# BC Public Service Agency - 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)** | | | | | | |
| **Behaviour change program** | | | | | | |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | Agency staff participated in corporate challenges such as Target Green Streets and Bike to Work Week. Agency staff also participated in Bike Tune-up clinics. | The Agency Executive and Green Team will continue to inform and encourage staff to use alternate modes of transportation to and from work and promote staff participation in the corporate Bike to Work Week challenge. | 2009 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | |
| **Planning/management** | | | | | | |
| Enrol in a building energy benchmarking program (e.g., GREEN UP) | Ongoing/In Progress | | 810 Blanshard is enrolled in the energy benchmarking program. Upgrades have been made to lighting, window and door treatments. | The Agency Executive will continue to action future energy retrofits as the opportunity arises. | 2009 | No End Date (Continuous) |
| Reduce office space (square meters) per employee | Ongoing/In Progress | | The Agency implemented a Leading Workplace Strategies pilot for three of our Victoria offices, which includes 300+ staff. In the first phase, our square footage for office space has decreased by approximately 12% in Victoria. | The Agency Executive will continue to develop the Leading Workplace Strategies pilot to include the other regional locations. | 2011 | No End Date (Continuous) |
| **IT power management** | | | | | | |
| Replace computers with ENERGY STAR models during regular computer upgrades | Ongoing/In Progress | | There is a higher % of Energy Star equipment at the Agency. | The Agency Executive will continue to replace equipment as the opportunity arises. | 2009 | No End Date (Continuous) |
| **Appliances and electronic devices** | | | | | | |
| Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | There are a higher % of Energy Star appliances at the Agency. | The Agency Executive and Green Team will continue to replace applicances as the opportunity arises. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | The Workstation Tune-up Tool was introduced to staff in 2009. | The Agency Executive and Green Team will continue to encourage and remind staff about the Workstation Tune-up information and tools. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | Agency staff were informed and encouraged to switch off power-bars and computer monitors when not in use. This information was available on the SharePoint site. | The Agency executive and Green Team will continue to encourage and remind staff about the benefits of each person's individual efforts. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | Agency staff were informed and encouraged to close blinds as part of their daily work routines. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of conserving energy. | 2008 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | | Agency staff were informed and encouraged to use this feature. | The Agency Executive and Green Team will continue to encourage and remind staff about this feature. | 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 | | Agency staff were informed and encouraged save energy in the office. Instructions to shut off the lights are displayed on the light switches. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 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 | | | Agency staff were informed and encouraged to use the stairs. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | Agency staff were informed and encouraged to turn off the lights. | The Agency Executive and Green Team will continue to encourage and remind staff how to save energy. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | | | Agency staff were informed and encouraged to promote hot water conservation by using the alternate settings on dishwashers. | The Agency Executive and Green Team will contrinue to encourage and remind staff how to save energy. | 2009 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | | | Agency staff were encouraged and reminded to purchase 30% post-consumer recycled paper. | The Agency Executive and Green Team will continue to encourage and remind staff to switch to 100% recycled content where feasible. | 2009 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | | Agency staff were encouraged and reminded to purchase 100% post-consumer recycled paper. | The Agency Executive and Green Team will continue to encourage and remind staff to switch to 100% recycled content where feasbile. | 2009 | 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 | | | Agency staff were encouraged and reminded of the benefits of locked printing. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of locked printing. | 2010 | No End Date (Continuous) |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | Ongoing/In Progress | | | All multi-function devices have this capability. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of reducing margins on templates where feasible. | 2010 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | Agency staff use shared drives and SharePoint sites to file common documents. The HR Service Centre adopted the TRIM electronic filing system in 2010. | The Agency Executive and Green Team will continue to seek opportunities to promote electronic filing. | 2010 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | | Agency staff were encouraged and reminded to post materials on shared drives and SharePoint sites to save printing where feasible. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of electronic posting. | 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 | | | Training options have been provided and Agency staff have been encouraged to take advantage of the training. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of the training. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | | Agency staff were encouraged and reminded to avoid handouts where feasible. In 2010, the Agency Executive started "paperless" meetings through the use of Groove. | The Agency Executive and Green Team will continue to encourage and remind staff to use less paper for meeting purposes, and direct them to the SharePoint for additional resources and tips. | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | Agency staff were encouraged and reminded to use scrap paper where feasbile. | The Agency Green Team will continue to encourage and remind staff to re-use scrap paper for notes etc. Emphasis will be placed on measuring, reporting and tracking of paper consumption with The Great Paper Roundup. | 2009 | No End Date (Continuous) |
| **Other Paper Supplies Actions** | | | | | | | |
| Suspend the delivery of Yellow Pages phone books to offices | Ongoing/In Progress | | | Agency staff were encouraged to use Internet searches to find phone numbers and to access business information. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of using electronic tools to find phone numbers and access business information. | 2011 | 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 |
|---|---|---|---|---|---|---|
| **Business Travel** | | | | | | |
| **Policy and budgeting** | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | | Agency staff were encouraged and reminded to choose low-carbon methods of travel. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of low-carbon travel. | 2009 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Completed in 2011 | | LiveMeeting has been installed on all Agency computers throughout the province to enable and encourage video-conferencing meetings, as an alternative to in-person ones. | | 2010 | 2011 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Completed in 2011 | | LiveMeeting has been installed on all Agency boardroom computers throughout the province to enable and encourage video-conferencing meetings, as an alternative to in-person ones. All computers are equipped with webcams and projectors. | | 2010 | 2011 |
