



SENATE | SÉNAT
CANADA

Senate Advisory Working Group on Environment and Sustainability: Report to CIBA

The Honourable Colin Deacon, *Chair*
The Honourable Margaret Dawn Anderson
The Honourable Claude Carignan, P.C.
The Honourable Diane Griffin

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THE COMMITTEE MEMBERSHIP



The Honourable
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Chair

Independent
Senators Group



The Honourable
**Margaret Dawn
Anderson**

Progressive
Senate Group



The Honourable
**Claude
Carignan, P.C.**

Conservative
Party of Canada



The Honourable
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And:

Representatives from the Senate of Canada Corporate Services Sector, Senate procedural clerks, analysts from the Library of Parliament and representatives of Public Services and Procurement Canada (PSPC), among others.

ORDER OF REFERENCE

Moved on May 27th, 2021 at meeting of the Senate Standing Committee on Internal Economy, Budgets and Administration (CIBA) that the following order of reference be adopted:

That the Advisory Working Group on Environment and Sustainability be established and authorized to:

1. Examine and report on the *Environmental Policy of the Senate*; and
2. Identify short, medium and long-term actions that could be taken in the operations of the Senate to contribute to its commitment to sustainability;

That the advisory working group be composed of 4 senators working collectively;

That the following senators be named as members of the advisory working group:

- The Honourable Senator Anderson;
- The Honourable Senator Carignan, P.C.;
- The Honourable Senator Griffin; and
- The Honourable Senator Deacon (Nova Scotia);

That the advisory working group be empowered to elect a chair; and

That the advisory working group report its findings to the Standing Committee on Internal Economy, Budgets and Administration no later than December 31, 2021.

The Need for Urgent Action

"Increasingly, we are experiencing the devastating effects of climate change. In 2021 alone, Canadians have seen a killer heat dome, catastrophic wildfires, drought conditions that have tested the resilience of even the strongest western grain farmers and cattle ranchers, and increasing levels of shoreline erosion and permafrost melt that are threatening northern communities. Election 2021 also saw every major federal political party acknowledge the existential risks created by climate change. The Senate of Canada has a responsibility to demonstrate leadership and action by committing to do its part in creating a more sustainable environment, while demonstrating the action necessary to hold other federal institutions to account for their efforts."

- The Honourable Senators Colin Deacon, Margaret Dawn Anderson, Claude Carignan, P.C. and Diane Griffin, sitting members of the Advisory Working Committee on Environment & Sustainability

EXECUTIVE SUMMARY

With the submission of this report, the Senate Advisory Working Group on Environment and Sustainability (AWG) is proposing a new *Senate of Canada Environmental and Sustainability Policy Statement* framework and a list of recommendations for the Senate Standing Committee on Internal Economy, Budgets and Administration (CIBA) to consider. The AWG is also proposing an extension of its mandate to continue leading internal efforts towards its unanimously recommended primary objective: **Achieving a net zero carbon footprint¹ in the Senate of Canada by 2030.**

Meeting this objective will require comprehensive measuring, benchmarking and reporting on scope 1, scope 2 and meaningful inclusion of scope 3 greenhouse gas (GHG) emissions². Demonstrating leadership will demand that we utilize internationally recognized carbon accounting standards to identify the highest sources of emissions, prioritize and track reductions while enabling the purchase of offsets.

The bulk of the Senate's emissions are expected to be a product of travel and building energy use but are not limited to those two categories. It is therefore important to apply a whole-of-organization approach to tackle the operational and behavioural changes necessary to achieve our target of net zero GHG emissions by 2030. This AWG report is a first step towards the recommended goal of the Senate of Canada becoming a global leader on environmental and sustainability measures, and is guided by the following objectives:

- Establish an ambitious, principles-based environmental and sustainability policy statement;
- Identify short term, practical solutions that can begin to be implemented immediately; and
- Secure external expertise and whole-of-organization buy-in needed to benchmark emissions and monitor progress as the organization works to implement the medium- and longer-term changes necessary to achieve our net zero commitment.

¹ **Carbon footprint** is defined in this report as the greenhouse gas (GHG) emissions emitted directly or indirectly by the institution, expressed in CO₂ equivalent.

² As per the [Treasury Board of Secretariat](#) definition, **Scope 1** GHG emissions are the greenhouse gases produced directly from sources that are owned or controlled, for example, from the combustion of fuels in vehicles or in heating buildings. **Scope 2** GHG emissions are those generated indirectly from the consumption of purchased energy (electricity, heating and cooling). **Scope 3** GHG emissions are indirect emissions resulting from an organization's operations.

