

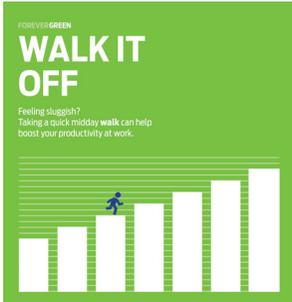
FOREVERGREEN TEAM PACK

SESSION GUIDE



May: Cycling

In May we will examine the many health and environmental benefits of choosing cycling as your main mode of transportation.



June: Walking

In June we will provide information about the benefits that walking has not only to your health but also to your productivity and creativity.



July: Water Conservation

As we head into the heat of the summer, July is timely to discuss the importance of water conservation and how we can all make a difference at work and at home.



August: Plastic Water Bottle Reduction

In August we will raise awareness on the issue of single-use plastic water bottles and look at the resources required to produce bottled water, the vast amount of waste that results, and why tap water is usually better alternative.

CYCLING



Whether motivated by recreation or transportation, more adults are taking up bicycling than ever before. Many of these adults are cycling for the first time in many years or are using their bicycle in different situations than they previously did - such as commuting to work or a short trip to the local grocery store.

Taking up cycling is great for a number of reasons, including a reduced carbon footprint, increased health and extra money in your wallet – it costs about \$200 per year to maintain a bike, plus an additional \$300 for accessories — compared to \$7,500 the average person pays

to own a car.

If you live under 10 kilometres from your place of work, you are in an ideal distance for bicycle commuting. Most people who reside 10 to 20 kilometres away will also find it quite easy to cycle to work, although the distance in the high end of this range will become a little more demanding.

Environmental Benefits

Cycling can have a significant impact on your carbon footprint. For example, if you live 8 kilometers (5 miles) from your place of work, and decide to bike those 8 kilometers every day rather than driving an average car, you could reduce total household emissions by six percent. If you're not up to commuting to work every day by bike, consider commuting just one or two days a week by bike to start out with and working up to commuting everyday by bike.

Health Benefits

There are many health benefits that are associated with cycling – whether for commuting, running errands, or leisure.

- **Cycling is one of the easiest ways to exercise.** You can ride a bicycle almost anywhere, at any time of the year, and without spending a fortune. All you need is a bike, a half an hour here or there when it suits, and a bit of confidence.
- **Cycling builds strength and muscle tone.** Contrary to normal perceptions, cycling is not a fitness activity that solely involves the legs. Cycling builds strength in a holistic manner since every single part of the body is involved in cycling.
- **Cycling improves cardio-vascular fitness.** Cycling makes the heart pound in a steady manner and helps improve cardio-vascular fitness. Studies have shown that cycling to work will increase cardiovascular fitness by 3-7%.
- **Cycling eats up calories.** Cycling is a good way to lose those unwanted pounds. Steady cycling burns approximately 300 calories per hour. If you cycle for 30 minutes every day you would burn 11 pounds of fat in a year.
- **Cycling reduces stress.** Any regular exercise can reduce stress and depression and improve well-being and self-esteem. Cycling provides the added benefit of being in the great outdoors.



FOREVERGREEN ENGAGE: BIKE SAFETY SEMINAR

Activity Description:

Whether employees are regular commuters or leisure riders, May is great time to remind people about safe cycling. Contact your municipality for information on local organizations that can conduct these seminars.

How:

- Engage your municipality or a local non-profit to come to your workplace and conduct a presentation about commuter cycling over the lunch hour.
- Invite your colleagues interested in cycling to attend. Entice them with a pizza lunch, or encourage them to bring their own litterless lunch.
- Enter attendees into a draw to win a free bike tune-up!
- If available, be sure to hand out municipal cycling route maps.



FOREVERGREEN MIND: BIKE BENEFITS CALCULATOR

Activity Description:

Use this [Bike Benefits Calculator](#) to get a measure of the health and environmental benefits to be gained by trading four wheels for two. You can calculate the benefits just for yourself or survey your office and report the collective benefits!

How:

- If you just want to calculate the benefits of your own cycle commute, click the link below and fill in the required details.
- If you would like to calculate the impact that your office could have, follow these steps:
 - Survey your fellow co-workers to find out how far everyone commutes to work.
 - Narrow down the results to only those people who live within 10 km from the workplace (10km is an ideal distance for bicycle commuting).
 - Add up the kilometers that would be traveled by bike rather than car if all of those people commuted by bike, enter that number into the Bike Benefits Calculator.
 - Share the results with the office, including dollars and greenhouse gases saved, and calories burned!

