainability initiatives on campus. | Twice a year, host a UVic Green Drinks event for staff, faculty, students and community members to network informally and learn more about sustainability initiatives on campus. | 2007 | No End Date (Continuous) |
| Work with student groups across campus to promote sustainability | Ongoing/In Progress | | | Meet with student groups regularly to develop ways they can work with the UVic administration on promoting climate change and other sustainability initiatives on campus. Interviewed regularly by the student newspaper and radio station regarding sustainability on campus. | Meet with student groups regularly to develop ways they can work with the UVic administration on promoting climate change,and other sustainability initiatives on campus. Interviewed regularly by the student newspaper and radio station regarding sustainability on campus. Partnering on projects such as community recycling, water fountain upgrades, urban agriculture and sustainable investing and purchasing policies. | 2009 | No End Date (Continuous) |

| | | | | | | | | |
|----|---|----------------------------|---|---|--|--|------------|-----------------------------|
| | A | B | C | D | E | F | G | H |
| 1 | Actions to Reduce Provincial Emissions and Improve Sustainability | | | | | | | |
| 2 | 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. | | | | | | | |
| 3 | 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 |
| 4 | Other Sustainability Actions | | | | | | | |
| 5 | Water Management | | | | | | | |
| 6 | Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales) | Ongoing/In Progress | | | As part of the Integrated Stormwater Management Plan (2004), campus Sustainable Development Guidelines, and LEED Gold commitments, all new landscaping has incorporated/showcased innovative low impact development/stormwater management best practices. New buildings feature: multiple green roofs, stormwater detention ponds/rain gardens, permeable paving, xeroscaping and many are built on former parking lots. Supported experiential learning program involving restoration design projects for campus. Successfully obtained Trees for Tomorrow grant to implement House Post restoration project. | ◊ Implement House Post restoration project near Student Union Building ◊ Continue to implement stormwater management best practices in all new and existing developments on campus ◊ Implement standards to ensure that every new development has no net increase in rainwater runoff ◊ Participate in regional/community watershed planning initiatives ◊ Restore and enhance creeks and/or water features in natural areas on campus ◊ Convert landscaped areas to bioswales and natural detention ponds where possible | 2009 | No End Date (Continuous) |
| 7 | Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models | Ongoing/In Progress | | | With the support of the CRD, a fixture replacement program is underway whereby all construction and renovation projects include fixture replacements as part of the project scope. | ◊ Continue to retrofit all toilets, faucets and taps to low-flow options ◊ Develop a program to retrofit all housing units on campus to utilize water efficient equipment (showers, dishwashers, faucets, laundry machines, etc.) | 2009 | No End Date (Continuous) |
| 8 | 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 | Ongoing/In Progress | | | New buildings employ systems that emphasize water and energy conservation and efficiency including: connection to treated water water system for flushing toilets, duel flush/low flow toilets and other water efficient fixtures. Irrigation system is calibrated with weather data. | ◊ Expand campus treated wastewater system to irrigation purposes ◊ Install rain barrels at family and cluster housing ◊ Ensure that irrigation systems are monitored and controlled by evapo-transpiration sensing systems | 2007 | No End Date (Continuous) |
| 9 | Waste Management | | | | | | | |
| 10 | Develop a plan for implementing a streamlined, standardized and consolidated waste management system that expands existing recycling and waste diversion efforts. | Ongoing/In Progress | | | Created a new staff position of Waste Reduction Coordinator. Issued an RFP for a new waste haul contract to have in place by mid 2010 that will greatly increase waste pick up and sorting efficiency and allow for more effective measurement of waste and recycling materials. The haulers will also make less trips to campus, reducing the GHG footprint. Entered "Recyclemania" to measure our waste diversion rates against other post secondary institutions in North America. | Work with new waste haul company to increase efficiencies in waste sorting, collection and measurement. | 2009 | 2010 |
| 11 | Develop clear, consistent education and infrastructure for recycling and composting. | Ongoing/In Progress | | | Completed recycling pilot in 5 buildings to test new sorting and signage systems. | Continue to increase the waste diversion rate through many initiatives including expanding new recycling sorting system and signage to all buildings across campus. Create more/new standardized signage for composting, batteries and styrofoam collection systems. Create compost drop off map and "compost your coffee cup" posters consistent with other signage design and messaging. | 2009 | 2011 |
| 12 | Expand the number of outdoor composting stations. | Ongoing/In Progress | | | Developed strategies to expand current composting collection systems. | Increase the number of compost drop stations outside buildings around campus. Develop strategies with building managers and janitors to add new compost drop stations to the inside of some buildings such as the Student Union Building. | 2009 | 2011 |

| | A | B | C | D | E | F | G | H |
|----|--|----------------------------|---|---|--|--|------------|-----------------------------|
| 3 | 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 |
| 13 | Host community electronics and specialty plastics recycling events on campus. | In Development | | | Created proposal to host a monthly community recycling drop off event on campus where people can bring electronics and other items they cannot recycling in the neighbourhood blue box system. | Begin hosting monthly Pacific Mobile Depot event on campus run mostly by student volunteers. | 2010 | No End Date (Continuous) |
