# Finance - 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 | | | One fleet vehicle was replaced with a more fuel efficient model. | Anticipate movement to more efficient models as needed. | 2010 | 2014 |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | | | Three vehicles were downsized according right sizing principles. | Anticipate movement to all smaller models as needed. | 2010 | 2014 |
| Perform regular fleet maintenance specifically to improve fuel-efficiency | Ongoing/In Progress | | | Performed regular fleet maintenance to improve fuel-efficiency | Continue to perform regular fleet maintenance to improve fuel-efficiency | 2010 | 2014 |
| **Behaviour change program** | | | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | | | Trained drivers as necessary. Provided info on Drive Smart Training video. | Continue to train employees on "smart driving" as necessary. | 2010 | 2014 |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | Carpooling was encouraged at all times. | Continue promoting carpooling to meetings and training sessions. | 2010 | 2014 |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | CTAB provided Skytrain passes to staff for CTAB travel. CTAB encourages staff to ride share, cycle, use public transit and to walk. | Continue to promote alternative modes of transportation versus driving a fleet vehicle. | 2010 | 2014 |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | | |
| **Planning/management** | | | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | 14.5 | is the current average rentable square meters per employee | The majority of Finance's office space per employee has been consistently lower than the BC government average since 2009. | Finance will contine to seek office efficiencies where possible. | 2009 | 2014 |
| **IT power management** | | | | | | | |
| Implement server virtualization | Ongoing/In Progress | | | Ministry servers are owned and managed by Shared Services BC (SSBC). Finance has been working with SSBC to virtualize servers where possible. | Continue the virutalization of servers where feasible. Financial Institutions Commission will also be examining the feasibility of virtualizing its servers. | 2010 | 2014 |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices | Ongoing/In Progress | | | One MFD device replaced. The Financial Institutions Commission reduced the number of print stations and expanded the use of multi-function devices. | Replace separate devices with an all in one MFD device where feasible. | 2008 | 2014 |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | 100 | % of devices have auto-sleep settings applied | All devices have auto-sleep settings applied. | Ensure all devices have auto-sleep settings applied. | 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 | | | ENERGY STAR models were sourced when required. | ENERGY STAR models will be sourced when required. | 2009 | No End Date (Continuous) |

# Finance - 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 other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | ENERGY STAR models were sourced when required. | ENERGY STAR models will be sourced when required. | 2009 | 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 | 19 | % of current staff participated in the Hibernation Challenge | 202 ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | 19 | % of current staff participated in the Hibernation Challenge | 202ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | 19 | % of current staff participated in the Hibernation Challenge | 202 ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | 19 | % of current staff participated in the Hibernation Challenge | 202 ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 19 | % of current staff participated in the Hibernation Challenge | 202 ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | 19 | % of current staff participated in the Hibernation Challenge | 202 ministry employees participated in the Hibernation Challenge. An increase of 42% from the previous year. | Continue to support the Hibernation Challenge and see a measured increase in participation and adoption of energy saving habits. | 2010 | 2014 |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 35 | % of total paper purchased contains 30% recycled content | Continued to promote adoption of 100% recycled paper. | Encourage discontinuation of 30% recycled paper where feasible. | 2008 | 2014 |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 65 | % of total paper purchased contains 100% recycled content | Promoted 100% post-consumer recycled paper where feasible. | Increase usage of 100% post-consumer recycled paper. | 2008 | 2014 |
| **Printer/document settings** | | | | | | | |
| Encourage staff to apply "locked printing" as a workstation default to reduce the number of unclaimed print jobs | Ongoing/In Progress | | | Revenue Programs Division uses the Print/Hold function. | Continue to educate employees and business areas about the Print/Hold function that is available on multi-function printers. | 2010 | 2014 |
| **Electronic media in place of paper** | | | | | | | |
| Post materials online that were previously printed | Ongoing/In Progress | | | Continued progress has been made. All divsions within the ministry post documents online to reduce paper usage. | Continue to post documents online. | 2010 | 2014 |
| **Behaviour change program** | | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | | Employees provided training on SharePoint, Groove, etc. | Employees will continue to be provided with training on SharePoint, Groove, etc. | 2009 | No End Date (Continuous) |

# Finance - 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 |
|---|---|---|---|---|---|---|---|
| **Other Paper Supplies Actions** | | | | | | | |
| Implement fax to e-mail and e-mail to fax software. | Completed in 2011 | | | The Financial Institutions Commission implemented fax to e-mail and e-mail to fax software to reduce paper usage. | | 2011 | 2011 |
| | In Development | | | | | 2011 | 2011 |
| **Business Travel** | | | | | | | |
| **Behaviour change program** | | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | | Training slides developed and employees were trained as required. | Employees will be trained as needed. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | Encouraged carpooling to meetings. | Continue to encourage carpooling to meetings. | 2009 | 2014 |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | Encouraged alternate travel to meetings including walking, public transit and cycling. | Continue to encourage alternate travel to meetings e.g., walking, public transit and cycling. | 2009 | 2014 |
| **Other Business Travel Actions** | | | | | | | |
| Implement e-business initiatives | Completed in 2011 | | | Introduced e-filing to significantly reduce carbon emissions by decreasing the amount of mail and courier deliveries to, and from, the Financial Instituations Commission. The e-filing platforms also enhanced the efficiency of the Commission's business transactions. | | 2011 | 2011 |

# Finance - 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** | | | | | | |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | Select Green Team members attended the annual Green Team Summit | Select Green Team members will attend the annual Green Team Summit | 2010 | 2012 |
| Include green options in employee performance measurement system | Ongoing/In Progress | | Encouraged employee/supervisors to include green goals in employee performance and development plans. | Continue to encourage employees/supervisors to include green goals in employee performance plans. | 2009 | 2014 |
| **Staff awareness/education** | | | | | | |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | Provided green tips to employees during green initiatives. | Will provide green tips to employees on ministry website and newsletter. | 2009 | 2014 |