# Ministry of Agriculture - 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 | Ongoing/In Progress | 35 | % of vehicles are fuel- efficient models | No new vehicle purchases were made in 2011. | The Ministry is looking into options of purchasing hybrid vehicles (including pick up trucks) now that they are on the market for future vehicle purchases where it is feasible to do so and where it meets the business requirements. | 2009 | No End Date (Continuous) |
| Perform regular fleet maintenance specifically to improve fuel-efficiency | Ongoing/In Progress | 100 | % of vehicles are subject to regular maintenance for fuel efficiency | Regular fleet maintenance is standard government policy | Regular fleet maintenance is standard government policy and will continue. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Ongoing/In Progress | | | Anti-idling awareness for fleet drivers was conducted across government in 2010. | Green Team educational activities will remain a focus in the years ahead and will include raising anti-idling awareness for fleet drivers. | 2010 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | Carpooling in fleet vehicles, where appropriate, was encouraged in 2011. | Green Team educational activities will remain a focus in the years ahead and will continue promoting car-pooling in fleet vehicles. | 2010 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | 62 | Number of bus tickets used by AGRI staff in Victoria to travel to meetings in 2011. | Green Team instituted free bus tickets program in March 2011 for staff travelling to meetings in Victoria. Green Team produced "Low Carbon Transportation Options" posters in 2010 which remained posted in 2011 with information about eco-friendly means of travel between government buildings. | Green Team will continue to promote LCT options through information about options and free bus ticket program. | 2010 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **IT power management** | | | | | | | |
| Implement server virtualization | Ongoing/In Progress | 10 | % of servers have been virtualized since start year indicated | Virtualization of servers was performed in conjunction with STMS where possible. | Same ongoing process driven through STMS | 2010 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | In the past few years, at least 14 MFDs have replaced stand-alone printers, copiers and fax machines in AGRI offices around the province. | As budget allows, MFDs will continue to replace stand-alone equipment. | 2010 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | | | Most devices have auto-sleep settings applied. | AGRI Green Team is considering an educational campaign around applying auto-sleep setting. | 2010 | 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 | 5 | % of fridges are ENERGY STAR rated | Due to budget restraints, replacement of existing fridges is being done on an as needs basis | This will continue until such times as there is sufficient budget to allow for overall replacement of inefficient equipment. | 2007 | 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 | | | Due to budget restraints, replacement of existing fridges is being done on an as needs basis | This will continue until such times as there is sufficient budget to allow for overall replacement of inefficient equipment. | 2007 | 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 |
|---|---|---|---|---|---|---|---|
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Ongoing/In Progress | | | Where possible, CFL bulbs are used in desk lamps. | This policy will continue in the future. | 2011 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | 16 | % of current staff participated in the Hibernation Challenge | Part of Hibernation Challenge messaging | Green Team educational activities will remain a focus in years ahead. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | 16 | % of current staff participated in the Hibernation Challenge | Part of Hibernation Challenge messaging | Green Team educational activities will remain a focus in years ahead. | 2009 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | 16 | % of current staff participated in the Hibernation Challenge | Efficient use of appliances was part of Green Team messaging. | Green Team educational activities will remain a focus in years ahead. | 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 | 16 | % of current staff participated in the Hibernation Challenge | There have been a number of Green Team communications and information items regarding opportunities to change work behaviour. | Green Team educational activities will remain a focus in years ahead. | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 16 | % of current staff participated in the Hibernation Challenge | Part of Hibernation Challenge messaging | Green Team educational activities will remain a focus in years ahead. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | 16 | % of current staff participated in the Hibernation Challenge | "Please turn off lights" stickers are in a number of AGRI boardrooms and bathrooms. | Green Team educational activities will remain a focus in years ahead. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | | | There have been a number of Green Team communications and information items regarding opportunities to change work behaviour. | Green Team educational activities will remain a focus in years ahead. | 2008 | No End Date (Continuous) |
| **Other Stationary Fuel Combustion, Electricity, and Fugitive Emissions Actions** | | | | | | | |
