# Community, Sport and Cultural 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 | In Development | | | Note: The Ministry owns 17 vehicles and these vehicles account for less than 1% of our carbon emissions.<br><br>The University Endowment Lands (UEL) is considering options for replacing one or two vehicles in 2012/2013. Consideration is being given to the purchase of hybrid vehicles. | 2011 | 2013 |
| Perform regular fleet maintenance specifically to improve fuel-efficiency | Ongoing/In Progress | | The Ministry continues to perform regular maintenance on their vehicles. | The Ministry will continue to perform regular maintenance on our vehicles. | Started before 1995 | No End Date (Continuous) |
| Replace small maintenance vehicles with more fuel-efficient models | In Development | | | UEL will consider hybrid vehicles as replacements are needed in the future. | 2011 | 2013 |
| **Behaviour change program** | | | | | | |
| Provide fleet driver training to reduce fuel use | In Development | | | UEL will consider opportunities for training new staff on vehicle use in the future. | 2011 | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | In Development | | | UEL will consider opportunities for training staff in anti-idling for vehicles that can be switched off. | 2011 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | Travel in fleet vehicles is very limited. However, where it does occur, employees are encouraged to carpool. | The Ministry will continue encouraging staff to carpool when using fleet vehicles. | Started before 1995 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | The Ministry provides bike storage lockers and encourages employees to only use fleet vehicles when necessary. | The Ministry will continue encouraging staff to use fleet vehicles only when necessary. | Started before 1995 | No End Date (Continuous) |
| **Other Mobile Fuel Combustion Actions** | | | | | | |
| Replacing old gas pumps with new ones (which is expected to reduce emissions associated fuelling vehicles. | Ongoing/In Progress | | UEL replaced their gas pump in 2010. | UEL is planning to replace their diesel fuel pump in 2012. | 2010 | 2012 |
| **Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)** | | | | | | |
| **Leased buildings** | | | | | | |
| Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M) | Ongoing/In Progress | | The Ministry obtained LEED EB: O&M Gold Certification for the 800 Johnson Street location. | The Ministry will continue to maintain the LEED EB: O&M Gold Certification for the 800 Johnson Street location. | 2009 | No End Date (Continuous) |
| **IT power management** | | | | | | |
| Implement server virtualization | Completed in 2011 | | Server virtualization was completed in 2011 for the Ministry of Community, Sport and Cultural Development. | | 2011 | 2011 |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices | Ongoing/In Progress | | All devices have been defaulted to the auto-sleep setting. | The Ministry will continue to have all devices defaulted to the auto-sleep setting. | 2009 | 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 | | | All refrigerators are now ENERGY STAR models. | As refrigerators require replacement, ENERGY STAR models will be purchased. | 2010 | 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 | | | All toaster ovens and televisions are now ENERGY STAR models. | As additional appliances and electronic devices require replacement, ENERGY STAR models will be purchased. | 2010 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Completed in 2011 | | | The Ministry has replaced existing desk lamp incandescent bulbs with compact fluorescent bulbs and continues to discourage the use of desk lamps. | Use of desk lamps will continue to be discouraged in the Ministry. | 2010 | 2011 |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | The Ministry continues to promote the Workstation Tune-up Tool and held info sessions during Earth Week 2011 on reducing energy consumption at work. | Workstation Tune-ups will continue to be promoted through the Green pages on the Ministry Intranet. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | The Ministry continues to encourage unplugging electrical equipment or switching off power bars where possible. During 2011 this was promoted through the Hibernation Challenge. | The Ministry will continue to promote unplugging electrical equipment through the Ministry Intranet pages and future challenges. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | The Ministry continues to promote closing the blind at the end of the day. This was highlighted during the Hibernation challenge for 2011. | The Ministry will continue to promote closing the blinds at the end of the day through an online tip sheet. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2011 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | | | Where dishwashers are used, staff are encouraged to use the most energy efficient settings. | The Ministry will continue to encourage energy efficient dishwasher settings. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | In Development | | | | The Ministry will develop an energy saving tip sheet for posting on the Ministry Intranet. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2012 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | The Ministry has permanent signs promoting stair use in the 800 Johnson Street location and also holds an annual "Stairway to Health" challenge. | The Ministry intends to continue to promote the use of stairs instead of elevators. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2006 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | The Ministry installed auto light sensors in common areas of 800 Johnson Street prior to 2011 and has also placed posters and stickers around the building to promote turning off lights. | Stickers and posters reminding employees to turn off lights will continue to be posted/replaced/updated as needed. As part of the Hibernation Challenge in 2012, the Ministry plans to use the Pulse Energy Monitoring System at 800 Johnson Street to quantify the impact of employees' energy reduction actions. | 2008 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |

