# Ministry of Attorney General - 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 | 12 | % of vehicles are fuel- efficient models | No increase in 2011, due to moratorium on vehicle replacements (budget constraints). | We will aim to increase % of hybrids. Note that some vehicles (eg. certain types of prisoner transport vehicles) are not available in hybrid version. | 2007 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | | | No replacements in 2011, due to moratorium on vehicle replacements (budget constraints). At present, all vehicles are purchased and replaced with "right sizing" principles. | We will continue to implement "right sizing" principles when we are purchasing new vehicles or when we are replacing old vehicles. | 2008 | 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 | Vehicles are subject to regular maintenance; frequency varies depending on location and vehicle type (eg. Regular car vs prisoner transport vehicle). | Current maintenance program will continue. | 2007 | No End Date (Continuous) |
| Replace small maintenance vehicles with more fuel-efficient models | Ongoing/In Progress | | | No increase in 2011, due to moratorium on vehicle replacements (budget constraints). | Once vehicle replacement moratorium is lifted, we will aim to increase % of fuel-efficient, alternative vehicles. | 2007 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | | | Green Team and Justice Institute of BC (JIBC) developed "Green Driver Training" to be incorporated into sheriff training by JIBC Pacific Traffic Education Centre (PTEC). | Green Driver training to be implemented at discretion of JIBC PTEC. | 2009 | 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 | | | Information on anti-idling as well as other driving techniques has been provided to Sheriffs and other employees. "Idle-Free BC" stickers were distributed to fleet coordinators and employees were encouraged to pledge to be idle-free. | Green Driver training to be redistributed to more sheriffs. We will aim to increase our "Idle-Free BC" pledges amongst our fleet. | 2009 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | Carpooling promoted through "Target Green Streets" commuter challenge, coordinated by Green Team and promoted by the Climate Action Secretariat. | "Target Green Streets" commuter challenge will be held annually. | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | 135 | Employees participated in this challenge | Travel alternatives promoted through "Target Green Streets" commuter challenge, coordinated by Green Team and promoted by the Climate Action Secretariat. | "Target Green Streets" commuter challenge will be held annually. | 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 | | | MAG and PSSG share offices and workplaces in some locations; the two ministries have a combined 483 MFDs. | The number of MFDs will be increased as funds become available and existing stand-alone devices reach the end of their lifespans. | 2007 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | In Development | | | Green Teams have investigated the settings for devises and have contacted SSBC to get started on changing the settings for all Ministries. | Contact SSBC and other Green Teams to ensure the progress of this energy saving initiative. | 2011 | No End Date (Continuous) |
| **Appliances and electronic devices** | | | | | | | |

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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 refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases | Ongoing/In Progress | | | Although there is no formal policy, most new appliances and electronic devices are ENERGY STAR rated. | Percentage of appliances that are ENERGY STAR models will be increased. | 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 | | | Although there is no formal policy, most new appliances and electronic devices are ENERGY STAR rated. | Percentage of appliances that are ENERGY STAR models will be increased. | 2007 | 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 | | | Although there is no formal policy, the replacement desk lamps will be as efficient as possible. | Percentage of desk lamps that have CFL bulbs will be increased . | 2007 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | 10 | % of current staff have completed a workstation tune-up | The MAG had 526 people participate in the Hibernation Challenge, which included a workstation tune-up component. "Green Tips" have also been distributed to staff explaining the best energy efficiency practices. | A repeat "Green Tip" will be sent out at a later date with a link to the "Workstation Tune-Up" site. The MAG will also take part in future annual campaigns that focus on this. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | 16.5 | % of current staff participated in the Hibernation Challenge | The MAG took part in the Hibernation Challenge in 2011, which focused on this for a week. The Green Team also distributed "Green Tip" email to staff on this topic. | A repeat "Green Tip" will be sent out at a later date. The MAG will also take part in future annual campaigns that focus on this. | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | 16.5 | % of current staff participated in the Hibernation Challenge | The MAG took part in the Hibernation Challenge in 2011, which focused on this for a week. | The MAG will also take part in future annual campaigns that focus on this. | 2008 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | In Development | 16.5 | % of current staff participated in the Hibernation Challenge | The opportunity for energy savings from using air dry settings on dishwashers was brought to the Green Teams attention and signage is in the process of being developed. | Signage will be distributed to offices that have dishwashers and will be accompanied by a "Green Tip". | 2010 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | 16.5 | % of current staff participated in the Hibernation Challenge | This issue was addressed during the week of the Hibernation Challenge along with "Green Tips" email to staff on this topic. | A repeat "Green Tip" will be sent out at a later date and participation in the annual Hibernation Challenge will continue. | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | 16.5 | % of current staff participated in the Hibernation Challenge | Staff are encouraged to take the stairs by signs located near the elevator and stairwells. The MAG was also one of the participants in the "Take The Stairs" campaign in 2011. | Staff will continue being encouraged to take the stairs. The MAG will also participate in the "Take The Stairs" campaign. | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | 16.5 | % of current staff participated in the Hibernation Challenge | There are signs located near most lightswitches reminding staff to turn off the light when not in use. | More signage and stickers will be displayed in high traffic areas as well as information sharing in the Hibernation Challenge. | 2007 | No End Date (Continuous) |