RECOMMENDATIONS

New Senate of Canada Environmental and Sustainability Policy Statement

Recommendation 1: That CIBA adopt the new Senate of Canada Environmental and Sustainability Policy Statement as a guiding document for the Senate Administration and Senators' Offices and table it in the Senate as a report of the committee.

Recommendation 2: That CIBA direct the Senate Administration to establish "Green Teams" in each directorate to evaluate the capacity to undertake various environmental measures using the new policy statement as a framework, set objectives for their directorate, and report on their progress to CIBA annually. These objectives should be presented to CIBA no later than Dec 31, 2022.

Recommendation 3: That future accountability framework(s) should include regular annual progress reporting to CIBA with relevant information shared publicly, and specifically with the Senate Standing Committee on Audit and Oversight (AOVS). Successful implementation of the principles of the Senate of Canada Environmental and Sustainability Policy Statement will require the Senate's ongoing commitment.

Immediate Impact Recommendations

Recommendation 4: That CIBA promote the development of climate-friendly transportation policies and reduced travel where sensible.

Recommendation 5: That CIBA enable measures to minimize waste and enhance capacity for re-using and recycling, including promoting environmentally responsible behavioural changes.

Recommendation 6: That CIBA seek to implement a digital-first approach where appropriate to reducing printing through changes in practices and processes, as well as in the acquisition of software, hardware and equipment.

Recommendation 7: That CIBA instruct the Senate Administration to consult with the House of Commons about ways to enhance environmentally friendly cafeteria food services and promote education and availability of menu alternatives.

Recommendation 8: That CIBA, as soon as practicable, seek to secure support from central agencies that would enable Senate operations and Senators to charge carbon offsets as part of operating a sustainable Senate of Canada.

Medium and Long-Term Opportunities, Via External Expertise: Request For Proposals (RFP) Guidelines

Recommendation 9: That CIBA approve to immediately initiate the process for selecting an external expertise entity on environment and sustainability through a competitive Request for Proposals (RFP). The final RFP document will be presented to CIBA for cost approval prior to being released.

Next Steps

Recommendation 10: That CIBA establish a process for the Senate Administration, Senators and Senators' Offices to propose and engage in the implementation of environmental and sustainability recommendations.

Recommendation 11: That CIBA extend the Advisory Working Group on Environment and Sustainability's mandate to Dec 31, 2022 as a project authority to oversee the action plan moving forward, including the following:

- (i) Coordinating the RFP process for securing external expertise with Senate Finance & Procurement;
- (ii) Liaising with and overseeing the activities of the external expert to achieve defined project outputs.

FOREWORD

Purpose of AWG

On May 27th, 2021 the Senate Standing Committee on Internal Economy, Budgets and Administration (CIBA) approved the creation of a new Advisory Working Group (AWG) on Environment and Sustainability.

The purpose of this group has been to review and report on the existing Senate Environmental Policy, provide short, medium and long-term recommendations to CIBA on actions that could be taken in the operations of the Senate to contribute to its commitment to sustainability and to provide a summary of findings to the committee.

Our country and the world are at a juncture as it relates to the commitments necessary to reduce the carbon footprint of human activities. Under the 2015 Paris Agreement, the Canadian government committed to a 30% reduction of GHG emissions below 2005 levels. A commitment to net zero emissions by 2050 was put into law through Bill C-12 in Parliament 43-2, joining a growing number of governments who are implementing legally binding targets. The Senate of Canada, as a parliamentary body of a G7 nation, has a prime responsibility to demonstrate leadership and an unwavering dedication to addressing climate change. As the Senate Standing Committee on Energy, the Environment and Natural Resources highlighted in a pre-study of Bill C-12, we will only succeed at tackling the climate crises if we “build a political culture in Canada where citizens expect climate performance across all levels of government”.

Net zero does not have to mean a reduction in common prosperity or complete disentanglement from GHG producing activities. It means changing behaviour, utilizing innovative new products and technologies, and implementing robust, verifiable carbon offset protocols.

Journey to the AWG on Environment & Sustainability

The path to forming the AWG in May 2021 began more than a year earlier. The original plan for the group consisted of empowering the Senate Corporate Sector to implement more environmentally sustainable initiatives for the Senate, and in the course of doing so, updating the Senate Environmental Policy, which was adopted in March 1993.

