

**Carbon Neutral Action Report
Ministry of Children and Family
Development**

Executive Summary

The Ministry of Children and Family Development (MCFD) was extremely active in implementing initiatives to reduce its carbon footprint in the 2008 calendar year in the following four areas

Buildings

MCFD completed construction of a youth custody and youth forensic psychiatric services centre which incorporated the LEED Integrated Design Process. It hopes to become the first correctional facility in Canada to be LEED certified. MCFD successfully received Public Sector Energy Conservation Agreement (PSECA) funding of \$77,000 to retrofit a youth custody services facility in Prince George. MCFD continued to undertake energy efficiency audits on owned and long term lease buildings.

Travel

MCFD replaced 27 conventional vehicles with energy efficient hybrid vehicles. Total hybrid vehicles operating in ministry 161. MCFD provided fuel smart driver courses to more than 80 fleet operators. MCFD released travel policies for travel (rent vs personal vehicle, most efficient travel routes, etc.). MCFD planned an educational roll out to accompany Upgrade 2.0 implementation (advanced communication and collaboration tools will reduce travel)

Procurement

All MCFD printers default to double sided (duplex) printing where possible. MCFD implemented a green accreditation standard requiring all future ministry service partners to achieve a minimum environmental standard. MCFD plans to increase procurement of 100% post consumer recycled paper where feasible.

Staff engagement and office initiatives

Discontinuing Paper Pay Slips – As of January 1, 2009, blue paper pay stubs are no longer distributed to MCFD employees. This initiative will save printing 100,000 pieces of paper each year. MCFD implemented battery recycling. MCFD implemented 'lug a mug' initiative (encouraged staff to reduce disposable coffee cup waste by letting staff take a pledge in exchange for a reusable beverage mug).

Objectives

Carbon neutral government increases employee morale, attraction and retention. Staff are happy that their workplace is making a contribution to combat climate change and that their organization's values align with their personal values.

Financial responsibility – reducing operating costs through energy conservation and behaviour change. It is clear that if initiatives to reduce the organization's carbon footprint also result in a net decrease in operating costs, the organization will support them. Savings can then be used to improve service delivery.

Sustainability/Social Responsibility. Organizations that engage in corporate social responsibility demonstrate that they are supporting a sustainable future for future generations and that they are leading by example in the workplace.

Promoting healthier citizens (active transportation and cleaner air) and workplaces (improved built environments). Many carbon reducing initiatives also result in healthier living (biking to work, 'green' construction, eating local/organic produce, etc.). Our organization supports employee health and wellness.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

Buildings

MCFD completed construction of a youth custody and youth forensic psychiatric services centre which incorporated the LEED Integrated Design Process. It hopes to become the first correctional facility in Canada to be LEED certified. MCFD successfully received PSECA funding of \$77,000 to retrofit a youth custody services facility in Prince George. Annual savings of 59,000 kilowatt hours and 40 tonnes of GHG emissions are projected. MCFD continued to undertake energy efficiency audits on owned and long term lease buildings.

Travel

MCFD replaced 27 vehicles with energy efficient hybrid vehicles in 2008. Total hybrid vehicles operating in ministry:161. MCFD provided fuel smart driver training courses to more than 80 high mileage fleet operators. MCFD released travel policies for travel (rent vs personal vehicle, develop and implement 'green' routes to high travel frequency business destinations, etc.). MCFD is planning an educational roll out to accompany Upgrade 2.0 implementation (use of advanced communication and collaboration tools installed with MS Office 2007 can reduce travel). MCFD is rationalizing fleet size and reviewing fleet operations to increase efficiency. MCFD is encouraging environmentally conscious, alternative commuting methods to meetings: bike, walk, carpool, bus, hybrid taxis, etc. MCFD is renting high efficiency vehicles where practical. MCFD is promoting the use of 'Green Key' rated hotels as rated by the Hotel Association of Canada's (HAC) Green Key Eco-Rating Program, where possible.

Procurement

All MCFD printers default to double sided (duplex) printing where possible. MCFD replaced older printers with multi function devices where possible. MCFD purchased energy efficient refrigerators. MCFD consolidated computer servers to increase efficiency. MCFD implemented a green accreditation standard requiring all future ministry service partners to achieve a minimum environmental standard. MCFD continued to purchase energy efficient monitors.