Resources:

<http://www.cbc.ca/manitoba/features/biking/>



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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Participate in Earth Day Canada's *Earth Day Every Day* campaign. An on-line mobile friendly platform that allows you to choose from 25 clean commute options, create a profile, gain recognition, and win prizes. Earth Day Every Day's campaign focus on cleaning your commute runs for a month from Earth Day, April 22, to May 22, 2015. Get involved at www.earthday2015.ca.
- Planning on cycling to work? Use www.ridethecity.com to map the best route.

Additional Resources:

National Geographic bicycle buying guide:

<http://environment.nationalgeographic.com/environment/green-guide/buying-guides/bike/shopping-tips/>

Bicycling Commuting Basics:

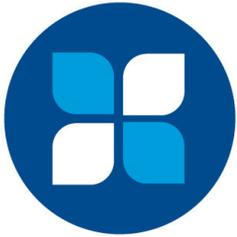
<http://www.gobiking.ca/commuting/>

Commuting Basics from Bicycling Magazine:

<http://www.bicycling.com/beginners/commuting>



WALKING



If you had to choose any activity that had the most overarching effect on your productivity, your health, and your creativity, you would undoubtedly want to choose to walk. The benefits seen from moving your legs and getting some fresh air are plentiful—keep reading to see how you can truly walk your way to higher productivity.

The average person spends 15 hours every day sitting. This lack of muscle movement can lead to conditions like heart disease, diabetes, cancer, and obesity. But you can alleviate the dangers of sitting by incorporating a short walk in your daily routine, ideally on your work break. Even a ten or fifteen minute walk every day can significantly reduce your risk for heart disease or cancer. In addition to staying healthy, there are so many other good reasons to get up and move around that this advice is hard to ignore.

Taking a lunch break away from your desk can boost your mood and prepare you for the afternoon ahead. And researchers from the University of Edinburgh say that taking a walk in the park—or any green space you can find in your area—can lessen your brain fatigue and frustration.

Looking for some creative inspiration? Scientists at Stanford suggest going for a walk—whether indoors or outdoors, in a green space or on a treadmill—to give your creativity a boost. Compared to sitting, they found any form of walking could increase creative thinking by about 60%.

A 2011 report on a workplace fitness program examined 752 employees from a variety of fields in the U.K. and U.S., including human resources and food supply companies. Those employees who hit (or exceeded) 10,000 steps per day reported significant boosts in job satisfaction and productivity.

FOREVERGREEN ENGAGE: WALKING MEETING

Activity Description

When planning your next Green Team meeting why not make it a walking meeting? Here's why:

- It ensures that you get exercise
- You will be more mentally and physically alert during the rest of the day.
- People have to actually listen and contribute based on the conversation rather than falling asleep while pretending to listen slide number 45.
- A walking meeting is fun, different and you are surrounded by new stimulus which might just lead to new ideas and solution.
- And lastly a walking meeting is a perfect example of the creativity you need to achieve a better work-life balance and to improve your and the team's productivity (i.e. do more with less).

How

- The group should be small (less than 6 people).
- Be sure to let attendees know that this will be a walking meeting, and share some of the research provided in this pack on why walking everyday is a good thing.
- Plan out a route prior to the meeting.

Resources

<http://drkenhudson.com/a-creative-way-to-boost-productivity-the-walking-meeting/#sthash.xDmWgLKC.dpuf>



FOREVERGREEN MIND: WALKING CALORIE COUNTER

Activity Description

Need motivation to take a few extra steps every day? Use a pedometer to start tracking the steps taken or a smart phone application to track calories burned and watch the number grow!

How

- Get a pedometer for track the number of steps you take every day. Set a goal and try to reach that goal on a daily basis. Pedometers are available in a number of models and price ranges, from \$15 to over \$100.
- Track your activity with Map My Walk, one of the most downloaded walking apps available. Compatible with iPhone, Android and BlackBerry systems, the app uses your phone's GPS locator to track your activity, keeping a record of the distance you've walked, the speed, elevation, calories burnt and the route travelled.