Several routes were initially envisaged, including: CIBA seeking an order of reference from the Senate to examine this matter; working with a CIBA sub-committee, or; presenting incremental proposals at CIBA committee meetings. The decision to propose the creation of an AWG was deemed most appropriate as it allowed for the flexibility to propose bold recommendations and be made up of representatives from each of the Senate’s four recognized parties and recognized parliamentary groups.

Environmental action taken by the Senate to date: importance of forming an AWG

A more thorough review of the 1993 Senate Environmental Policy [\[Appendix C\]](#) follows in Section 1.1 of this report. Although nearly thirty years have passed since its adoption, the overarching elements of the policy remain meaningful and relevant. However, they have not been sufficiently embedded over the years in the activities of the Senate.

In brief, the AWG observed that over the last three decades many initiatives have been pursued to advance environmental and sustainability action, but they have not resulted in measurable changes.

The Senate of Canada can address this shortfall and become a leader on carbon neutrality by embracing a whole-of-organization approach to achieving a measurable objective and influence other organizations such as the House of Commons and Library of Parliament to undertake similar actions.

However, there are limitations to what the Senate can control directly, such as infrastructure plans of buildings and other activities managed by organizations such as Public Services and Procurement Canada (PSPC) or the Long Term and Vision Plan (LTVP) of the Parliamentary precinct. We have indirect influence on these organizations, and as such the recommendations proposed by the AWG recognize these important management constraints.

SECTION 1: FULFILLING THE AWG MANDATE

As per the order of reference, this section reviews the actions taken by the AWG to fulfil its mandate and proposes a set of recommendations. The AWG met a total of six times between the formation of the group and the submission of this report. Details of the decision making at these meetings can be found in [Appendix A](#).

Section 1.1 : Examination of the Environmental Policy of the Senate

Since the adoption of the Environmental Policy of the Senate in March 1993, the Senate has advanced various initiatives aimed at reducing the environmental footprint of the institution. The Senate has also been cooperating in partnership with Public Services and Procurement Canada (PSPC) as part of the Long Term Vision and Plan (LTVP).

Armed with this context, the AWG set out to:

- Catalogue and discuss the actions taken by the Senate since the 1993 Environmental Policy;
- Determine the current environmental initiatives and attempt to assess the carbon footprint of the Senate through an “environmental scan” of all available information from Senate Administration directorates;
- Review policies adopted by other legislatures and private enterprises which would be relevant as comparators to the Senate of Canada.

This information was pivotal in shaping the AWG’s proposal for the new Senate of Canada Environmental and Sustainability Policy Statement.

Summary of findings

- (i) *Actions taken by the Senate since the 1993 Environmental Policy was approved*

There have been multiple environmental and sustainability initiatives at the Senate and Parliamentary level over the last three decades, each with varying levels of success. For instance, in 1990, the Senate Green Committee was established by the Clerk of the Senate and tasked with developing and implementing an environmental management system that integrated environmental management into business planning processes at the Senate. This committee was later disbanded although certain initiatives remain to this day.

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Over the years, guiding principles were developed, but were not formally incorporated into Senate-wide operations and did not apply a whole-of-organization approach.

The 1993 Senate Environmental Policy also clearly stated “to regularly review or audit operations from an environmental perspective and put in place action plans with milestones to correct and or improve on shortfalls.” Operationally, this has been limited to annual waste audits under Ontario 3Rs regulation, which were conducted at Senate buildings managed by PSPC between 2000 and 2010.

An organization called “Partners for a Green Hill” existed between 2004 and 2009 which oversaw multiple environmental initiatives at the Senate, House of Commons and Library of Parliament.

Senate committee studies have also examined net zero initiatives over the years. Notably, in 2018, the Standing Senate Committee on Energy, the Environment and Natural Resources (ENEV) released a report entitled *Reducing Greenhouse Gas Emissions from Canada’s Built Environment*, which examines the impact of the transition to a low-carbon economy on Canada’s buildings.

Most recently, a new Sustainable Precinct Working Group was formed in January 2020, with participation from the Senate, House of Commons, Library of Parliament, the Parliamentary Protective Service (PPS) and PSPC, to further support green initiatives in the Precinct. However, the group is not a decision-making body. Finally, the Long Term Vision and Plan (LTVP) for the new Parliament Buildings, including the new Senate of Canada building, considers environmental sustainability as an integral pillar of its projects. These plans have been approved by senators via the LTVP sub-committee of CIBA.

