# Children and Family Development - 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 | 34 | % of vehicles are fuel- efficient models | MCFD continued to replace conventional gasoline vehicles with hybrid or more fuel efficient models where practical. | Continue to replace conventional gasoline vehicles with hybrid or more fuel efficient models where practical. | 2000 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | | | MCFD continued to review its vehicle fleet according to right-sizing principles. | Continue to replace larger vehicles with smaller models according to fleet "right-sizing" principles. | 2000 | 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 | MCFD continued to perform regular (the sooner of 5,000km or 6 months) fleet maintenance. | Continue to perform regular fleet maintenance. Ensure that offices receive reminders if their vehicles are near due for maintenance check ups. | 2000 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | 100 | % of current drivers are trained | MCFD provided all fleet operators in 2010 with information on green driving, including defensive driver training materials, green maintenance, and promotion of the Climate Action Secretariat's green 'DriveSmart' training program. | Provide updated fleet driver information and training resources to fleet operators. | 2008 | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Ongoing/In Progress | | | None. In 2010, MCFD introduced anti-idling awareness to its fleet operators through the distribution of anti-idling documentation to fleet operators, including anti-idling informational posters for regional offices and stickers for the vehicle fleet. | Continue to build upon successes in 2010. Identify new ways to reduce vehicle idling within our vehicle fleet. | 2008 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | None. In 2010, MCFD encouraged carpooling in fleet vehicles through the distribution of 'Easy Green Guides' to vehicle fleet operators. | Continue to build upon successes in 2010 and identify new ways to encourage carpooling in fleet vehicles. | 2009 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | None. In 2010, MCFD promoted alternatives to fleet vehicle travel through the distribution of 'Easy Green Guides' to vehicle fleet operators. | Continue to build upon successes in 2011 and identify new ways to promote alternatives to vehicle fleet travel. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **IT power management** | | | | | | | |
| Implement server virtualization | Ongoing/In Progress | | | MCFD procured 8 new virtual servers and 3 physical server and decommissioned 13 physical servers in fiscal year 2010/11 and has plans to replace 17 more physical servers with 11 virtual servers and 2 physical servers. | Continue to implement server virtualization where sensible. | 2008 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | MCFD continued to remove stand-alone printers, copiers, and fax machines and installed multi-function devices. | MCFD will continue to install multi-function devices where sensible. | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | In Development | | | | MCFD will begin a project to apply auto-sleep settings on printers, copiers, fax machines, and /or multi function devices. | 2012 | 2012 |
| **Appliances and electronic devices** | | | | | | | |

# Children and Family Development - 2011 Carbon Neutral Action Report

| 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 refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | MCFD continued to replace refrigerators with ENERGY STAR models. | Continue to replace refrigerators with ENERGY STAR models and source ENERGY STAR models for future purchases. | 2008 | 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 | | | MCFD continued to replace other appliances with ENERGY STAR models. | Continue to replace other appliances with ENERGY STAR models and source ENERGY STAR models for future purchases. | 2008 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Ongoing/In Progress | | | MCFD continued to replace desk lamp incandescent bulbs with CFL bulbs and sourced more efficient desk lamps for future purchases. | Continue to replace desk lamp incandescent bulbs with CFL bulbs and source more efficient desk lamps for future purchases. | 2008 | 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 | | | None. In 2010, MCFD encouraged staff to unplug electrical equipment or switch off power bars when not in use as well as other energy conservation initiatives through its carbon neutral action plan and other office initiatives. | Ask and encourage staff to unplug electrical equipment or switch off power bars when not in use through a variety of initiatives. | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | MCFD encouraged staff to close blinds at the end of each work day to reduce heating/cooling demands through promotion of government's Hibernation Challenge initiative. | Continue to encourage staff to close blinds at the end of each work day to reduce heating/cooling demands througha variety of initiatives. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | MCFD provided reminders to staff to turn off lights through a number of initiatives, including posting stickers next to light switches and distributing signage and stickers to offices. | Continue to provide reminders for turning off lights through a variety of initiatives. | 2007 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Printer/document settings** | | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | | | All MCFD Multi Function Devices (MFDs) automatically print double sided but some stand alone printers do not. | Continue to switch networked printers to print double sided where possible. | 2009 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | | MCFD continued to increase the use of electronic document libraries for filing common documents. | Continue to convert non-electronic processes to electronic processes where practical. | 2009 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | | MCFD continued to encourage staff to post ministry publications, brochures, reports, etc. online as much as possible and to minimize printed communication where possible. | Continue to encourage staff to post materials online and by making policy changes related to printing. | 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 | | | None. In 2010, all MCFD staff were encouraged to participate in collaboration software training offered through the Public Service Agency and The Ministry of Citizens' Services. | Train staff to use collaborative software for electronic editing through a variety of initiatives. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | In Development | | | | MCFD will encourage staff to hold paperless meetings through educational communications and promotion of electronic tools aimed at reducing paper consumption. | 2011 | 2012 |
| Encourage re-use of scrap paper | Ongoing/In Progress | | | None. In 2010, MCFD encouraged re-use of scrap paper as part of an online educational campaign to reduce paper consumption. | MCFD will encourage the re-use of scrap paper through the communication of a ministry wide STOB 65 cost containment directive. | 2009 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |

