



TOFINO MUNICIPAL HALL

Completed Actions: 20

Verified: May 25<sup>th</sup>, 2016

Verified By: Tina Stokvis,  
Program Manager



## BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Computers and monitors set to sleep when not in use
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- All hot water tanks and piping are insulated
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

## TRANSPORTATION

- Bicycle parking provided for staff and clients
- Video or voice conferencing technology used to minimize travelling to/from meetings

## WATER

- Tap water consumed rather than bottled water

## CLIMATE ACTION

- Emissions are measured and, along with reduction plans and targets, are communicated to staff and public

## PURCHASING & PRODUCTS

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
- ≥ 75% of cleaning products are eco-friendly
- Select caterers that are actively committed to sustainability

## WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- All printers set to double-sided and/or both sides of paper is used before being recycled
- All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- All food waste and soiled paper are composted
- At least one other hard-to-recycle item is being recycled (ie. foil-lined bags, Styrofoam™, light bulbs, electronics, appliances)

## SOCIAL

- ≥ 50% employees volunteer in a community event or charitable activity (at least one day per year)

## Additional Actions

- Additional action – Pay for a free transit summer from May long Weekend to September long weekend