(ii) Current Environmental Inventory and Initiatives of Senate Directorates

It was determined at the first meeting of the AWG that it was paramount to get a sense of the environmental impact of Senate activities, in order to determine how to best proceed with creating a baseline understanding of sustainability within the Senate. As such, the AWG requested an inventory of environmental measures and activities currently undertaken within the Senate Administration, which contained a high-level review of common environmental measures undertaken throughout the Administration and a detailed inventory of measures undertaken per directorate, as well as further suggested measures for consideration.

This presentation provided the AWG with a good understanding of the universe of environmental and sustainability activities of the Senate, however it was determined that the resources currently available were insufficient to both quantify the full carbon footprint of the institution, and to recommend and implement effective and cost-efficient solutions. It was determined that external expertise would be required as a next step in order to assess meaningful recommendations to achieve the goals of the AWG.

- (iii) *Policies adopted by other legislatures and private enterprises which would be relevant as comparators to the Senate of Canada*

Two Library of Parliament reports were provided to the AWG.

The [first](#) provides a broad overview of environmental policies in various legislatures and the [second](#) is a detailed review of the Australian and Scottish parliaments' environmental policies, a compilation of environmental and sustainability practices reviews of Canadian Parliamentary institutions, and some private organization examples of environmental policies.

A New Senate of Canada Environmental and Sustainability Policy Statement

The findings previously outlined in this section led the AWG members to determine that a new principles-based policy statement would be required.

The new policy statement proposed by the AWG states a clear objective and seven principles to guide decision making in the Senate of Canada [\[Appendix B\]](#). Its development was informed through the review of the existing Senate policy from 1993, a review of actions being taken in other parliamentary bodies, and early drafts of internal Senate environmental and sustainability principles.

With a 2030 net zero target, the Senate of Canada is not simply committing to limit the future impact of climate change but how it will empower effective decision making across the organization. The new policy statement will enable the Senate to *"demonstrate leadership as an institution on climate action, to encourage accountability of federal institutions and to inform the legislative process."*

The objective of the new policy statement is to enshrine a mandate for the Senate of Canada that provides:

- **A shift from a "nice to have" to a "must have" commitment.** In the 1990s, environmental commitments were considered a nice to have – this is no longer the case. A clear objective and auditable whole-of-organization commitment are required.
- **A principle-based policy statement.** Guidance for formulation of future specific policies in the Senate directorates and Senator offices. This allows for flexibility, creativity and inclusivity in implementation efforts.
- **A robust accountability framework.** The previous policy from 1993 had an accountability structure, but it was not integrated into Senate-wide operations. New objectives and targets need to be defined and reported on regularly.

RECOMMENDATION 1

THAT CIBA ADOPT THE NEW SENATE OF CANADA ENVIRONMENTAL AND SUSTAINABILITY POLICY STATEMENT AS A GUIDING DOCUMENT FOR THE SENATE ADMINISTRATION AND SENATORS' OFFICES AND TABLE IT IN THE SENATE AS A REPORT OF THE COMMITTEE.

RECOMMENDATION 2

THAT CIBA DIRECT THE SENATE ADMINISTRATION TO ESTABLISH "GREEN TEAMS" IN EACH DIRECTORATE TO EVALUATE THE CAPACITY TO UNDERTAKE VARIOUS ENVIRONMENTAL MEASURES USING THE NEW POLICY STATEMENT AS A FRAMEWORK, SET OBJECTIVES FOR THEIR DIRECTORATE, AND REPORT ON THEIR PROGRESS TO CIBA ANNUALLY. THESE OBJECTIVES SHOULD BE PRESENTED TO CIBA NO LATER THAN DEC 31, 2022.

RECOMMENDATION 3

THAT FUTURE ACCOUNTABILITY FRAMEWORK(S) SHOULD INCLUDE REGULAR ANNUAL PROGRESS REPORTING TO CIBA WITH RELEVANT INFORMATION SHARED PUBLICLY, AND SPECIFICALLY WITH SENATE STANDING COMMITTEE ON AUDIT AND OVERSIGHT (AOVS). SUCCESSFUL IMPLEMENTATION OF THE PRINCIPLES OF THE SENATE OF CANADA ENVIRONMENTAL AND SUSTAINABILITY POLICY STATEMENT WILL REQUIRE THE SENATE'S ONGOING COMMITMENT.

Section 1.2 : Action plan for short, medium, and long-term contributions to achieving the objectives of the policy statement

Immediate Impact Recommendations

The Senate is in control of the administrative aspects of its activities and as such can directly decide on several courses of action in the immediate and near-term.