Staff engagement and office initiatives

Discontinuing Paper Pay Slips – As of January 1, 2009, blue paper pay stubs are no longer distributed to MCFD employees. This initiative will save printing 100,000 pieces of paper each year. MCFD implemented battery recycling as well as a 'lug a mug' initiative. MCFD initiated a campaign to 'turn off your monitor' and 'turn off the lights'. MCFD installed motion sensor lights and installed compact fluorescent lighting. MCFD hosted regular 'lunch and learns' to increase climate action awareness. MCFD continued to run the ministry 'green team' and published quarterly green report cards. MCFD created an MCFD climate action SharePoint site as a forum for Green Team communication. MCFD promoted green events at a provincial, regional, and local level earth day, bike to work day/week, commuter challenges, emission reduction competitions, energy conservation, etc. MCFD encouraged energy conservation at the workplace through events, campaigns, and education. MCFD collaborated with other MCFD engagement initiatives, Workplace Wellness and Being the Best strategies. MCFD continues to support staff alternatives for personal transportation by investigating need for increased bike lock-ups, storage areas and shower facilities. MCFD initiated major recycling project at Maples Adolescent Treatment Centre, Burnaby and signed staff up to make 'green' pledges.

1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Complete	Replaced 27 non-hybrid vehicles with hybrid vehicles in 2008. Total number of hybrid vehicles in ministry fleet 161	
Provided driver training to reduce fuel use	Complete	Provided fuel smart driver training courses to more than 80 fleet operators in 2008.	
Encouraged use of public transit/active transportation	Complete	Staff encouraged to utilize public transport and engage in active transportation in carbon neutral action plan	
Established travel reduction goals	Complete	Litres of fuel consumed per 100 km	
Adopted a travel policy	Complete	Travel restrictions and guidelines placed on ministry intranet	

1.2 Stationary fuel combustion and electricity			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In Progress	Workstation tune-ups provided to some staff during 2008. Workstation tune-up toolkit to be posted to intranet website	
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In Progress	Power bars supplied to some staff	
Undertaken Monitor turn-off challenge	Complete	Monitor turn off challenge initiated in Provincial Office	
Encouraged staff to use stairs	Complete	Staff encouraged to use stairs	
Turned off lights in unused rooms	Complete	Placed 'please turn off lights' stickers in board rooms and project rooms. More lights are turned off now	
Replaced Refrigerators (EnergyStar rated appliance)	Complete	Replaced 18 non EnergyStar refrigerators with EnergyStar refrigerators in 2008	
Installed multi-function devices (and removed stand-alone printers/faxes)	Complete	Ministry continues to install MFDs where practical	
Replaced standard bulbs with CFLs	Complete	Ministry continues to replace standard bulbs with CFLs where practical	
Installed motion activated lights	Complete	Installed motion activated lights in various offices and washrooms	
Undertaken lighting retrofit	Complete	Lighting retrofits undertaken throughout ministry, including Prince George Youth Custody Centre	
Implemented server virtualization	Complete	Virtualized ministry servers	
Utilized desk-top power management settings on computer	Complete	Desktop power management settings managed centrally	
Initiated corporate computer shut-down/wake-up for maintenance	Complete	Shut down/wake up managed centrally	
Unplugged unused equipment	Complete	Encouraged staff to unplug unused equipment	
Applied for LEED existing building rating	Complete	Burnaby Youth Custody Centre	
Undertaken building energy audit at LOCATION(s)	Complete	Building energy audits completed in Surrey, Chilliwack, Mission, Hazelton, 100 Mile House, Dawson Creek, Kamloops, Fernie	
Initiated or completed a building energy retrofit	Complete	Prince George Youth Custody Centre	
1.3 Supplies			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated automatic double sided printing	Complete	Modified all existing ministry print queues to default to double sided where possible	
Used collaborative software to edit on-line	Complete	Utilized MS SharePoint to collaborate on green team projects	
Re-used non-confidential scrap paper	Complete		
Used laptops/tablets	Complete	Laptops available to staff	
Actions on non-paper related supplies			
Chose "Green" items from Distribution Centre	Complete	Encouraged the purchase of 100% post consumer recycled paper	
Encouraged re-use of furniture and equipment	Complete	Ongoing	