| Promote hot water conservation | In Development | | | Information signage and a "Green Tip" are being developed for future distribution to staff. | Signage will be posted near sources of hot water and a "Green Tip" will be distributed. | 2010 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 65 | % of total paper purchased contains 30% recycled content | Office managers and purchasing authorities have been instructed to buy paper with recycled content. | The percentage of paper purchased that has recycled content will be increased. | 2007 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 6 | % of total paper purchased contains 100% recycled content | Office managers and purchasing authorities have been instructed to buy paper with recycled content. | The percentage of paper purchased that has recycled content will be increased. | 2007 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |

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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 |
|---|---|---|---|---|---|---|
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | Ongoing/In Progress | | Green Team distributed "Green Tip" to staff on this topic. | A repeat "Green Tip" will be sent out at a later date. | 2009 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | Staff have access to Groove and Sharepoint for filing common documents. | Selfpaced online training is available at any time. | 2008 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | Staff are encouraged to reduce paper use by posting documents online. | Green Team will distribute "Green Tip" email encouraging this practice. | 2007 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | | Selfpaced online training is available at any time. | In-person training sessions will continue, and a 'Green Tip' email will be distributed to remind staff of the available online resources. | 2008 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | "Green Tip" email sent out to staff with link to "Easy Green Guide" which covers this topic. | "Green Tip" email will be sent out with 'Green Meetings' info that staff can attach to their meeting invites. | 2008 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | "Green Tip" email sent out highlighting staff's use of scrap paper and further encouraging this practice. | A repeat "Green Tip" will be sent out at a later date. | 2007 | No End Date (Continuous) |
| **Business Travel** | | | | | | |
| **Policy and budgeting** | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | | The Ministry took part in the "e-Travel Challenge" which was aimed at making reductions amongst high-frequency travellers. Employees are also encouraged to follow the "Green Key" guide when choosing accommodations and methods of travel. | Ministry will look to maintain travel reduction standards. Staff will encouraged to make use of Live Meeting when an appropriate substitute for travel. When travel is necessary, staff will be encouraged to make use of the "Green Key" guide. The MAG will also participate in future "e-Travel Challenges". | 2008 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | |
| Make desktop web-cameras available to staff | Ongoing/In Progress | | Current generation of laptops come equipped with web-cameras, and some workstations have webcams available at their desktops. | Web-cameras will be provided to staff as budget allows. | 2006 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | Self-paced online training courses have been created for Microsoft Live Meeting and Groove, as well as many others. | Training sessions will continue, and staff will be notified of available online training resources. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | Meeting invitations increasingly have an 'attend via Live Meeting' option, at the discretion of the meeting organizer. | Staff will be encouraged to increase their use of Live Meeting and other virtual conferencing technology as it becomes available. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | Staff encouraged to carpool in "Target Green Streets" commuter challenge campaign held annually by Green Team. | "Target Green Streets" commuter challenge will continue to be held annually. Repeat "Green Tips" will continue to be sent out in the future. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | Green Team's "Target Green Streets" commuter challenge encourages transit alternatives. A "Green Tip" was also sent out with information about sustainable commuting. | "Target Green Streets" commuter challenge will continue to be held annually and future "Green Tips" will be distributed. | 2008 | No End Date (Continuous) |
| **Other Business Travel Actions** | | | | | | |

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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 |
|---|---|---|---|---|---|---|---|
| Deputy Attorney General Town Hall Conference | Ongoing/In Progress | | | The Organization Development Team has created an efficient Town Hall Video Conference with the Deputy Attorney General and employees throughout the province. This has reduced buisness travel and given executive support for video-conferencing technology. | These Town Hall Conferences will continue throughout the year. | 2011 | No End Date (Continuous) |