With a view to contributing to the objective of the AWG to reduce the Senate's carbon footprint to net zero by 2030, the Administration has identified a series of measures that can be undertaken in the short term at no (or minimal cost) to reduce the Senate's footprint immediately, and to create momentum across the institution in promoting environmental stewardship.

We propose that CIBA approve the following recommendations which have been developed with advice from the Senate Administration. We note that the suggestions must take into consideration exceptions in the case of cultural norms and geographic practicalities, as well as fiscal impact, among others.

A number of the following sub-recommendations can be implemented via the support of "Green Teams" in each directorate in accordance with **Recommendation 2**.

RECOMMENDATION 4

THAT CIBA PROMOTE THE DEVELOPMENT OF CLIMATE-FRIENDLY
TRANSPORTATION POLICIES AND REDUCED TRAVEL WHERE SENSIBLE.

This could include but not be limited to the following:

- Support and enable remote work where operational requirements allow it in order to reduce GHG emissions related to transportation to work;
- When physical presence is required, encourage green transportation such as biking by promoting lock stations and showers;
- Post pandemic, encourage carpooling and public transportation as an alternative to solo driving;
- Post-pandemic, review lessons learned and work with all senators to explore how the capacity developed and experience gained can be used to provide

services to senators in a more environmentally sustainable way, for example by hearing from witnesses by videoconference on a routine basis. The financial and CO_{2eq} cost savings related to a hybrid system are detailed in a [PBO report](#) requested by Senator Rosa Galvez;

- Evaluate Senators' Office Management Policy (SOMP) sections [7.12.1](#) and [7.12.2](#) with a view to incentivizing more carbon efficient alternatives to short haul flights (Ottawa – Montreal and Toronto – Ottawa); and
- Consider allowing senators to use travel points, possibly through amendment of SOMP, to pay for weekend accommodation in Ottawa, rather than returning home between sitting weeks.

RECOMMENDATION 5

THAT CIBA ENABLE MEASURES TO MINIMIZE WASTE AND ENHANCE CAPACITY FOR RE-USING AND RECYCLING, INCLUDING PROMOTING ENVIRONMENTALLY RESPONSIBLE BEHAVIOURAL CHANGES.

- Further promote and encourage the existing battery recycling program;
- Assess opportunity and considerations for a composting pilot project with a view to reducing food waste;
- Implement a pilot project with a goal to reducing electronic waste and enable the safe re-using of electronic equipment where possible;
- Work with suppliers to minimize the environmental impacts of uniform cleaning; and
- Reduce or eliminate the use of products that do not have green alternatives wherever possible.

RECOMMENDATION 6

THAT CIBA SEEK TO IMPLEMENT A DIGITAL-FIRST APPROACH WHERE APPROPRIATE TO REDUCING PRINTING THROUGH CHANGES IN PRACTICES AND PROCESSES AS WELL AS IN THE ACQUISITION OF SOFTWARE, HARDWARE AND EQUIPMENT.

- Further promote and encourage a “paperless” office environment;
- Require external groups to deliver electronic documents only, unless paper is a specific obligation or specifically requested by a particular senator;
- Consider adding an optional “think before you print” message within signature blocks;
- Continue to encourage electronic Christmas cards, while maintaining consideration of cultural norms, as well as geographic and technological limitations;
- Use high-yield cartridges in printers wherever possible;
- Encourage monochrome and double-sided printing wherever possible;
- Ensure that all forms are in an electronic-friendly format (able to be signed electronically) and consult with Law Clerk to reduce requirements of wet signatures;
- Reduce the issuance of cheques by using direct deposits and credit cards to the greatest extent possible;
- Look to Law Clerk of Senate for options and affirmations that might give senators confidence to not be required to print hard copies of all Senate Finance approved expense reports; and
- Reduce and regularly monitor requirements for printed copies of committee reports and other documents required during sittings, with greater use of electronic distribution, as far as possible.

RECOMMENDATION 7

THAT CIBA INSTRUCT THE SENATE ADMINISTRATION TO CONSULT WITH THE HOUSE OF COMMONS ABOUT WAYS TO ENHANCE ENVIRONMENTALLY FRIENDLY CAFETERIA FOOD SERVICES AND PROMOTE EDUCATION AND AVAILABILITY OF MENU ALTERNATIVES.

