# Jobs, Tourism and Innovation - 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)** | | | | | | |
| **Vehicle fuel efficiency** | | | | | | |
| Replace vehicles with more fuel-efficient models | Completed in 2011 | | The Ministry sold its only vehicle in 2011 and there are no plans to replace it. | | 2011 | 2011 |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | |
| **Planning/management** | | | | | | |
| Reduce office space (square meters) per employee | In Development | | As part of the Transformation and Technology planning process for the Economy Sector, the Ministry has begun analysis on opportunities to implement the Leading Workplace Strategies (LWS) as a model to potentially reduce rented office space. No LWS pilots were begun in 2011. | Over the next three years, the Ministry will continue to investigate whether there are any opportunities to pilot Leading Workplace Strategies that will reduce the amount of office space required to accommodate the Ministry's expected growth in staff members. | 2011 | No End Date (Continuous) |
| **Leased buildings** | | | | | | |
| Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M) | Ongoing/In Progress | | The Ministry obtained LEED EB: O&M Gold Certification for the 800 Johnson Street location in 2011. | The Ministry will continue to maintain the LEED EB: O&M Gold Certification for the 800 Johnson Street location. | 2009 | No End Date (Continuous) |
| **IT power management** | | | | | | |
| Implement server virtualization | In Development | | | The server virtualization for the Ministry of Jobs, Tourism and Innovation is planned for 2012. Once the transformation has occurred, 75% of the Ministry's servers will be virtualized. | 2012 | 2012 |
| Apply auto-sleep settings on computer monitors and CPUs | Ongoing/In Progress | | All devices have been defaulted to the auto-sleep setting. | The Ministry will continue to have all devices defaulted to the auto-sleep setting. | 2009 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | In most locations multi-function devices have been installed. A few stand-alone printers are still in use in some areas. | The Ministry plans to continue to phasing out stand-alone printers (one planned for 2012) where operationally appropriate, and will replace them with multi-function devices. | 2009 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | | Auto-sleep settings have been applied to printers, copiers, fax machines and multi-function devices. | The Ministry will continue to have all devices defaulted to the auto-sleep setting. | 2009 | 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 | | The Ministry has some locations with ENERGY STAR models. | The Ministry intends to replace non ENERGY STAR models as older appliances require replacement. | 2011 | 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 | | The Ministry has some locations with ENERGY STAR appliances. | As additional appliances and electronic devices require replacement, ENERGY STAR models will be purchased. | 2009 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Completed in 2011 | | The Ministry has replaced existing desk lamp incandescent bulbs with compact fluorescent bulbs in some locations. | | 2010 | 2011 |
| **Behaviour change program** | | | | | | |

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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 |
|---|---|---|---|---|---|---|---|
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | The Ministry continues to promote the Workstation Tune-up Tool and held info sessions during Earth Week 2011 on reducing energy consumption at work. | Workstation Tune-ups will continue to be promoted through the Green pages on the Ministry Intranet. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | The Ministry continues to encourage unplugging electrical equipment or switching off power bars where possible. During 2011 this was promoted through the Hibernation Challenge. | The Ministry will continue to promote unplugging electrical equipment through the Ministry Intranet pages and future challenges. The energy monitoring system at our 800 Johnson Street will be used to quantify the impact of employees' energy reduction actions. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | The Ministry continues to promote closing the blind at the end of the day. This was highlighted during the Hibernation Challenge for 2011. | The Ministry will continue to promote closing the blinds at the end of the day through an online tip sheet. The energy monitoring system at our 800 Johnson Street will be used to quantify the impact of employees' energy reduction actions. | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | | | Energy saving tips were promoted during Earth Week 2011. | The Ministry will develop an energy saving tips sheet for posting on the Ministry Intranet. The energy monitoring system at our 800 Johnson Street will be used to quantify the impact of employees' energy reduction actions. | 2011 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | The Ministry promotes the use of the stairs in locations where this is possible. An annual Stairway to Health Challenge is held for Ministries in the Economy Sector, however in some Ministry locations there is no stair access except in the case of emergency. | The Ministry will continue to promote using the stairs where possible. The energy monitoring system at our 800 Johnson Street will be used to quantify the impact of employees' energy reduction actions. | 2006 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | In some Ministry locations there are auto-sensor lights in common areas and most locations post signage to remind employees to turn off the lights. Turning off the lights was also promoted through the Hibernation Challenge in 2011. | The Ministry will continue to promote turning off the lights and provide reminder stickers. The energy monitoring system at our 800 Johnson Street will be used to quantify the impact of employees' energy reduction actions. | 2008 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | | | In some Ministry locations the paper purchased is 30% post-consumer recycled. | The Ministry will encourage all locations to purchase 100% post-consumer recycled paper. | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | | In some Ministry locations the paper purchased is 100% post-consumer recycled. | The Ministry will continue encouraging all locations to buy 100% post-consumer recycled paper. | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | | | The Ministry had all network printers set to automatic double-sided printing in 2008 and continues to maintain this setting. | The Ministry will continue maintaining the setting of all network printers to automatic double-sided printing. | 2008 | No End Date (Continuous) |