Resources:

Map My Walk:
www.mapmywalk.com



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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- **Set Up a Walking Group:** Get together with some of your colleagues and start taking daily walks, whether during the lunch hour or on a 15 minute break. The group dynamic will provide extra motivation to make sure you get out there everyday!

Additional Resources:

5 Quick Tips for Working in Walking at Work:

<http://www.carerealism.com/walking-work-quick-tips/>

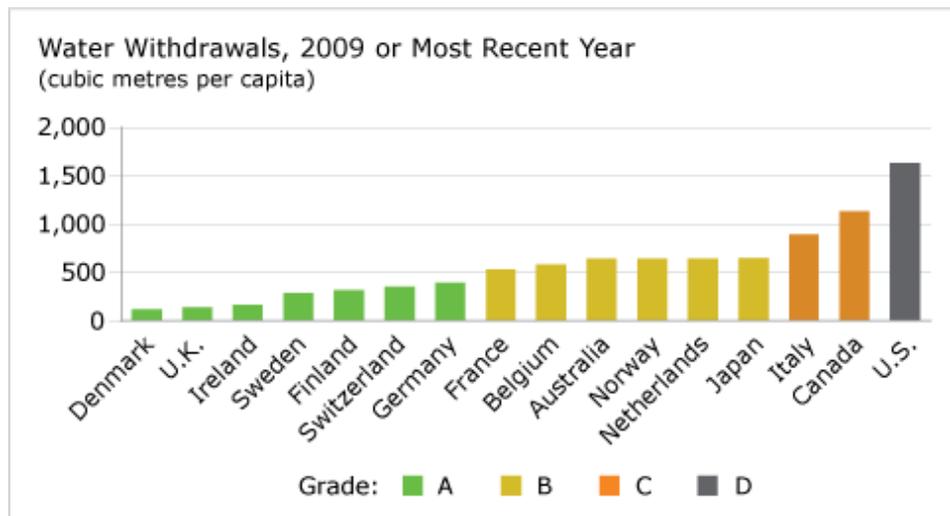


WATER CONSERVATION



Over the summer months water conservation is top of mind as people fill pools and water lawns/ gardens. In North America, we use 75% more water than Europeans do. For the most part we have an abundant supply of water in North America; however, this is changing quickly as water demand for agriculture, industry and residential is rising quickly. The UN expects that 3.4 billion people will be living in countries defined as water-scarce by 2025. When water is scarce, people are forced to consume contaminated water. The message is: we need to use water wisely as every drop counts.

The graph below shows that Canada and the US rank 15th and 16th respectively, out of 16 peer countries when it comes to water use.



Source: <http://www.conferenceboard.ca/hcp/details/environment/water-consumption.aspx>

Water conservation is important both at home and work. Commercial and industrial facilities use enormous amounts of water for their day to day operations. The three largest uses of water in office buildings are restrooms, heating and cooling, and landscaping.

Successful implementation of water saving changes in multi-tenant properties requires a cooperative effort from everyone involved. Here are a few tips to ensure you're being water efficient at work:

- If you notice a leaky faucet inform your property manager right away;
- Use water wisely when washing the dishes in the workplace lunchroom and only run the dishwasher on a full load;
- If you're company is purchasing a new dishwasher for your lunchroom, be sure to purchase an ENERGY STAR one – not only will it save energy, but water too!

FOREVERGREEN ENGAGE: DON'T BE A DRIP

Activity Description:

Raise awareness amongst your colleagues of the importance of reporting and repairing leaks by displaying the ForeverGreen *Don't be a Drip* poster in workplace bathrooms and lunchrooms.

How:

- Print the poster and place in the workplace kitchen, washrooms and anywhere else that you use water.
- If you haven't already distributed the Session II ForeverGreen newsletter (found at www.bkforevergreen.com), email it to your colleagues and encourage them to visit www.wateruseitwisely.com for 100+ ways to conserve water at work and at home.

Resources:

Appendix 1: ForeverGreen Don't Be A Drip poster



FOREVERGREEN MIND: WHAT'S YOUR WATER FOOTPRINT?

Activity Description:

Take a water tour with National Geographic through your home, yard, diet, energy, and consumer choices to determine your water footprint...then pledge to reduce it! Encourage your colleagues to do the same.