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## 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 | 45 | is the number of staff that are currently a member of a ministry/agency Green Team | The MAG Green Team has been active since 2007 and consists of 45 people from 10 different locations. Executive provide a high level of advocacy and support for Green Team initiatives and campaigns. | Green Team will continue operations and will continue to recruit new members in an effort effectively represent the ministry throughout the province. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | | Co-op student and Aboriginal Youth Intern funded to coordinate Green Team for 2011. All ministry staff are allowed to volunteer two hours of their time per month to Green Team activities, dependent on prior conversation with their supervisor to ensure this is operationally feasible. | Future co-op students and interns will be funded as budget allows. All ministry staff will continue to be allocated two hours for volunteer activities, such as the Green Team. | 2008 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | | | Ministry Green Team have been working on this in an informal capacity. | Green Team will continue to work on behavioural change education/training amongst themselves and collaboratively with other ministry Green Teams. | 2008 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | | Awards and recognition have been given to those exhibiting outstanding sustainability/green efforts. | We will continue to award individuals or teams who are deserving of acknowledgement for their efforts. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | | Staff are encouraged to speak with their supervisor about taking the opportunity to gather sustainable professional development. | Staff will continue to be invited to Lunch and Learns, conferences and speaker sessions in order to promote sustainable professional development. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | | The Learning Center has provided a self-paced course for any Public Servants titled "Climate Change 101". Also, the Ministry Green Team have been working on this in an informal capacity. | Encourage employees to attend the "Climate Change 101" course provided. "Lunch & Learn" movie events will also be held for staff on climate change topics. | 2008 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | | Ministry Green Team have been working on this in an informal capacity. | "Lunch & Learn" movie events to be held for staff on climate change. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | | Monthly "Green Tip" broadcast email is distributed to ministry staff. | "Green Tip" emails will continue. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | In Development | | | | The MAG Green Team will be investigating the implementation of a Live Meeting training course for all new ministry staff. | 2010 | 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.) | Ongoing/In Progress | | | Although there is no formal policy, all procurement purchases are done as sustainably as budgetarily reasonable. | Purchases will continue to be made as sustainably as budgetary constraints allow. | 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 |
|---|---|---|---|---|---|---|---|
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Ongoing/In Progress | | | Although there is no formal policy, all procurement purchases are done as sustainably as budgetarily reasonable. | Purchases will continue to be made as sustainably as budgetary constraints allow. | 2007 | No End Date (Continuous) |
| Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers | Ongoing/In Progress | | | Although there is no formal policy, all staff are encouraged to procure the services of local, organic and sustainable food suppliers or caterers. | Staff will continue to be encouraged to procure the services of local, organic and sustainable food suppliers or caterers. | 2007 | No End Date (Continuous) |
| **Indoor air quality** | | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | | | Scent-free policies are currently in place in various locations throughout the province. These policies are specific to each location and staff are informed of this policy when implemented. | Staff will continue to be informed of a scent-free policy when there is one in place. | 2007 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | | As a part of the ministry's people plan; all employees are encouraged to speak with their supervisor about their flexible work options where operationally feasible. | Staff will continue to be informed of their flexible work options and encouraged to speak with their supervisor about the best opportunity for themselves. | 2007 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | | | As a part of the ministry's people plan; all employees are encouraged to speak with their supervisor about their flexible work options where operationally feasible. | Staff will continue to be informed of their flexible work options and encouraged to speak with their supervisor about the best opportunity for themselves. | 2007 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | "Target Green Streets" is a commuter challenge campaign encouraging transit alternatives; it is held annually and organized by the Green Team. | Green Team's "Target Green Streets" commuter challenge will continue annually. | 2008 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | | Shower and lockers are available to staff in some locations. Although not a requirement, the provision of showers and bike locking is a consideration of providing accommodations to ministry customers by Share Services BC. | Shower and locker facilities may be added to some buildings as facilities are upgraded. Adding shower and locker facilities are dependant on Shared Services BC and landlord approval. | 2007 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | | Secure bike storage facilities are available to staff in some locations. Although not a requirement, the provision of showers and bike locking is a consideration of providing accommodations to ministry customers by Share Services BC. | Secure bicycle storage facilities may be added to some buildings as facilities are upgraded. Adding secure bicycle storage is dependant on Shared Services BC and landlord approval. | 2007 | No End Date (Continuous) |