- Solicit options from the House of Commons to provide sustainable dishes and cutlery; and
- Encourage the use of locally-sourced foods, promote information on the carbon footprint of all food products used, and ensure the availability of lower carbon footprint menu alternatives.

RECOMMENDATION 8

THAT CIBA, AS SOON AS PRACTICABLE, SEEK TO SECURE SUPPORT FROM CENTRAL AGENCIES THAT WOULD ENABLE SENATE OPERATIONS AND SENATORS TO CHARGE CARBON OFFSETS AS PART OF OPERATING A SUSTAINABLE SENATE OF CANADA.

Longer-term recommendations or ones that are not directly in the purview of the Senate will require a more measured and long-term approach in collaboration with other Senator offices and other government bodies such as Treasury Board, Finance Canada, Environment and Climate Change Canada (ECCC) and PSPC, among others.

Medium and long-term opportunities, via external expertise: Request for Proposals (RFP) guidelines

The AWG believes that external expertise is required to measure the carbon footprint of Senate activities - that is, to take an inventory of its GHG emissions.

To select a specialized supplier that can complete this work, the AWG recommends that a RFP process be launched as soon as possible. Once the Senate's carbon footprint is known, the Senate will be better equipped to set long-term goals that will reduce its environmental impact as much as possible and to track in real time whether the actions taken will achieve these goals. The Senate needs a clear way to gauge its carbon footprint in order to identify effective ways of achieving the AWG's goal of reaching carbon neutrality by 2030.

Quantifying its carbon footprint would also enable the Senate to compare its environmental impact to that of other government bodies in Canada. Such comparisons could foster better coordination of Senate environmental actions with those of these other organizations. A number of federal organizations have a head start on the Senate in quantifying their carbon footprint.

For example, the AWG found that over 20 federal entities have already **measured** the GHG emissions of their facilities and administrative vehicle fleets and tracked their emissions over time for fiscal years 2005–2006 and 2019. In addition, 31 federal entities have measured the emissions arising from their employees' business air travel for fiscal year 2019–2020 and compared this figure with that of other organizations.

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This is the kind of exercise the Senate could undertake with the supplier selected through the RFP process.

The AWG discovered during its research that data that could be used to assess the Senate's carbon footprint and environmental record has already been collected and interpreted.

For example, PSPC has released energy consumption [data](#) for fiscal year 2019–2020 for the following Senate-occupied buildings: the Centre Block, the East Block, the Rideau Canal Building boardrooms, the Senate of Canada Building, the Victoria Building and the Centennial Flame. PSPC also confirmed to the AWG that it has additional data that would help determine the carbon footprint of these and other Crown buildings occupied by the Senate between 2005–2006 and today. The AWG had the opportunity to hear from PSPC representatives who elaborated on the detail of their activities, whereby they informed the AWG of leveraging external expertise to measure the building emissions.

The AWG has also been advised by the Finance and Procurement Directorate of CIBA's Corporate Sector that it has data on the mileage reported by senators for air and vehicle travel while on Senate business.

The AWG recommends continuing its consultations with this directorate to better understand the extent of available data that could be used to assess the carbon footprint of Senate activities in the future.

Further research by the AWG would provide an opportunity to learn more about the portion of the Senate's carbon footprint that is already known or that could be assessed in partnership with the Finance and Procurement Directorate, PSPC and other federal government agencies. Such an exercise would be beneficial as it would reduce the cost of assessing the Senate's carbon footprint by combining the knowledge and expertise already developed within federal public agencies with the external expertise from the supplier selected through the RFP process.

Key criteria to be included in the RFP process

First, for the Senate's GHG emissions inventory to be as comprehensive as possible, the supplier should be required to measure emissions in the following three categories, defined in [*The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard*](#): "Scope 1 emissions are the GHGs produced directly from sources that are owned or controlled, for example, from the combustion of fuels in vehicles or in heating buildings. Scope 2 GHG emissions are those generated indirectly from the consumption of purchased energy (electricity, heating and cooling). Scope 3 GHG emissions are indirect emissions resulting from an organization's operations".

The reporting standard, produced by the World Resources Institute and the World Business Council for Sustainable Development, is used by the federal government as a methodological reference for calculating GHG emissions. The institute recommends that organizations report, at the very least, their scope 1 and 2 emissions and encourages reporting of their scope 3 emissions. The institute also gives [examples](#) of

indirect emission sources that fall under scope 3 and that may stem from the activities of an organization such as the Senate: “Transportation of purchased materials or goods, [...] employee business travel, [...] employees commuting to and from work, [...] transportation of waste, [...] outsourced activities, [...], disposal of waste generated in operations, [...] disposal of sold products at the end of their life” among others.