| **Behaviour change program** | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | The collaboration tools give Agency staff the ability to host virtual meetings. | Continued use and training will increase the staff's knowledge and comfort using these tools. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | Agency staff were encouraged and reminded to consider alternatives to in-person meetings when booking. Online training is available to all staff through the Learning Centre. | Continued use and training will increase the staff's knowledge and comfort using these tools. | 2010 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | Agency staff participate in regular monthly LiveMeetings and LiveMeetings are also conducted in individual branches | The Agency Executive will continue to conduct regular monthly LiveMeetings and remind staff to consider virtual attendance. | 2010 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | Agency staff were encouraged and reminded to choose low-carbon methods of travel. | The Agency Executive and Green Team will continue to encourage and remind staff of the benefits of low-carbon travel. | 2009 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | Agency staff were informed and reminded of the alternative travel options. | The Agency Executive and Green Team will continue to inform and remind staff to use alternative travel where feasible. | 2009 | No End Date (Continuous) |

# BC Public Service Agency - 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 Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team and role model sustainable behaviour. | 2009 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | The Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team. | 2009 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | | The Agency Executive champions carbon neutral government and actively supports a strong Green Team. | The Agency Executive will continue to support an active Green Team. | 2009 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | An Agency Green Team recognition event took place in February 2011. | The Agency Executive will continue to support future Agency Green Team recognition programs | 2011 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | The Agency's Green Team SharePoint site has information and links to resources. In addition, the Learning Centre is currently offering a course to staff on "Clean Energy for your Home, Office and Community". | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | The Agency's Green Team SharePoint site has information and links to resources including the "Workstation Tune-up Tool". | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | The Executive Sponsor of the Agency's Green Team provides regular updates to all Agency staff and includes links to SharePoint site and links to resources. | The Agency's Green Team SharePoint site will continue to provide up to date information and links to resources. | 2009 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | The Agency Executive and the Green team invites new employees to join and contribute to the Green Team. | The Agency Executive and Green Team will continue to invite new employees to join and contribute to the Green Team. | 2009 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | | The Pacific Institute for Climate Studies and UVic developed a Climate Insights 101 course for use with BC Public Servants. | The Learning Centre offers e-learning opportunities for all BC Public Service Employees related to Climate Insights 101. | 2010 | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | | General articles and information was shared on the @Work website. | The Agency executive and Green Team will continue to share general articles and information on the @Work website. | 2010 | No End Date (Continuous) |
| Provide green tips on client/public website or in newsletters | Ongoing/In Progress | | General articles and information was shared on the @Work website. | The Agency executive and Green Team will continue to share general articles and information on the @Work website. | 2010 | No End Date (Continuous) |
| **Other Education, Awareness, and Engagement Actions** | | | | | | |
| Reduce "training footprint" for all BC Public Service employees | Ongoing/In Progress | | The Agency's HR Transformation includes strategies to transition its courses to elearning, LiveMeeting and other technology to reduce the costs related to developing and delivering training. | The Learning Centre's calendar offers many courses via eLearning reducing the carbon emmission related to travel, buildings and materials that would have traditionally been expended on face to face training. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Establish a balcony vegetable garden to encourage staff about adopting a green and healthy lifestyle | Ongoing/In Progress | | | The Agency Green Team received a donation from the landlord, Jawl Properties, to purchase recycled plastic planters for the development of a balcony vegetable garden at 810 Blanshard. The theme of the garden focused on salads. | The Agency Green Team will continue to engage staff in the development of the balcony vegetable garden. | 2011 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| **Indoor air quality** | | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | | | The Agency Executive and Green Team continues to raise awareness in support of a respectful workplace. | The Agency Executive and Green Team continue to inform and remind staff of respectful workplace and enhanced air quality. | 2009 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | | The Agency implemented a Leading Workplace Strategies pilot for three of our Victoria offices, which includes 300+ staff. | The Agency Executive will continue to develop and champion the Leading Workplace Strategies pilot. | 2011 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | The Agency Executive and Green Team encourage employees to use alternative transportation where feasible and to participate in corporate events including the annual Bike to Work Week challenge. | The Agency Executive and Green Team will continue to encourage employees to use alternative transportation where feasible and to participate in corporate events including the annual Bike to Work Week Challenge. | 2009 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | | 810 Blanshard has a secured, indoor, bike lock up and parking spaces for scooters for staff to use. Most other locations also have some amenities. | The Agency Executive and Green Team will continue to explore opportunities to provide bike storage and access to shower amenities for employees where feasible. | 2009 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | | 810 Blanshard has a secured, indoor, bike lock up and parking spaces for scooters for staff to use. Most other locations also have some amenities. | The Agency Executive and Green Team will continue to explore opportunities to provide secure bike storage to employees. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| Reduce waste produced by disposable dishes | Ongoing/In Progress | | | The Agency Green Team has provided staff with a kit of dishes and silverware that they can use during meetings. | The Agency Green Team will continue to encourge and remind staff to use reusable dishes during their meetings to reduce waste produced by disposable dishes. | 2009 | No End Date (Continuous) |