# Ministry of Energy and Mines - 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** | | | | | | | |
| Perform regular fleet maintenance specifically to improve fuel-efficiency | Ongoing/In Progress | 100 | % of vehicles are subject to regular maintenance for fuel efficiency | Vehicle maintenance (e.g. tire pressure checks) and inspections are performed at the frequencies indicated to help ensure safe, dependable and fuel efficient operation of the vehicle. | Continued service schedule will be managed. | 2008 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | The BC Geological Survey Branch staggered field time to utilize the four trucks more efficiently. Communication re: the importance of carpooling was promoted during Target: Green Streets and Bike to Work Week. | The Geological Survey Branch will continue to incorporate staggered field time with truck usage to reduce their footprint. Continued promotion of carpooling in fleet vehicles will be promoted at appropriate pledge events. | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | Bus tickets and bicycles were provided for staff use for in town travel. These modes of transportation, as well as walking, were promoted. Staff influenced one another to take these actions. | Continued promotion of walking, busing and cycling to meetings instead of using fleet vehicles will be encouraged. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **IT power management** | | | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | 3 stand-alone printers and/or fax machines were replaced with multi-function devices. | Stand-alone printers, copiers and fax machines will be removed as opportunities arise, (i.e. office space consolidation). | 2008 | No End Date (Continuous) |
| **Appliances and electronic devices** | | | | | | | |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Ongoing/In Progress | | | This initiative was promoted by the Green Team. Bulb replacement is up to the individual, but the Green Team distributes CFLs as part of the Workstation Tune-up. | Energy efficient lamps continue to be promoted. | 2008 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | Components of the workstation tune-ups were promoted as part of the Power of Ten and the Hibernation Challenge. Staff received workstation tune-ups on request. | Workstation tune-ups continue to be offered to new staff as requested. The components of the Workstation Tune-up will be promoted as part of any energy conservation initiative. | 2008 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | This is a component of the Workstation Tune-up and the Power of Ten. | Plug load conservation continues to be promoted. | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | This is a component of the Workstation Tune-up. To help ward off the cold on Monday mornings, a Sweater Swap was held. Everyone could take or leave a sweater or both. Unclaimed clothing was donated to the Cool Aid Society. This is a great cause and lets us recycle too. | The closure of blinds continues to be promoted as part of the Workstation Tune-up. | 2008 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | | | This is a component of the Workstation Tune-up and the Power of Ten. As part of the Hibernation Challenge and to help keep others warm this winter, the Green Team held a blanket drive. Gently used blankets, sleeping bags, jackets, hats, mittens and socks were donated to the Cool Aid Society (Streetlink emergency shelter). | Energy conservation information continues to be shared as part of the Workstation Tune-up. | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | Staff were encouraged/pledged to use the stairs during green campaigns. | Taking the stairs continues to be promoted. Staff influence each other to take the stairs. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | Signage is displayed during any energy conservation initiative as reminders. Most boardrooms in the building have signs asking occupants to turn off the lights when leaving the room. | Turning off lights continues to be promoted. | 2008 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | | | 100% of 11 x 17 paper purchased contained 30% post-consumer recycled content. It was certified by the Sustainable Forestry Initiative. | 11 x 17 sized paper will be made of 100% post-consumer recycled content. | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | | 100% of 8 1/2 x 11 and 8 1/2 x 14 paper purchased is 100% post-consumer recycled, SFI certified paper. | All paper purchased in the ministry will contain post-consumer recycled fibre. | 2009 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | Ongoing/In Progress | | | Staff act on their own initiative to decrease margins in documents. | Staff will continue to be encouraged to reduce margin size in standard templates. | 2010 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Branches/Divisions were assigned their own drive for filiing electronic material, which reduced the need for multiple electronic and paper copies. There is a ministry shared drive for editing and filing documents available to all staff. | The use of electronic document libraries continues to be encouraged. | 2010 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | | To streamline communication, important announcements, reports, forms, templates, etc. are posted on the MEM intranet. | Major communication materials continues to be posted to the intranet and on shared drives. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | | Staff had access to training on collaborative software through Public Service Agency webinars. | Web based tutorials continues to be offered to staff. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | The Green Team encourages and demonstrates paperless meetings on an ongoing basis. Staff who have been granted iPads have cut down on paper use, preferring to take their iPads to meetings. | The MEM Green Meeting Guide, which will includes guidelines for a paperless meeting will be launched. | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | The Green Team encouraged paper re-use via the intranet. Encouraging paper re-use is included in staff orientation materials (i.e. Green Move Checklist). Re-use has been enabled by placing boxes for scrap paper alongside network printers. | Re-use of scrap paper will continue to be promoted to staff. | 2009 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Virtual meeting technology** | | | | | | | |

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|---|---|---|---|---|---|---|---|
| Make desktop web-cameras available to staff | Ongoing/In Progress | 100 | % of staff have access to a desktop web-camera | Staff borrowed desktop web-cameras to participate in meetings. | Usage of desktop web-cameras continues to be promoted in conjunction with Live Meeting and Communicator. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | | Staff had access to training through courses offered by the Learning Centre and online tutorials. A minimum of 10 staff in the ministry are comfortable with Live Meeting, and provide assistance to others who need it. | Staff who are familiar with Live Meeting and the Green Team continue to provide support for web conferencing. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | | Corporate Services for the Natural Resource Sector (CSNR) formed a support network for videoconferencing in the Natural Resource ministries. It was not widely available until 2012. | CSNR will continue to support staff in using video conferencing. | 2012 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | This step was promoted by the executive and Green Team. | Staff continue to be encouraged to attend meetings virtually. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | The importance of carpooling was communicated during Target: Green Streets and Bike to Work Week. | Carpooling continues to be promoted whenever the opportunity arises (e.g. Target: Green Streets, Bike to Work Week, pledge events). If there are any off-site meetings that branches or divisions attend, carpooling is always organized. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | Staff cycled, bussed and walked to meetings. Bus tickets are provided as are bicycles for work-use. | Alternative travel continues to be promoted instead of using fleet vehicles. | 2008 | No End Date (Continuous) |