The Senate would show leadership by including scope 3 in its carbon footprint assessment. The AWG’s research to date has not found any examples where a federal public agency in Canada has conducted a comprehensive scope 3 assessment.

The AWG also suggests including the following key criteria in the RFP: the supplier must demonstrate its ability to provide innovative solutions in assessing the carbon footprint of an institution comparable to the Senate; the supplier must demonstrate that it can meet deadlines and adhere to budgets and provide clear periodic updates on the progress of its work; and the supplier must demonstrate its experience in carrying out GHG emissions inventories, including inventories that encompass scope 3 emissions.

RECOMMENDATION 9

THAT CIBA APPROVE TO IMMEDIATELY INITIATE THE PROCESS FOR SELECTING AN EXTERNAL EXPERTISE ENTITY ON ENVIRONMENT AND SUSTAINABILITY THROUGH A COMPETITIVE REQUEST FOR PROPOSALS (RFP). THE FINAL RFP DOCUMENT WILL BE PRESENTED TO CIBA FOR COST APPROVAL PRIOR TO BEING RELEASED.

SECTION 2: NEXT STEPS

Contingent on CIBA's approval of the recommendations for a new environmental policy statement and advancing an RFP process to secure external expertise, the AWG recommends the following next steps.

RECOMMENDATION 10

THAT CIBA ESTABLISH A PROCESS FOR THE SENATE ADMINISTRATION, SENATORS AND SENATORS' OFFICES TO PROPOSE AND ENGAGE IN THE IMPLEMENTATION OF ENVIRONMENTAL AND SUSTAINABILITY RECOMMENDATIONS.

RECOMMENDATION 11

THAT CIBA EXTEND THE ADVISORY WORKING GROUP ON ENVIRONMENT AND SUSTAINABILITY'S MANDATE TO DEC 31, 2022 AS A PROJECT AUTHORITY TO OVERSEE THE ACTION PLAN MOVING FORWARD, INCLUDING THE FOLLOWING:

- (I) COORDINATING THE RFP PROCESS FOR SECURING EXTERNAL EXPERTISE WITH SENATE FINANCE & PROCUREMENT;
- (II) LIAISING WITH AND OVERSEEING THE ACTIVITIES OF THE EXTERNAL EXPERT ENTITY TO ACHIEVE DEFINED PROJECT OUTPUTS.

APPENDICES

APPENDIX A: Summary of AWG Meetings

The AWG met a total of six times between the formation of the group on May 27th, 2021 and the submission of this report.

The meetings were held in-camera, virtually and included members and support staff from both senators' offices and the Senate Administration. The AWG worked closely with advice from various directorates, notably representatives from the Corporate Services Sector, Senate procedural clerks and analysts from the Library of Parliament. The group also benefitted from the testimony of witnesses from Public Services and Procurement Canada (PSPC). This broad collective effort helped forge an informed consensus among all four Senators around this action plan.

Key Findings and Decisions

Meeting 1: June 30th, 2021

Senator Colin Deacon was elected as Chair of the AWG.

The purpose of the meeting was to identify the high-level objectives of the AWG and determine the scope and timeline of the AWG's work. In order to understand the Senate's existing baseline environmental practices, the AWG requested that a review of past environmental and sustainability practices be conducted, as well as a scan of the activities and proposed actions in each of the Senate directorates. The AWG also requested that the Library of Parliament research the best practices of other comparable legislative bodies around the world.

Meeting 2: August 17th, 2021

The second meeting aimed to review the past, ongoing, and future environmental and sustainability initiatives of the Senate and to develop an action plan moving forward for setting baselines, targets, and a clear, globally recognized accountability framework. The Senate Administration provided an inventory of the environmental & sustainability initiatives conducted and implemented by each Senate directorate. It was determined that the Senate of Canada does not currently have internal expertise needed to conduct a thorough audit and analysis of its GHG emission activities. As a result, the members of the AWG decided it was important to recommend that meaningful progress was dependent on the Senate engaging external expertise through a competitive RFP process.

It was also decided that a new, principles-based Senate environmental policy statement be drafted and that the statement be focused on enabling a commitment of the Senate becoming carbon neutral by 2030.

Meeting 3: September 22nd, 2021

At the third meeting, the draft Senate environmental policy statement, a revised action plan for the AWG, and the future mandate of the AWG were discussed.