| 14 | Develop a waste management planning and resource recovery system for large scale campus events. | In Development | | | Reviewed current event policies and guidelines for opportunities to add waste reduction and other sustainability elements. | Create "green event" planning guidelines in consultation with event planning staff. Source portable recycling station design and purchase. | 2010 | 2011 |
| 15 | Establish new programs to educate the campus community about the importance of waste management. | In Development | | | Reviewed current system and procedures for opportunities to improve campus systems. | Include office waste reduction in all Sustainability Action Team toolkits and information sessions. Consider creating a waste reduction sub-committee of the Sustainability Advisory Committee. Improve signage and education about recycling in student residences. | 2010 | No End Date (Continuous) |
| 16 | Require double sided printing where possible and practical for all university documents. | Ongoing/In Progress | | | Double sided printing defaults set in all computer laboratory and library printing systems. New printers all have default double sided printing feature set. | Continue to review campus procedures inside individual departments through managers and Sustainability Action Teams to expand double sided printing policies. | 2009 | No End Date (Continuous) |
| 17 | Expand programs to reduce the amount of hazardous waste generated on campus. | Ongoing/In Progress | | | Followed policy that supplies and equipment purchased through UVic Purchasing Services must meet Industrial Health and Safety CSA standards. Conducted annual hazardous waste review and found zero hazardous waste into the surrounding waste water and landfill systems. | Continue to follow federal and provincial guidelines to manage hazardous waste from cradle to grave. Create 2010 hazardous waste audit. Remove asbestos from some older buildings during building renovations. | 2009 | No End Date (Continuous) |
| 18 | Review pricing structures on coffee and tea purchases across campus in an effort to reduce the number of disposable hot drink cups sold. | In Development | | | Reviewed current pricing systems with café managers and made suggestions on how to reduce disposable cup usage through pricing incentives and disincentives. | Change coffee and tea pricing across campus so that reductions are offered for use of a personal cup, and an additional fee is charged when a disposable cup is purchased. | 2009 | 2010 |
| 19 | Develop procedures to reduce waste during student move in and move out periods in student residence complexes. | In Development | | | Meetings and research done into current systems at campus student residences with residence coordinators and janitors. | Create and implement new move out procedures to reduce "dumping" of unwanted large items such as electronics and furniture. Have Canadian Diabetes Association clothing drop off boxes installed in various locations. Investigate having a Salvation Army pickup truck onsite to collect unwanted electronics, appliances and furniture for use by charity. Investigate student run program to collect unwanted, reusable large items for distribution to new students moving in in the fall. Upgrade waste collection areas with better signage. | 2009 | 2011 |
| 20 | Retrofit water fountains across campus with spouts to allow for easy refilling of reusable water bottles. | In Development | | | Worked with student groups to create a plan to retrofit most popular fountains on campus. | Continue to work with students and plumbing staff to select most suitable fountains to retrofit. Retrofit up to ten fountains and several washroom sink areas with spouts. Create new signage for water bottle refilling stations. | 2009 | 2010 |
| 21 | Reduce waste going into landfill from campus dining facilities. | Ongoing/In Progress | | | All garbage and recycling bins removed from the floors of the dining areas on campus. Trays are cleared by staff who sort all food waste into composting, and recycle all bottles, cans and hard plastic in kitchen areas. Result is 80% of food waste on campus is composted. | More dining areas and cafes will be using trays only that will be sorted by staff to maximize food waste being composted, and recyclable items being properly recycled. | 2008 | No End Date (Continuous) |
| 22 | Procurement (non-paper supplies) | | | | | | | |
| 23 | Develop quadruple bottomline framework that integrates life cycle analysis into all major purchasing decisions. | Ongoing/In Progress | | | Integrate full cost accounting principles into Requests For Proposals sent to prospective vendors for major purchasing contracts such as computers, waste management and food services. Require prospective vendors to reduce packaging, and remove product from campus for recycling (computers and electronics) at the end of its useful life. | Continue to integrate quadruple bottomline thinking into all major purchasing decisions in food, electronics, supplies and services. Also begin using a carbon calculator to estimate the amount of greenhouse gas emissions included in the creation and shipment of equipment and supplies coming to campus. Request suppliers reduce number of deliveries to campus each week by consolidating orders. | 2008 | No End Date (Continuous) |

| | A | B | C | D | E | F | G | H |
|----|---|----------------------------|---|---|--|---|------------|-----------------------------|
| 3 | 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 |
| 24 | Assess availability of Fair Trade food and beverage products on campus. | Ongoing/In Progress | | | Contracts with food suppliers reviewed for possible addition of Fair Trade elements. All purchases of coffee used in dining areas and main campus café are Fair Trade. | Continue to investigate viability of more Fair Trade food items on campus. | 2009 | No End Date (Continuous) |
| 25 | Increase purchasing of local goods and services. | Ongoing/In Progress | | | Efforts made in all purchasing decisions, where feasible, to purchase from local suppliers, in particular from local food producers. | Continue to purchase from local suppliers whenever feasible, in all purchases. | 2007 | No End Date (Continuous) |