How:

- Access National Geographic's Water Footprint Calculator online (see link below).
- The website will ask you to enter a zip-code. If you live in Canada choose a zip-code with similar climate conditions to your location. Some suggestions are provided below
 - Ottawa: 13662
 - GTA: 14204
 - Calgary: 59401
 - Edmonton: 59401
 - Vancouver: 98101
 - Montreal: 05401
- Run through the calculator and answer the questions. Once complete, pledge changes that you will make in your daily life to reduce your water footprint.
- Share the calculator with your colleagues!

Resources:

National Geographic's Water Footprint Calculator

<http://environment.nationalgeographic.com/environment/freshwater/change-the-course/water-footprint-calculator/>



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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Try this water conservation quiz from The Nature Conservancy and encourage your colleagues to do the same:
<http://www.nature.org/ourinitiatives/habitats/riverslakes/water-conservation-quiz.xml?src=e.gp>

Additional Resources:

There a number of best management practices outlined in the US EPA's publication WaterSense at Work. These practices can be applied to both commercial and industrial facilities.

http://epa.gov/watersense/commercial/docs/watersense_at_work/

EPA's WaterSense

<http://www.epa.gov/watersense/>

Earth Easy's 25 ways to conserve water at home

http://eartheasy.com/live_water_saving.htm



WATER BOTTLE REDUCTION



If your family is like many, unloading the week's groceries includes hauling a case or two of bottled water into your home. But all those plastic bottles use a lot of fossil fuels and pollute the environment. Single use bottles of water are packaged in clear PET plastic. The PET plastic used in bottles is made from petroleum. PET plastic creates more than four times its weight in greenhouse gas emissions. Imagine a water bottle filled a quarter of the way up with oil. That's about how much oil was needed to produce the bottle.

Recycling your plastic bottles can help. But unfortunately up to 88% of plastic water bottles never get recycled. They are sent to landfill (32 billion plastic water bottles are sent to landfill every year in North America), or worse, end up as trash on the land or in rivers, lakes and oceans. **Remember this: recycling one plastic bottle can save enough energy to power a 60-watt light bulb for six hours.**

Most North Americans have access to clean, fresh drinking water straight out of the faucet, so why don't more people drink water straight from the tap?

Companies are doing a good job selling: According to Green Living Online, 40% of bottled water starts out as tap water. Companies take the water for free, run it through some filters, pour it into a bottle and then sell it back to us at a price 240 to 10,000 times higher than tap water. Check the label of your bottled water. If it says "from a municipal source" or "from a community water system" it's plain old tap water.

Illusion of health: Some people believe that bottled water is better for them, but that's not true. Local governments make sure that our tap water is safe. A four year study by the Natural Resources Defence Council (NRDC) found plenty of bacteria and chemicals in bottled water. Since there are currently no regulations in place for bottled water it's hard to know exactly what you are buying. There is also growing concern that chemicals in the bottles themselves may leach into the water.

The best course of action is to stop using bottled water. Buy a home filter or drink good old tap water. Carry a reusable stainless steel water bottle when on the go. This will reduce your carbon footprint and you'll save money. However, if you just can't break the habit, be sure to recycle your empty bottles. If you don't have easy access to tap water at work, speak to your office manager and discuss the option of purchasing a water cooler to encourage employees to break the water bottle habit.



FOREVERGREEN ENGAGE: MOVIE LUNCH

Activity Description:

Many people are chugging back on water in plastic bottles to stay hydrated...but do they understand the impact bottled water has on our environment? Organize lunch and learn to view *The Story of Bottled Water* and facilitate a discussion with your colleagues.

How:

- Book a meeting room over a lunch hour and send an invite to your colleagues to attend the lunch and learn. Encourage everyone to bring their own litter-less lunch, or if you have budget for employee events you may want to provide lunch (but no bottled water!).
- The video is on YouTube and is under 10 minutes in length. To play the video you will need a computer and Internet connection.
- Before watching the video talk to your colleagues about drinking water. Some of the following guiding questions can be used:
 - Where do you get your drinking water from?
 - Do you drink tap water or bottled water?
 - Is tap water safe?
 - Is bottled water better for you than tap water?
 - Do you think that there is an environmental impact to bottled water use?
- After watching the video revisit some of the discussion points from earlier and ask your colleagues what they learned, what they found interesting and if any of their opinions on bottled water have changed.