| Encourage staff to apply "locked printing" as a workstation default to reduce the number of unclaimed print jobs | In Development | | | In a few Ministry locations, employees have applied "locked printing".<br><br>At the 605 Robson Office employees participated in an "uncollected print job" challenge to highlight the amount of wasted paper. | The Ministry will encourage a greater number of teams/locations to apply "locked printing". | 2011 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | The Ministry has an electronic forms library and, due to the geographic dispersal of teams across the Ministry, shared drives and SharePoint are used extensively for document sharing. | The Ministry will continue maintaining an online forms library and encouraging electronic document sharing. | 2006 | 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 |
|---|---|---|---|---|---|---|
| Post materials online that were previously printed | Ongoing/In Progress | | The Ministry posts documents online via the Intranet and project teams share documents via SharePoint sites. | The Ministry will continue posting documents online and encouraging the use of collaborative software. | 2008 | No End Date (Continuous) |
| Switch to an electronic payroll notification system in place of paper pay stubs | Ongoing/In Progress | | All employees receive their pay stub electronically. | All pay stubs will continue to be provided electronically. | 2008 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | Training is provided to staff as required on using collaborative software. A lunch and learn on SharePoint was offered during Earth Week 2011. | Training opportunities will continue to be offered and support provided to corporate challenges to promote the use of collaboration tools. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | SMART Boards are installed in a number of boardrooms in JTI locations. In addition, Live Meeting software is installed for all employees to share presentation materials.<br><br>Holding paperless meeting was promoted during a "paperless office" theme day during Earth Week 2011. | The Ministry will continue encouraging paperless meetings. | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | Using scrap paper was promoted through a "paperless office" theme day during Earth Week 2011. | The Ministry will continue encouraging the use of scrap paper for general use. | 2011 | No End Date (Continuous) |
| **Business Travel** | | | | | | |
| **Policy and budgeting** | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | | The Ministry encourages staff to only travel when absolutely necessary and has a list of "Green Travel Guidelines" posted on the Ministry Intranet site. | The Ministry will continue providing "Green Travel Guidelines" on the Ministry Intranet site. | 2012 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | |
| Make desktop web-cameras available to staff | Ongoing/In Progress | | Desktop web cameras are available to all employees through the applications help desk. In addition, a few Executive members have desktop web cameras installed. | In 2012, the Ministry plans to replace all employees' monitors with models that include a built-in desktop camera. | 2011 | 2013 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | Mobile video conferencing units are installed in a number of boardrooms and portable units are also available for use through the Ministry Applications Helpdesk. | The Ministry will continue providing access to video conferencing units. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | Web conferencing training is available to staff as required. | The Ministry will continue offering web conferencing training. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | Training is available to staff in video conferencing and technical support for video conferencing is available through the Applications Helpdesk. | Training and support through the Applications Helpdesk will continue to be offered by the Ministry. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | The Ministry offers most meetings and presentations through Live Meeting or teleconferencing/telepresence. | The Ministry will continue offering Live Meeting and teleconferencing/telepresence options to meeting participants. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | The Ministry held a lunch and learn session on the use of the Car Share Program in Victoria and Vancouver to encourage carpooling for travel to work events. | The Ministry will continue to encourage carpooling where possible. | 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 alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | The Ministry encourages staff to walk to meetings or use transit where possible and provides the use of two Ministry bicycles for employees travelling to meetings in Victoria. | The Ministry will continue encouraging staff to consider alternate travel options, including the use of Ministry bicycles. | 2008 | No End Date (Continuous) |