| 26 | Require food suppliers to use reusable packaging in delivery of products. | Ongoing/In Progress | | | Meat, poultry and baked goods are all delivered in reusable, washable containers. | Continue to expand the number of products delivered in reusable, washable containers. | 2008 | No End Date (Continuous) |
| 27 | Require suppliers to consolidate orders and reduce the number of delivery trips made to campus each week. | Ongoing/In Progress | | | Arrangements made with regular suppliers include food wholesalers, to make 2-3 trips to campus a week instead of 5. | Continue to seek new arrangements with suppliers of all products to reduce the number of deliveries made to campus each week. | 2007 | No End Date (Continuous) |
| 28 | Buildings and Renovations | | | | | | | |
| 29 | Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities | In Development | | | Examining opportunities to expand construction demolition waste diversion rates through including demolition waste diversion rates in construction contracts and incorporating demolition waste in planned on-campus waste transfer station. | Goal: Achieve a construction demolition waste diversion rate of greater than 75% | 2010 | No End Date (Continuous) |
| 30 | Establish building audit system and prioritization list for renovations | In Development | | | | Plans are underway to develop a Building Condition Assessment framework that would prioritize building renovation/retrofit projects. | 2010 | 2012 |
| 31 | Commuting to and from home | | | | | | | |
| 32 | Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | | All new buildings since 2006 on campus must have shower facilities. Showers available in nine buildings for use by students and staff, and some also have lockers. | Continue to plan for showers and lockers in all new buildings. | 2007 | No End Date (Continuous) |
| 33 | Provide secure bicycle storage. | Ongoing/In Progress | | | Planned purchase of new bike lockers and covered bike parking around campus. Conducted bike storage survey to assess needs. | Purchase 28 new bike locker spaces. Research and install new covered bike parking in several areas around campus, including the main library. | 2005 | No End Date (Continuous) |
| 34 | Create a self-service bike repair kiosk. | Ongoing/In Progress | | | Finalized project plan and begin construction of the "bike kitchen" near Student Union Building. | Officially open "bike kitchen" in spring. Promote cycling repair courses. Promote use of facility for basic repairs and maintenance to cycling community | 2007 | No End Date (Continuous) |
| 35 | Expand space and support for the UVic SPOKES (free bicycle loan) program. | In Development | | | Reviewed plans to support the SPOKES program with volunteers. | Increase sponsorship of the SPOKES program by the university. Develop a closer working relationship with the Office of Campus Planning & Sustainability. | 2005 | No End Date (Continuous) |
| 36 | Increase the number of staff purchasing subsidized bus passes each month. | In Development | | | Reviewed current systems and identify ways to enhance the system. | Plan to add the subsidized bus pass to staff cards to swipe on the bus and offer more flexible purchasing options. Consider creating a "bus buddy" program to encourage more people to try taking public transit. Launch awareness program of benefits of taking transit over personal automobile each day. | 2008 | No End Date (Continuous) |
| 37 | Increase the number of staff joining the Victoria Car Share Co-op employee program. | Ongoing/In Progress | | | Promoted the free employee membership program in the car share co-op through email listserves, website and posters. Added new vehicle parked at the Family Student Housing complex. | Plan for more aggressive marketing of the program to staff through different listserves, at events, in new staff orientation materials and posterimg. | 2008 | No End Date (Continuous) |
| 38 | Promote ride share software. | In Development | | | Initial discussions started | Update UVic participation in Jack Bell van pool online software to match staff looking to share rides to work. Promote software aggressively to campus staff through list serves, new employee orientation, websites, etc. | 2007 | No End Date (Continuous) |

| | A | B | C | D | E | F | G | H |
|----|--|----------------------------|---|---|---|---|------------|-----------------------------|
| | 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 |
| 39 | Conduct bi-annual traffic survey. | In Development | | | Plans underway | Conduct update to traffic study in 2010 and again in 2012. Use data to create new transportation demand management strategies. | 2010 | 2012 |
| 40 | Create new cycling master plan. | In Development | | | Initial discussions started | Work with consultants and campus community to create a new cycling master plan in 2011 for campus to enhance the safety, efficiency and | 2010 | 2012 |
| 41 | Work closely with BC Transit to review bus schedules and routes to maximize efficiency and usefulness to the campus community. | Ongoing/In Progress | | | Ongoing discussions | Participate directly in the Victoria Regional Transit 25 year Master Plan process to assess campus transit improvements. | 2010 | 2011 |
| 42 | Grounds and Urban Agriculture | | | | | | | |
| 43 | Support campus community garden | Ongoing/In Progress | | | Installed new bulletin board covered sign for the garden to display information to members. Waiting list for new members continued to grow. Garden workshops offered on site. | The university administration will work closely with the community garden collective on plans for possible move of the garden to a new site in 2011 or 2012. | 2005 | No End Date (Continuous) |
| 44 | Create new community garden in Family Student Housing complex | In Development | | | Initial meetings held with stakeholders to assess possible site locations. | Location for new garden selected and garden site will be constructed by grounds staff. Management plan to be created and plots allocated to qualifying residents. | 2009 | No End Date (Continuous) |
| 45 | | | | | | | | |