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|---|---|---|---|---|---|---|
| **Paper Type** | | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | All paper purchased by the Ministry is 100% post-consumer recycled. | The Ministry will continue to purchase only 100% post consumer recycled paper. | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | | The Ministry had all network printers set to automatic double-sided printing in 2008 and continues to maintain this setting. | The Ministry will continue to maintain the setting of all network printers to automatic double-sided printing. | 2008 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | | The Ministry has an electronic forms library for common documents. | The Ministry will continue to maintain the electronic forms library. | 2006 | No End Date (Continuous) |
| Post materials online that were previously printed | Ongoing/In Progress | | The Ministry Intranet and SharePoint sites are used to present many documents that were previously printed. | The Ministry will continue to post documents electronically via the Intranet, SharePoint and other electronic collaboration tools as appropriate. | 2008 | No End Date (Continuous) |
| Switch to an electronic payroll notification system in place of paper pay stubs | Ongoing/In Progress | | All employees receive their pay stub electronically. | All pay stubs will continue to be provided electronically. | 2008 | 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 is provided to staff as required on using collaborative software. A lunch and learn on SharePoint was offered during Earth Week 2011. | Training opportunities will continue to be offered and support provided to corporate challenges to promote the use of collaboration tools. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | | SMART Boards are installed in boardrooms on every floor of 800 Johnson Street and employees are encouraged to use Live Meeting to share presentation materials.<br><br>Holding paperless meeting was promoted during a "paperless office" theme day during Earth Week 2011. | The Ministry will continue to encourage paperless meetings. | 2009 | No End Date (Continuous) |
| Encourage re-use of scrap paper | Ongoing/In Progress | | Using scrap paper was promoted through a "paperless office" theme day during Earth Week 2011. | The Ministry will continue to encourage the use of scrap paper for general use. | 2011 | No End Date (Continuous) |
| **Business Travel** | | | | | | |
| **Policy and budgeting** | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | In Development | | The Ministry encourages staff to only travel when absolutely necessary and has a list of "Green Travel Guidelines" posted on the Ministry Intranet site. | The Ministry will continue to provide "Green Travel Guidelines" on the Ministry Intranet site. | 2012 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | |
| Make desktop web-cameras available to staff | In Development | | An inventory of desktop web cameras are available for all employees to borrow through the applications help desk. | In 2012, the Ministry plans to replace all employees' monitors with models that include a built-in desktop camera. | 2011 | 2012 |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | Mobile video conferencing units are available for use through the Ministry Applications Helpdesk. | The Ministry will continue to provide access to mobile video conferencing units. | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | | Training is available to staff in web conferencing as required. | The Ministry will continue to offer web conferencing training. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Train staff in video-conferencing or provide technical support for video-conferencing set-up | Ongoing/In Progress | | | Training is available to staff on video conferencing and technical support for video conferencing is available through the Applications Helpdesk. | The Ministry will continue to offer training and support for video conferencing through the Applications Helpdesk. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | | | The Ministry offers most meetings and presentations through Live Meeting or teleconferencing. | The Ministry will continue to offer Live Meeting and teleconferencing options to meeting participants. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | | | The Ministry held a lunch and learn session on the use of the Car Share Program in Victoria and Vancouver to encourage carpooling for travel to work events. The Ministry also provides reduced rate parking spots for carpooling employees. | The Ministry will continue to encourage carpooling where possible. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | | | The Ministry encourages staff to walk to meetings where possible and provides the use of two Ministry bicycles for travelling to meetings. | The Ministry will continue to encourage staff to consider alternate travel options, including the use of Ministry bicycles. | 2008 | No End Date (Continuous) |