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Regarding the future of the AWG, it was determined that the AWG's mandate should be extended with a new order of reference from CIBA following the submission, in order to guide the process of securing the external expertise. It was also agreed that the AWG's future work should include a wider consultation of senators from all groups in the Senate, to ensure that their input is included in the process.

Meeting 4: October 4th, 2021

At the fourth meeting, the policy statement was approved by the Senators present. The Senators provided commentary on the draft report. It was noted among other comments that the short-term recommendations should consider geographic and cultural considerations, and that the effects of climate change particularly affect northern communities.

Meeting 5: October 14th, 2021

At the fifth meeting, the Senators conducted a further detailed review of the recommendations of the draft report. Generally, it was agreed that it had strong, implementable recommendations.

Meeting 6: November 4th, 2021

At the sixth meeting, the AWG heard from witnesses from PSPC who presented GHG emissions and energy consumption within Senate and Senate-occupied buildings, and the methodology and approaches used in measuring those activities. The data presented provided context and guidance for the any future work for external expert(s).

The Group also conducted a line by-line review of the report and made amendments to its contents.

APPENDIX B: Senate of Canada Environmental and Sustainability Policy Statement, new principles-based policy statement for approval by CIBA

SENATE OF CANADA ENVIRONMENTAL AND SUSTAINABILITY POLICY STATEMENT

OBJECTIVE

The Senate of Canada is committed to reducing the Senate's carbon footprint to net zero by 2030 and to implement sustainable practices in its operations. Achieving this goal requires a whole-of-organization approach which prioritizes reduction of outputs and utilizes standard-leading emission offsets. The road to net zero will include quantifiable regular reporting on progress towards target. These actions are to demonstrate leadership as an institution on climate action, to encourage accountability of federal institutions and to inform the legislative process.

PRINCIPLES

The Senate is committed to achieving its objective through adherence to the following principles:

1. **Serve as a model of environmental leadership** in accordance with the best practices of international, federal, provincial and municipal environmental laws, regulations, standards and guidelines where applicable;
2. **Integrate a robust accountability framework into the operating planning cycle.** This includes benchmarking, tracking and applying results-based management to achieve continuous improvement in environmental performance, in accordance with the best practices of accountability frameworks of internationally recognized standards. Progress should be reported publicly on a regular basis to the Senate Standing Committee on Internal Economy, Budgets and Administration (CIBA).
3. **Require environmentally conscious acquisition of goods and services** that incorporates: the purchase of environmentally responsible products and services; the selection of innovative suppliers demonstrating environmentally sound business practices; and the setting of environmental requirements in requests for proposals.
4. **Reduce the environmental impact of activities** by using resources more efficiently, with a focus on the reduction of outputs throughout the Senate's operations.
5. **Incentivize and enhance environmental awareness throughout the Senate** through education and support, while recognizing and incorporating environmental actions undertaken by Senate employees and senators.
6. **Operate facilities and conduct activities of the Senate in a sustainable manner** with a view to preventing pollution and reducing waste. Consider environmental impacts and implications when planning projects and activities.
7. **Develop and implement tools that promote and integrate environmental considerations into day-to-day operations of the Senate** to encourage Senators and Senate employees to make environmentally friendly decisions within their activities and tasks.

APPENDIX C: Senate Environmental Policy [Current], approved March 1993

ENVIRONMENTAL POLICY OF THE SENATE

The following two definitions are set out in the Senate's environmental policy as approved by the Standing Senate Committee on Internal Economy, Budgets and Administration in March 1993:

Environment-friendly products: products that are produced from recycled goods or are ecologically safe in order to reduce the negative effects on the environment.

Environment-friendly procedures: procedures that will promote and address health and safety concerns, the disposal of hazardous waste management, the reduction of material input, procurement practices and any other procedures that would reduce negative effects on the environment.

It is the policy of the Senate:

Environmental Concerns: to integrate environmental concerns with financial health and safety and other relevant concerns in all aspects of operations, from facilities management, to procurement and waste management.

Hazardous Products: to apply environmental management practices in respect of the acquisition and disposal of all hazardous, toxic or biological products.

Acquisition: to procure environment-friendly products, where available at competitive cost and quality.

Training: to educate employees about environment-friendly procedures in order to increase awareness and impact of day to day operational decisions.

Usage: to reduce where appropriate, material input, energy use and waste output.

Environmental Audit: to regularly review or audit operations from an environmental perspective and put in place action plans with milestones to correct and or improve on shortfalls.



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