1.4 Travel			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Set a X% Travel reduction goal	Complete	Policy Non client (i.e. non service delivery) related travel to be reduced by 50%	
Installed Video Conferencing facilities	Complete	Installed videoconferencing sites in all regions	
Initiated Travel Policy	Complete	Published business travel restrictions and guidelines for all ministry staff	
Mandated car pooling to government meetings	Complete		Not mandated. Car pooling to meetings published as a 'common sense tip' in ministry travel guidelines
Supported alternative travel (bike/skateboard/walk/transit) for meetings	Complete	Alternative travel for meetings published as a 'common sense tip' in ministry travel guidelines	
Other			
Encouraged the use of "Green Key" Hotels by ministry on staff travel	In Progress	Reduction in indirect carbon emissions by ministry staff when staying in "green key" rated hotels. Staying in 'green key' hotels encouraged in carbon neutral action plan.	
1.5 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	Complete	Publication of carbon neutral action plan, lunch and learns, documentary viewings, etc. Expand and maintain the ministry's climate action website and develop the ministry's green SharePoint site. Increased the green IQ of community service providers through awareness and promotional initiatives.	
Provided conservation education	Complete	Lunch and learns, conservation info distributed to green team members, etc. Promoted various green events and activities such as Earth Day, Bike to work week, etc.	
Held contests to change behaviour/make pledges	Complete	Pledges, 'lug-a-mug' campaign, contests supporting earth hour, bike to work week, turn off your monitor, etc.	
Held contests/support to generate ideas	Complete	Ongoing	
Developed Green Teams	Complete	Green team membership increased to 45 members	
Supported Green Teams (resources)	Complete	Supported green teams where feasible	
Provided green tips	Complete	Green tips in carbon neutral action plan, green report cards, etc.	
1.6 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Reduced/replaced bottled water with filtered or refrigerated water	Complete	Filtered water use in offices throughout regions reduces demand for bottled water	
Improved recycling measures	Complete	Recycling initiated in ministry buildings	
Supported composting	Complete	Composting initiated in ministry buildings	
Used re-usable dishes	Complete	Re-usable dishes used in ministry buildings	

Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

Overview	<p>MCFD will continue to implement initiatives aimed at reducing greenhouse gas emissions in the four main emissions areas buildings, travel, procurement, and staff engagement/office initiatives.</p> <p>Buildings MCFD will construct all new buildings to a minimum LEED gold standard and will look to adopt environmentally sustainable building methods for Ministry construction projects, incorporating LEED based principles and industry best practices from the Canada Green Building Council. MCFD will proceed with energy efficient projects on owned and long term lease buildings where the opportunities for greenhouse gas reductions and return on investment are supported by a business case. MCFD will ensure that it is well positioned to secure Public Sector Energy Conservation Agreement (PSECA) funding for energy efficiency projects.</p> <p>Travel MCFD will increase the number of high efficiency vehicles in the fleet to 80% (408/510) by fiscal 2011/2012. MCFD will promote and communicate DriveSmart BC fuel smart driver educational tool and Idling Awareness Program to all staff. MCFD will ensure that fleet vehicles are maintained and serviced on time according to the set schedule. MCFD will conduct annual review(s) of current fleet operations with a view to improve operations and decrease the number of kilometres driven.</p> <p>Procurement MCFD will encourage and initiate sustainable purchasing where practical (food, stationary, coffee, paper, cleaning materials, furniture, paint, technology). MCFD will encourage the purchase of 100% post consumer recycled paper where possible — Government distribution centre.</p> <p>Staff engagement and office initiatives MCFD will continue to implement the initiatives as outlined in our accomplishments from 2008.</p>
-----------------	---

2.1 Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In Progress	Increase the percentage of hybrid (or other high efficiency) vehicles in the ministry's fleet to 80% (408/510) by 2011/2012.		Ongoing
Initiate new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	Ensure that 100% of the fleet vehicles are maintained and serviced on time according to the set schedule by end of 2009		2009
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	Market and communicate government's 'Idling Awareness Program' to all MCFD staff		Q2 2009
Encourage use of public transit/active transportation	In Progress	Encouraged in carbon neutral action plan and ministry travel guidelines		Ongoing
Establish travel reduction goals	In Progress	Current goals Litres of fuel consumed per 100 km. This goal will be annually reviewed and revised if appropriate		Ongoing