# Ministry of Energy and Mines - 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 building-wide Green Team collaborated on the following initiatives in 2011: Earth Day; Bike to Work Week; and Hibernation Challenge. Green Team involvement has declined in this past year because we no longer have a dedicated person to lead the Green Team. That said, there is active support, primarily from the Electricity and Alternative Energy Division, whenever the opportunity for an event arises. | Green Team members will continue to be recruited on a per building basis. Endorsements from new executive members will be solicited. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | In Development | | A business case was created to hire an Energy Manager, who would replace the former Energy Manager and Green Team Lead who left in December 2010. The case was presented to executive and denied, due to other Ministry priorities. | We will continue to seek opportunities to fund dedicated staff to support Green Teams and lead the Carbon Neutral Action Plan. | 2011 | 2013 |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | In addition to the lunch and learns, professional development regarding energy efficiency, community based social marketing and other sustainability topics was strongly encouraged and supported, as all topics work their way into the projects that MEM is responsible for. | Continued support of green professional development for all staff will be promoted. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | Educated the staff on ways to save energy and reduce their impact on the environment through:<br><br>Earth Hour (distributed Tea-Light candles with a note reminding staff to turn out lights for Earth Hour),<br><br>Earth Day (held a trade-show style event show casing how to make your own house-hold cleaning items, energy snacks, beauty products, cheese, and yogurt. Also gave away seeds and plant starters.), and the<br><br>Hibernation Challenge (themed days included: warm sweater day, fuzzy slipper day, sweater swap, blanket drive. We also distributed notes praising people for green behaviour or reminding them to complete a green action if they had forgotten, i.e. turning off their monitors.) | Education concernng the conservation of energy and raw materials continues to be offered to staff. We will tie in the education of water conservation as well. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | The Green Team regularly posted green tips to the Green Team intranet site. The members included green tips in their email signature blocks. | Green tips continue to be posted to the intranet and in email signature blocks. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | | Through events and requested workstation tune ups (maybe 2 - 3) Green Team educated staff on the recycling program, web conferencing tools and office energy conservation, and encouraged people to take the stairs. Workstation Tune-ups were conducted with new staff on a "by request" basis. | Workstation Tune-ups continue to be offered to new staff. Sustainability education/orientation will be provided at as many staff events as possible given Green Team volunteer availability. | 2008 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | | |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Green Team Lead delivered a 2 hour workshop to Vancouver Community College on Greening Your Organization in October 2011. The LiveSmart BC Program provides information to the public on how to conserve energy in homes and in businesses. | Opportunities to educate clients/public on the conservation of water, energy, and raw materials will continue to be considered. The LiveSmart BC Program will continue to provide information to the public on how to conserve energy in homes and in businesses. | 2011 | No End Date (Continuous) |
| **Other Education, Awareness, and Engagement Actions** | | | | | | | |
| Provide a green presence at all staff events | Ongoing/In Progress | | | Vegetarian and healthy options were provided at all staff events. Staff were always encouraged to bring their own plate, cutlery and beverage container. The use of platters eliminated pre-packaged foods. Organic, multi and soft plastic recycling bins with appropriate signage were provided throughout the floor. Waste was disposed of appropriately. If events were off-site, carpooling, busing and cycling were coordinated. | A green presence continues to be provided when organizing staff events. The benefits of all green aspects continues to be communicated to attendees. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| **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 | | | Bulk shipments reduced the number of deliveries. | The Ministry of Environment's Procurement Policy will be distributed. | 2009 | 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.) | In Development | | | Facilities staff continued to recycle and reuse furniture and cubicle panels. | The green standards procurement policy for goods continues to be practised. | 2009 | No End Date (Continuous) |
| Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers | In Development | | | The Green Team encouraged this initiative, but a policy is not in place. | Consideration will be given to distributing the Green Meeting Guide and requesting an endorsement from the Deputy Minister. | 2009 | No End Date (Continuous) |
| **Indoor air quality** | | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | | | No policy is in place, but signs were put up in the bathrooms and elevators encouraging staff to respect a scent-free environment. | Staff will continue to be encouraged not to wear strong perfumes or deodorants. | 2011 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | | Telework was supported, however an official policy has not been introduced in the ministry. | The executive and management continue to support teleworking where it does not interfere with operational requirements. | 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 commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | The executive and staff suported/participated in Bike to Work Week. Bicycles were offered to staff to use for their commute. Information was provided on bussing, cycling and carpooling around Victoria on the MEM Green Team intranet and via presentations to employees.<br>Staff participated in the Target: Green Streets government-wide campaign, which promoted walking to/from work, cycling, capooling and bussing. | Annual participation, with executive support, continues in Bike to Work Week and Target: Green Streets. Bicycles will continue to be available for staff commutes. Information on public transit, cycling and carpooling continues to be provided. | 2009 | No End Date (Continuous) |