# Ministry of Aboriginal Relations and Reconciliation - 2011 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act.*

| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year |
|---|---|---|---|---|---|---|---|
| **Mobile Fuel Combustion (Fleet and other mobile equipment)** | | | | | | | |
| This section is either not applicable, not yet evaluated, or was completed before 2011 | | | | | | | |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| Perform energy retrofits on existing, owned buildings | Ongoing/In Progress | | | MARR owns one building in Hudta Lake. This buidling only receives upgrades when the need is to replace. In 2011 there was a toilet replaced with a low flow toilet, as well as a new energy efficient electric heater for the pump house. | No plans for upgrades in 2012. | 2011 | No End Date (Continuous) |
| **IT power management** | | | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | 0 | % reduction in printers, copiers, and/or fax machines since start year indicated | Currently MARR has 10 MFD within the ministry. As for reductions in other devices, we are no longer repairing old machines or replacing them. I am unaware of any older equipment that has been removed. | MARR has not plans on purchasing any new equipment over the next year. | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | 80 | % of devices have auto-sleep settings applied | Currently all of of MARR's equipment that has a sleepmode has been turned on, those that do not have this option do not and I expect that number to be approximately 20% of the machines do not have this option. | MARR has no plans to replace older equipment; therefore, as the older equipment without a sleepmode is retired it will not be replaced - soon all of our equipment will have this option. | 2001 | No End Date (Continuous) |
| **Appliances and electronic devices** | | | | | | | |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | 80 | % of fridges are ENERGY STAR rated | There were not changes to the MARR inventory in 2011. | There are only 2 mini fridges within MARR that are not ENERGY STAR rated and will not be replaced until they require manintenance or replacing. | 2009 | No End Date (Continuous) |
| Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | There were not changes to the MARR inventory in 2011. | No plans currently but as equipment is in need of replacing they will be replaced with Energy Star | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | 28 | % of current staff have completed a workstation tune-up | There were no steps taken in 2011 | Looking to increase staff awareness regarding the Workstation Tune-Ups. MARR has changed and increased in size quite a bit and it has been recognized that we need to increase awareness again. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | 32 | % of current staff participated in the Hibernation Challenge | The ministry participated in the Hibernation Challenge in 2011 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | 32 | % of current staff participated in the Hibernation Challenge | The ministry participated in the Hibernation Challenge in 2011 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2009 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | 32 | % of current staff participated in the Hibernation Challenge | The ministry participated in the Hibernation Challenge in 2011 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2009 | No End Date (Continuous) |

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| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year |
|---|---|---|---|---|---|---|---|
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 32 | % of current staff participated in the Hibernation Challenge | The ministry participated in the Hibernation Challenge in 2011 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | 32 | % of current staff participated in the Hibernation Challenge | The ministry participated in the Hibernation Challenge in 2011 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2009 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 20 | % of total paper purchased contains 30% recycled content | The paper ordered for 11x17 and coloured paper is still 30% recycled because that it what is available. | Once the paper is available the ministry will switch the ordering practices | 2007 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 80 | % of total paper purchased contains 100% recycled content | No steps were taken in 2010 | Once the paper is available the ministry will switch the ordering practices | 2007 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |
| Encourage staff to apply "locked printing" as a workstation default to reduce the number of unclaimed print jobs | Ongoing/In Progress | | | Signs & instructions have been posted at all of our multi-purpose machines. | Nothing planned at this time | 2010 | No End Date (Continuous) |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | In Development | | | Meetings took place in 2010 but not much action has happened since that point. | Nothing planned at this time but planning on looking at this in 2012. | 2010 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | TRIM has currently been implemented in the Intergovernmental & Community Relation Branch. | No current plans for any additional implementation | 2010 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | 30 | % of staff currently have received collaborative software training | Throughout 2010 and 2011 staff have been provided with support as required to use the collaborative software. I think that if staff have not been trained directly they have trained themselves. | Continue training staff as required to use the collaborative tools. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | In 2008/09 most meetings were paperless within the ministry, however many staff (or new staff to MARR) have been continueing to print materials for meetings. | Planning on participating in the Great Paper Chase this year (a cross-gov't initiative) where I will educate staff again on paperless meetings. | 2008 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | 30 | % of staff are trained web-conferencing | There were no new steps taken in 2011, we continue to encourage staff to have virtual meetings and there are many more staff doing this. | There is a cross-government initiative that will be happening this year and MARR plans on participating. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | 100 | % of staff are trained in video-conferencing or have access to technical support | There were no new steps taken in 2011, we continue to encourage staff to have virtual meetings and there are many more staff doing this. | There is a cross-government initiative that will be happening this year and MARR plans on participating. | 2010 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | There were no new steps taken in 2011, we continue to encourage staff to have virtual meetings and there are many more staff doing this. | There is a cross-government initiative that will be happening this year and MARR plans on participating. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Encourage carpooling to meetings | Ongoing/In Progress | | | There were no new steps taken in 2011, we continue to encourage staff to carpool and more often then not staff quite often do. | There are no new plans for 2012-2014 | 2007 | No End Date (Continuous) |

# Ministry of Aboriginal Relations and Reconciliation - 2011 Carbon Neutral Action Report

## Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act.* Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

| Action | Status (as of 12/31/11) | Performance to Date (as of 12/31/11) | Steps Taken in 2011 | Steps Planned for 2012 -2014 | Start Year | End Year |
|---|---|---|---|---|---|---|
| **Education, Awareness, and Engagement** | | | | | | |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | All staff have been advised that Climate Change 101 which is offered through PSA is available. | Plans to potentially offer more Lunch & Learn sessions on Green Opportunities. | 2009 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | There were not any lunch & learn sessions in 2011 | We are looking at bringing back the lunch & learn sessions on climate change and green bahaviours | 2009 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | There were not any lunch & learn sessions in 2011 | We are looking at bringing back the lunch & learn sessions on climate change and green bahaviours | 2009 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | During the transissions in 2011 the new staff orientations did not occur which was a session that the Green Team Rep was invited to and advise new staff members about the MARR Green Team, introduce them to the travel policy, advise them about the bus tickets, SmartTEC, etc. | Discussions with Human Resources about including a green component for new MARR employees | 2009 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | | There were not any lunch & learn sessions in 2011 | We are looking at bringing back the lunch & learn sessions on climate change and green bahaviours | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | |
| **Procurement (non-paper supplies)** | | | | | | |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Ongoing/In Progress | | This has been an ongoing project and as new office equipment and materials are required they are replaced with green stardard items. The most recent in 2011 being carpet and 2010 office furniture. | Nothing to date planned however as items are required they will be replaced with green standard items. | 2007 | No End Date (Continuous) |
| Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers | In Development | | There were no steps taken in 2011 | Plans to develop a catering policy. | 2012 | No End Date (Continuous) |