| Abbotsford Agricultural Centre participated in Power of Ten pilot project | Completed in 2011 | | | An audit of energy use and conservation potential was undergone at the Abbotsford Agricultural Centre. | The behavioural changes associated with energy use will continue. | 2010 | 2011 |
| Appliance "right-sizing" undergone in 3rd floor lunch room at 808 Douglas | Completed in 2011 | | | Audit of appliance use in lunchroom resulted in elimination of one fridge. | "Right-sizing" appliance numbers will continue to be a Green Team focus. | 2011 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 45 | % of total paper purchased contains 30% recycled content | Budget restraints required the purchase of lower-cost paper. This caused an increase in 30% recycled paper bought and a decrease in 100% recycled paper. | Where possible, purchase of 100% recycled paper will be made. | 2010 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 41 | % of total paper purchased contains 100% recycled content | Budget restraints required the purchase of lower-cost paper. This caused an increase in 30% recycled paper bought and a decrease in 100% recycled paper. | Where possible, purchase of 100% recycled paper will be made. | 2010 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |

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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 |
|---|---|---|---|---|---|---|---|
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Implementation of TRIM is ongoing and not complete. Shared network drivers are commonly used by each branch. SharePoint and Groove are actively used for shared documents by some people and departments within the Ministry. | Use of sharepoint will continue but cost associated with its use makes full implementation prohibitive. | 1995 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | | The Ministry has undertaken extensive use of the SharePoint and Live Meeting approach to document management such as the process used by the Co-Divisional Board of Directors. The Green Team expanded uptake of Sharepoint by advocating for its use through posting newsletters and other documents of interest to the SharePoint site. | The Ministry will maintain the current use of SharePoint but the cost involved makes use restrictive. Green Teams will also conduct collaborative software training sessions when needed. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | The Ministry has undertaken extensive use of the SharePoint approach to document management such as the process used by the Co-Divisional Board of Directors | The Ministry will maintain the current use of SharePoint sites and expand the uptake through targeted outreach via Green Teams. | 2010 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | Scrap paper collection boxes are strategically placed close to photocopiers in some offices | Scrap paper collection boxes will be set up in regional offices. | 2010 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Policy and budgeting** | | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | | | Business travel was reduced in 2011. All AGRI employees completed SMARTEC reports with their i-expense reports for travel claims. Free bus tickets were provided for business travel in Victoria. Live Meeting was promoted as an alternative to business travel. | The ministry will continue to promote alternatives to business travel that still meet AGRI commitments. Live Meeting will continue to be promoted extensively by Executive and the AGRI Green Team. It is predicted that there will not be significant increases to the travel budget and that Live Meeting use will increase. | 2009 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Ongoing/In Progress | | | Green Team held training and provided tech support for virtual meetings. | Members of the Green Team will continue to host Live Meeting training sessions as needed and provide tech support. | 2009 | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Ongoing/In Progress | | | Ten desktop web-cams were purchased and distributed to AGRI staff in March 2011. | If budget allows and staff interest is sufficient, further web-cam purchases will be made. | 2009 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | | Round Table camera in executive boardroom used extensively. Other Round Table cameras within the Ministry used regularly for meetings. | Round Table cameras will continue to be used and training sessions provided when needed. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | 80 | % of staff are trained web-conferencing | Green Team held training in LM as needed. | Green Team will continue to provide LM training and support. | 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 | Green Team provided tech support for video-conferences | Green Team will continue to provide web conferencing training and support. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | Regular DM calls on Live Meeting model its usage as a standard business practise. Travel budget reductions reinforce the need to use remote meeting technology. | Members of the Green Team will continue to encourage staff to schedule virtual meetings as opposed to travelling, offering to tech during presentations and do the necessary behind-the-scene prep to facilitate smooth meetings. Encouraging LM use will remain a key priority within the Ministry. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | Carpooling to meetings was encouraged in 2011. | Carpooling will continue to be encouraged in the upcoming years. | 2009 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | 62 | Number of bus tickets used by AGRI Victoria staff to attend meetings. | Green Team provided free bus tickets for staff to attend meetings in Victoria. | Bus tickets will continue to be provided for staff travel to meetings in Victoria. | 2010 | No End Date (Continuous) |