# Jobs, Tourism and Innovation - 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** | | | | | | |
| **Team-building** | | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | | The Ministry continues to maintain and refresh the Green Team for the Economy Sector in collaboration with the Ministry of Community, Sport and Cultural Development. In addition, there is a building specific Green Team at 605 Robson Street in Vancouver. | The Ministry will continue to support the Green Team for the Economy Sector. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | The Ministry Green Team is lead by a dedicated staff member with responsibility for managing the team and coordinating green actions from meetings. | The Ministry will continue to have a staff member who dedicates a portion of their time to leading the Green Team. | 2007 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | | The Ministry Green Team has provided several Lunch and Learn Sessions to employees and continues to use the Ministry Intranet to provide information. In addition, the team has promoted corporate challenges including Target: Green Streets and the Hibernation Challenge during 2011. | The Ministry will continue to provide educational resources to employees and promote the use of corporate tools and initiative to be green. | 2009 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | Employees were registered to attend the Green Teams Unite climate action forum in Victoria in 2011. | The Ministry will continue to support employees taking training in climate action workshops, seminars, etc. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Ongoing/In Progress | | Employees are encouraged to create a 'green' goal in their EPDP's. | The Ministry will continue to support and encourage employees in creating "green" goals in their EPDP's. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | The Ministry has promoted webinars that speak to the science of climate change. | The Ministry will continue to offer information sessions around the science of climate change. | 2008 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | The Ministry held a series of webinars that speak to the conservation of water, energy and raw materials. Webinars are held on a bi-monthly basis. Examples of topics include Virtual Collaboration, the Good Food Box Program, Growing Your Own Produce, Retrofitting Home Grants, Lifecycles Urban Sustainability. | The Ministry will continue to offer information sessions around the conservation of water, energy and raw materials. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | The Ministry has a list of Green Tips posted on the intranet. | The Ministry will refresh and update the Green Tips posted on the intranet in conjunction with the Ministry Green Team members. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | Staff orientation includes information regarding the Green Team and Ministry actions to promote sustainability. | Orientation materials will continue to reference sustainability. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | |
| **Waste reduction/diversion** | | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | | The Ministry continues to offer a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | The Ministry plans to continue offering a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | 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 |
|---|---|---|---|---|---|---|
| **Procurement (non-paper supplies)** | | | | | | |
| Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.) | In Development | | At the branch level, employees are making efforts to purchase consumable non paper supplies with recycled content but there is no policy in place at the current time. | The Ministry will identify opportunities to implement procurement guidelines for purchasing consumable non-paper supplies. | 2012 | No End Date (Continuous) |
| 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 | | The Ministry has established green standards for goods that are replaced infrequently. | The Ministry will continue to maintain its green standards for goods that are replaced infrequently. | 2009 | No End Date (Continuous) |
| **Indoor air quality** | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | | While the Ministry does not have an official scent-free policy, it does encourage employees to refrain from wearing perfume/cologne. | The Ministry will continue to reinforce a scent-free work environment through posters and internal communications. | 2009 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | |
| Introduce telework/work from home policy | In Development | | As part of the Transformation and Technology planning process for the Economy Sector, the Ministry has begun analysis on opportunities to implement the Leading Workplace Strategies (LWS) to identify opportunities to further support telework/working from home. | The Ministry will continue to offer telework options to employees while conducting further research into the possibility of incorporating LWS to identify opportunities to further support telework/working from home. | 2012 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | | All included employees have the option to work a compressed work week where operationally possible. | The Ministry will continue to offer the opportunity to work a compressed work week to all included employees where operationally possible. | Started before 1995 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | The Ministry promoted alternate travel to and from work through Bike to Work Week and Target: Green Streets. | The Ministry will continue to promote commuting via foot, bike, car pool and public transit. | 2007 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | Almost all Ministry locations have facilities for showering. Those locations that do not have showers are part of a shared office spaces where the Ministry is not able to initiate changes in building amenities. | The Ministry will continue to provide showers at as many locations as possible. | 2007 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | Secure storage for bicycles is available at all Ministry locations. | The Ministry will continue to offer secure bicycle storage at it's office locations. | Started before 1995 | No End Date (Continuous) |