Resources:

The Story of Bottled Water YouTube Video: <http://www.youtube.com/watch?v=Se12y9hSOM0>



FOREVERGREEN & KEEN

If you have already completed the first activity for the month and are looking for more, here are some additional ideas:

- Collect all the disposable water bottles used by employees in a week and put together a creative and compelling display in a common area to show how much unnecessary waste was created.
- Provide reusable bottles to employees to show the company's commitment to reducing waste.

Additional Resources

Ban the Bottle

<http://www.banthebottle.net/>

The Water Project

http://thewaterproject.org/bottled_water_wasteful

From Cradle to Grave: The environmental footprint of bottled water, Polaris Institute

<http://cfs-fcee.ca/wp-content/uploads/sites/2/2013/09/BWFD-Factsheet-environmental-impact.pdf>

Take Back the Tap, Food and Water Watch

<https://www.foodandwaterwatch.org/water/bottled/bottled-water-bad-for-people-and-the-environment/>



FOREVERGREEN TEAM PACK

APPENDIX 1: DON'T BE A DRIP

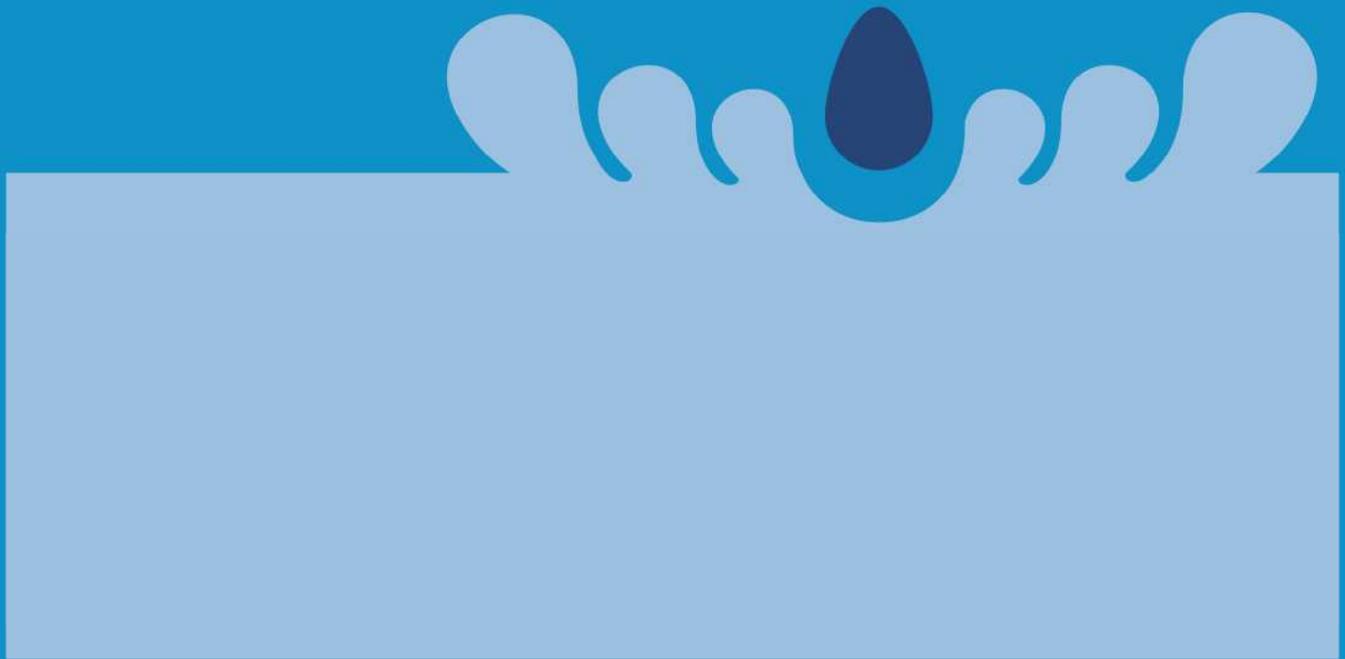
See next page for poster.



FOREVERGREEN

DON'T BE A DRIP

A leak of only one drop per second wastes
about **10,000 litres of water per year!**
See a leak? Let us know.



For more information contact your property manager or visit www.bkforevergreen.com