# Ministry of Agriculture - 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 | | | New AGRI Green Team created in regional office (Kelowna). | Established Green Teams to continue to function and attract new members. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | | Green Team co-ordination is responsibility of co-op position. Green Team has access to sharepoint and climate wiki. | The Green Team co-ordinator co-op position will continue and resources will be maintained. | 2007 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | | | Green Team co-ordinator participated in annual Green Team forum. | Green Team members will continue to have access to training opportunities as they become available. | 2007 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | | AGRI Green Champions awards given out at AGRI Earth week celebrations in April 2011. | AGRI will continue to recognize staff members who make efforts towards sustainability. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | | Staff working in Climate Action, Innovation and Sustainable Agriculture Management attended events such as the 3rd Annual Algae Summit, Pacific West Biomass Conference and RCBC Zero Waste Conference. | Green professional development opportunities will continue to be encouraged as appropriate. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | In Development | | | Assessment of feasibility and options of incorporating active participation in Green Team activities into EPDP framework still to be completed. | Completion of feasibility and options and implementation decision of incorporating active Green Team participation into EPDP framework. | 2010 | 2013 |
| **Staff awareness/education** | | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | | Green Team published three newsletters and hosted numerous lunch and learns with climate change related content. | AGRI Green Team plans to hold group sessions of the publically available 'Climate Insights 101' course developed by the Pacific Institute for Climate Solutions as well as continuing with lunch and learns and Green Team newsletters. | 2008 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Green Team Newsletter and outreach content often includes material about conservation. | Green Team outreach material will continue to include conservation information. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | | Green team Newsletter and outreach content sometimes contains green tips. | Green tips will continue to be part of Green Team outreach material. AGRI Green Team website will be updated in 2012. | 2008 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | 311 | Environmental Farm Plans completed in fiscal year 2011-12 | The Environmental Farm Plan is an important part of AGRI programming and includes a chapter on climate change. | Environmental Farm Plans will continue to be an important part of future AGRI programming. | 2004 | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | 311 | Environmental Farm Plans completed in fiscal year 2011-12 | The Environmental Farm Plan is an important part of AGRI programming and includes extensive information on water, energy and raw materials. | Environmental Farm Plans will continue to be an important part of future AGRI programming. | 2004 | 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 |
|---|---|---|---|---|---|---|---|
| Provide green tips on client/public website or in newsletters | Ongoing/In Progress | | | AGRI Climate Action and Sustainable Agriculture Management Branch have green information their public websites. | The AGRI Climate Action wesbite will be updated in 2012. | 2008 | No End Date (Continuous) |
| **Other Education, Awareness, and Engagement Actions** | | | | | | | |
| Earth Week Eco Pledges | Completed in 2011 | | | As part of Earth Week programming, staff at 808 Douglas in Victoria committed to various environmentally friendly actions. | The AGRI Green Team may remind staff of their eco-pledges made in 2011. | 2011 | No End Date (Continuous) |
| Beyond the Blue Box challenge | Completed in 2011 | | | As part of Earth Week programming, staff at 808 Douglas were encouraged to recycle various items not recycled regular 'blue box' programs. | AGRI Green Team will continue to be a source of information for recycling information. | 2011 | No End Date (Continuous) |
| Call 2 Recycle (Battery recycling program) | Ongoing/In Progress | | | AGRI Kelowna offices joined Victoria and Abbotsford as having Call 2 Recycle program in their building. | Call 2 Recycle will continue to be promoted in 2012. | 2010 | No End Date (Continuous) |
| Green Team Lunch and Learns | Ongoing/In Progress | | | Eleven AGRI Green Team lunch and learns were held in 2011. | AGRI Green Team lunch and learns will continue to be an important part of Green Team programming. | 2008 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| **Commuting to and from home** | | | | | | | |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | The Ministry of Agriculture took part in Bike to Work Week and Target: Green Streets campaigns. | The Ministry of Agriculture will continue to participate in green commuting campaigns. "Profiles of a Green Commuter" will be done and published on the AGRI Intranet site to raise awareness about green commuting options. | 2010 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| Green Team Orientation for new staff | In Development | | | AGRI Green Team is developing a strategy for new staff orientation to include introduction to Green Team | AGRI Green Team will complete orientation strategy for new AGRI staff. | 2011 | No End Date (Continuous) |