# Children and Family Development - 2011 Carbon Neutral Action Report

| 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 |
|---|---|---|---|---|---|---|
| **Policy and budgeting** | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | | A "Business Travel Restrictions" financial circular policy was in effect which instructed staff to minimize non-direct client related travel. | MCFD will reduce travel through the communication of a ministry wide travel cost containment directive. | 2009 | 2013 |
| **Virtual meeting technology** | | | | | | |
| Make desktop web-cameras available to staff | Ongoing/In Progress | | Desktop web-cameras were made available to purchase to all MCFD staff as funding permitted. | Continue to make desktop web-cameras available to purchase to all MCFD staff as funding permits. | 2010 | 2013 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | Due to funding restraints, limited mobile video conferencing units were made available to MCFD staff. However, MCFD currently has 33 dedicated videoconferencing sites operating across the province. | Continue to install videoconference units in meeting rooms or provide mobile video-conferencing units as funding permits and as necessary. Continue use of videoconferencing technology for family visits in youth custody centres. Expand to other programs where sensible. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | None. In 2010, all MCFD staff were encouraged to participate in collaboration software training (which included training in web-conferencing) offered through the Public Service Agency and The Ministry of Citizens' Services. | Train staff in web conferencing through a variety of initiatives. | 2009 | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | MCFD continued to train/provide technical support to staff at each video-conferencing site. | Continue to train/provide technical support to staff at each video-conferencing site. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | Carpooling to meetings was encouraged in MCFD's Financial Policy and Procedures Manual effective 2010. | MCFD will encourage carpooling to meetings through the communication of a ministry wide travel cost containment directive. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | None. In 2010, MCFD encouraged alternative travel to meetings through the promotion of the Climate Action Secretariat's 'Easy Green Guides'. | MCFD will encourage alternative travel to meetings through the communication of a ministry wide travel cost containment directive. | 2008 | No End Date (Continuous) |

# Children and Family Development - 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** | | | | | | |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | MCFD dedicated .1 FTE to support climate action initiatives, including the green team. Limited funding was also available for green initiatives. | Continue to provide resources and/or dedicated staff to support teams. | 2008 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | MCFD recognized and awarded staff for participation in green events such as Target: Green Streets and the Hibernation Challenge. | Continue to recognize and award green 'champions'. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | Limited funding was available to support green professional development in 2011. | Continue to support green professional development as funding permits. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | In Development | | MCFD did not specifically include green options in its employee performance measurement system. However, staff had the ability to include green options as additional performance measures. | MCFD will encourage and support staff to include green options as part of their performance measurement. | 2009 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | MCFD continued to post green related activities to the MCFD intranet. | Continue to provide green tips to staff through a variety of mediums. | 2008 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | |
| **Waste reduction/diversion** | | | | | | |
| Implement a hazardous waste reduction and disposal strategy | In Development | | | MCFD will educate staff regarding external locations for recycling hazardous waste near their place of work. | 2012 | No End Date (Continuous) |
| **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 | | MCFD staff were encouraged to purchase environmentally sustainable office products from the office products catalogue via government's '@Work' website. There is no MCFD procurement policy in place that requires staff to purchase such products. | Investigate opportunities to incorporate minimum recycling content standards into procurement policy for consumable, non paper supplies. | 2011 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | MCFD introduced telework / work from home policy in 2010. MCFD continued to expand teleworking arrangements with a focus on cost neutrality and candidate suitability. | Continue to expand teleworking arrangements and facilitate a more mobile workforce. | 2009 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | MCFD encouraged commuting by foot, bicycle, carpool, and public transit through the promotion of government's Target: Green Streets initiative and support for Bike to Work Week. | Continue to encourage commuting by foot, bicycle, carpool, or public transit through a variety of initiatives. | 2008 | No End Date (Continuous) |

## Children and Family Development - 2011 Carbon Neutral Action Report

| 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 shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | | MCFD remained committed to providing shower / locker facilities for staff. However, funding for such facility improvements was limited in 2011. | Continue to provide showers and lockers for staff who commute by foot or bicycle as funding permits. | 2008 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | | MCFD remained committed to providing secure bicycle storage for staff. However, funding for such projects was limited in 2011. | Continue to provide secure bicycle storage for staff as funding permits. | 2009 | No End Date (Continuous) |