



TOFINO MUNICIPAL HALL

Completed Actions: 20

Verified: April 28th, 2017
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Program Lead



BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- All thermostats set lower when space is unoccupied
- ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- 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
- ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)

WATER

- Tap water consumed rather than bottled water

PURCHASING & PRODUCTS

- Select caterers that are actively committed to sustainability

WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- Paperless systems are in place (eg. files are stored digitally, invoices/receipts/newsletters/memos delivered electronically)
- 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)
- Employees engage in pro bono services to the local community: environmental groups, non profits/charities or others in need
- Environmental values and actions are posted publically (either online or on premises)

Additional Actions

- Additional action – based on comparability to the actions listed above: Free bus shuttle service during the summer months
- Additional action – based on comparability to the actions listed above: Created a 'Green Events Guide'