# Community, Sport and Cultural 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** | | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | | The Ministry continues to maintain and refresh the Green Team for the Economy Sector in collaboration with the Ministry of Jobs, Tourism and Innovation. | The Ministry will continue to support the Green Team for the Economy Sector. | 2007 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | | The Ministry continues to have a staff member who dedicates a portion of their time to leading the Green Team. | The Ministry will continue to have a staff member who dedicates a portion of their time to leading the Green Team. | 2007 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | | The Ministry Green Team has provided several Lunch and Learn Sessions to employees and continues to use the Ministry Intranet to provide information. In addition, the team has promoted corporate challenges including Target: Green Streets and the Hibernation Challenge during 2011. | The Ministry will continue to provide educational resources to employees and promote the use of corporate tools and initiative to be green. | 2009 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | The Ministry APPLE Awards program provides for the opportunity to recognise employees for their Green Actions is the Community Spirit Award category. | The APPLE Awards will continue to provide a forum for green recognition. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | Employees were registered to attend the Green Teams Unite climate action forum in Victoria in 2011. | The Ministry will continue to support employees taking training in climate action workshops, seminars etc. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Ongoing/In Progress | | Employees are encourages to create a 'green' goal in their EPDP's. | The Ministry will continue to support and encourage employees in creating "green" goals in their EPDP's. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | | The Ministry has promoted a series of webinars that speak to the science of climate change. Webinars are held on a bi-monthly basis. | The Ministry will continue to offer information sessions around the science of climate change. | 2008 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | | The Ministry has promoted a series of webinars that speak to the conservation of water, energy and raw materials. Webinars are held on a bi-monthly basis. | The Ministry will continue to offer information sessions around the conservation of water, energy and raw materials. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | The Ministry has provided a Green Tips document via the Intranet. | The Ministry will refresh and update the Green Tips document online with advice from Green Team members. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | | Staff orientation includes information regarding the Green Team and Ministry actions to promote sustainability. | Orientation materials will continue to reference sustainability. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | |
| **Waste reduction/diversion** | | | | | | |

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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 |
|---|---|---|---|---|---|---|
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | | The Ministry continues to offer a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | The Ministry plans to continue offering a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | 2009 | 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 | | | The Ministry will identify opportunities to implement procurement guidelines for purchasing consumable non-paper supplies. | 2012 | No End Date (Continuous) |
| 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 | | The Ministry has established green standards for goods that are replaced infrequently. | The Ministry will continue to maintain its green standards for goods that are replaced infrequently. | 2009 | No End Date (Continuous) |
| **Indoor air quality** | | | | | | |
| Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.) | Ongoing/In Progress | | While the Ministry does not have an official scent-free policy, it does encourage employees to refrain from wearing perfume/cologne. | The Ministry will continue to reinforce a scent-free work environment through posters and internal communications. | 2009 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | |
| Introduce telework/work from home policy | In Development | | As part of the Transformation and Technology planning process for the Economy Sector, the Ministry has begun analysis on opportunities to implement the Leading Workplace Strategies (LWS) to identify opportunities to further support telework/working from home. | The Ministry will continue to offer telework options to employees while conducting further research into the possibility of incorporating LWS to identify opportunities to further support telework/working from home. | 2012 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | | All included employees have the option to work a compressed work week where operationally possible. | The Ministry will continue to offer the opportunity to work a compressed work week to all included employees where operationally possible. | 1995 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | The Ministry promoted alternate travel to and from work through Bike to Work Week, Target: Green Streets and a limited number of free parking spots for carpoolers. | The Ministry will continue to promote commuting via foot, bike, carpool and public transit. | 2007 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | The Ministry provides on site showers for employees at the 800 Johnson Street location. | The Ministry will continue to provide showers at 800 Johnson Street. | 2007 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | The Ministry provides bike storage lockers at all locations. | The Ministry will continue to provide bike storage lockers. | Started before 1995 | No End Date (Continuous) |
| Modify parking fees or parking availability for staff/students | Ongoing/In Progress | | The Ministry continued to offered reduced rate parking spots to Ministry employees that carpool. | The Ministry will continue to offer reduced rate parking spots to carpoolers. | 2007 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | |
| Collect and re-stock unused office supplies and/or send larger items to Asset Investment Recovery for storage and re-distribution. | Ongoing/In Progress | | During Earth Week 2011, the Ministry promoted "Spring Greening" where employees were encouraged to collect their unused supplies and return them to a central office supply cabinet. | The Ministry will continue to promote "Spring Greening" during its Earth Week 2012 activities. | 2011 | No End Date (Continuous) |