2.2 Stationary Fuel Combustion (including electricity)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In progress	LCS workstation tune-up tool will be communicated to staff via ministry intranet		Q1 2009
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress	Ministry to supply limited number of power bars to staff to reduce power consumption		Q2 2009
Undertaken Monitor turn-off challenge	In progress	Monitor turn off challenge material to be forwarded to green team members		Q2 2009
Replace # computers with EnergyStar models	In progress	Non EnergyStar computers to be replaced with EnergyStar computers as part of Upgrade 2.0		Q2 2009- Q1 2010
Encourage staff to use stairs	In progress	Campaign to encourage staff to use stairs as part of quarterly green report card		Q2 2009
Turn off lights in unused rooms	In progress	Turn off lights implementation material for regions to be published on green team SharePoint		Q2 2009
Replace Refrigerators (EnergyStar rated appliance)	In progress	Non EnergyStar refrigerators to be replaced with EnergyStar refrigerators where appropriate		Ongoing
Replace other appliances (with EnergyStar rated appliance)	In progress	Other appliances replaced with EnergyStar appliances when appropriate		Ongoing
Install multi-function devices (and remove stand-alone printers/faxes)	In progress	Ministry will continue to install MFDs where practical		Ongoing
Install motion activated lights	In progress	Ministry will continue to install motion activated lights where practical		Ongoing
Undertake lighting retrofit	In progress	Ministry will continue to undertake lighting retrofits where feasible		Ongoing
Utilize desk-top power management settings on computer	In progress	Desktop power management settings centrally controlled		Ongoing
Initiate corporate computer shut-down/wake-up for maintenance	In progress	Shut down/wake up centrally controlled		Ongoing
Undertake building energy audit at LOCATION(s)	In progress	Ministry continues to undertake building energy audits		Ongoing
Initiate or complete a building energy retrofit	In progress	Ministry will continue to initiate building energy retrofits where feasible		Ongoing
2.3 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	In progress	Campaign planned to encourage staff to purchase 100% post consumer recycled paper where possible		Q2 2009
Change document template margins	In progress	Campaign planned to encourage staff to reduce document margins		Q2 2009
Use collaborative software to edit on-line	In progress	Staff to be encouraged to use the advanced communication and collaboration tools included in Upgrade 2.0		Q2 2009
Choose "Green" items from Distribution Centre	In progress	All staff to be encouraged to purchase 'green' items from distribution centre		Q2 2009

Government of British Columbia

2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Train staff to use Live Meeting (or other desktop collaborative software)	In progress	Staff to be trained to use the advanced communication and collaboration tools software included in Upgrade 2.0 via lunch and learns, webinars, etc.		Q3 2009
Initiate Travel Policy	In progress	Existing business travel restrictions and guidelines for all ministry staff will be reviewed regularly and updated if appropriate		Ongoing
Mandate car pooling to government meetings	In progress	Car pooling to meetings to continue to be published as a 'common sense tip' in ministry travel guidelines		Ongoing
Support alternative travel	In progress	Continue to support alternative travel for meetings as published as a 'common sense tip' in ministry travel guidelines		Ongoing
2.5 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In Progress	Continue to host lunch and learns, documentary viewings, educational material to support climate change events, etc.		Ongoing
Provide conservation education	In Progress	Continue to host conservation lunch and learns, distribute conservation material to green team members, etc.		Ongoing
Hold contests to change behaviour/make pledge	In Progress	Hosting event to support bike to work week and active living; continue to hold events to change behaviour (pledges, lunch and learns, etc.)		Q2 2009
Hold contests/support to generate ideas	In Progress	Continue to hold contests to generate ideas		Ongoing
Develop Green Teams	In Progress	Continue to develop green teams. Secure green team representation for each region. Facilitate green team communication by marketing Green Team SharePoint.		Ongoing
Support Green Teams (resources)	In Progress	Support regional green teams if feasible. Utilize SharePoint to disseminate resources		Ongoing
Provide green tips	In Progress	Continue to provide green tips in green report card, climate action intranet, green team SharePoint, and carbon neutral action plan		Ongoing
Support professional development	In Progress	Support professional development if feasible; Continue to represent ministry at cross government climate action events such as the green team summit		Ongoing
2.6 Sustainability Actions (others)				
Reduced/replaced bottled water with filtered or refrigerated water	In progress	Educate staff regarding the environmental impact of purchasing bottled water		Q2 2009
Improve recycling measures	In progress	Continue to support recycle measures where feasible		Ongoing
Support composting	In progress	Support composting where feasible		Ongoing
Use re-usable dishes	In Progress	Promote the use of re-usable dishes via green report card		Q3 2009