# Ministry of Environment - 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 | 7 | % of vehicles are fuel- efficient models | Vehicle replacements are hybrid unless not suitable | Vehicle replacements are hybrids unless not suitable | 2009 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | 0 | % of vehicles down-sized since start year indicated | aside from hybrids (above) no other alternative fuel replacements occured | If vehicle replacements occur they will be replaced with alternative fuel models where appropriate | 2007 | 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 | fleet vehicles are maintained according to a schedule | fleet vehicles will continue to be maintained according to a schedule | 2007 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | | | MOE staff were encouraged to partake in the online reduce your carbon footprint "DriveSmart Training" | Staff will continue to be encouraged to take the DriveSmart training | 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 | | | Regional offices have posted materials to enhance awareness of the Idle Free BC policy, including posters developed in office and Idle Free BC signs purchased from the Idle Free BC program | Staff will continue to be encouraged to promote the anit-idle policy and use the Idle Free Toolkit on the "Being Green website" | 2009 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | | | MOE staff are encouraged to carpool where apprpriate | Carpooling will continue to be encouraged | 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 | | | Multi-function devices replaced stand alone machines for offices where budgets were available | Replacement of stand-alone devices with multi function devices will be subject to budgetary considerations and the MOE Sustainable Procurement Policy | 2008 | 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 | | | The MOE Sustainable Procurement Policy directs staff to make sustainable purchasing decisions including refridgerators | Future refridgerator purchases will comply with the Sustainble Procurement Policy | 2009 | 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 | | | The MOE Sustainable Procurement Policy directs staff to make sustainable purchasing decisions for all appliances | Future appliance purchases will comply with the Sustainble Procurement Policy | 2009 | 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 | | | The MOE Sustainable Procurement Policy directs staff to make sustainable purchasing decisions for all appliances | Future appliance purchases will comply with the Sustainble Procurement Policy | 2009 | No End Date (Continuous) |
| **Behaviour change program** | | | | | | | |
| Help staff reduce personal energy use through "workstation tune-ups" | Ongoing/In Progress | | | Staff have been encouraged to complete "workstation tuneups" | Staff will continue to be encouraged to complete workstation tuneups. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | | | The Hibernation Challenge took place again in November and December 2011 | Staff will be encouraged to unplug electrical equipment or switch off power bars when not in use as part of the annual Hibernation Challenge | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | | | The Hibernation Challenge took place again in November and December 2011 | Staff will be encouraged to close blinds at the end of the work day to reduce heating/cooling demands as part of the annual Hibernation Challenge | 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 | | | Task lights have been provided for use after-hours and Easy Green guides were released on after-hours work | Continue to promote Easy Green guide | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | | | Signs have been posted to encourage to encourage staff to take stairs where possible | Continue to promote the stairs as part of the "Stairs Challenge" Green Team campaign | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | | | The Hibernation Challenge includes a challenge for staff to turn off thier lights. The Easy Green guide to After-Hours Work also includes instructions to turn off lights at the end of the work day | The Hibernation challenge will continue to encourtage staff to turn off their lights | 2009 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | | | |
| **Paper Type** | | | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | | | The Ministry Sustainable Procurement Policy directs staff to make sustainable purchasing decisions, including paper purchases | MOE Sustainable Procuremenr Policy encourages staff to increase purchasing of post-consumer recycled content products | 2007 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | | | In 2008 MOE Executive endorsed and directed staff to purchase 100% post-consumer recycled paper for all its printer and copier paper | MOE Sustainable Procuremenr Policy continues to support this shift and exapnd it to other procurement efforts and paper reduction initiatives | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | | | Victoria offices have implemented double-sided printing as standard practise | Will utilize regional Green Teams to enable all regional offices to implement double-sided printing as standard practise. | 2009 | No End Date (Continuous) |
| Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.) | Ongoing/In Progress | | | Regional staff now have the ability to reduce margins on internal documents | MOE Green Team is requesting executive to look into the possibility of reducing margins on external, public documents. | 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 | | | MOE Victoria offices use sharepoint for electronic editing. | Evaluate regional offices to see extent of electronic file editing. | 2010 | No End Date (Continuous) |
| **Business Travel** | | | | | | | |
| **Policy and budgeting** | | | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | | | The MOE Sustainable Procurement policy directs staff to achieve the lowest carbon emsisions possible while travelling by assessing method of travel and accommodation | Regional office policy training sessions will be held to increase staff awareness of and compliance with the Sustainable Procurement policy | 2009 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Ongoing/In Progress | | | Victoria staff all have access to Live Meeting | Need to assess regional offices to see how many staff currently have access to Live Meeting. | 2009 | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Ongoing/In Progress | | | There are three Round Table web cameras for MOE use in victoria which can be booked by staff through Outlook. There is also a Live Meeting room at 2975 Jutland Rd. | Need to assess regional offices to see where video-conferencing is needed. Purchases will be dependent on budget. | 2008 | No End Date (Continuous) |

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| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | | | There are three Round Table web cameras for MOE use in victoria which can be booked by staff through Outlook. There is also a Live Meeting room at 2975 Jutland Rd. | Need to assess regional offices to see where video-conferencing is needed. Purchases will be dependent on budget. | 2009 | No End Date (Continuous) |
| **Other Business Travel Actions** | | | | | | | |
| Encourage staff to consider sustainable accommodations | Ongoing/In Progress | | | The MOE Sustainable Procurement policy directs staff to stay in Green-Key certified hotels where available and appropriate. | Regional office policy sessions will continue to be held to increase staff awareness and compliance with the Sustainable Procurement policy | 2009 | No End Date (Continuous) |

# Ministry of Environment - 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 | | MOE now has a dedicated Green Team lead as well as regional Green Team members in all regional offices | Continue to ensure a strong presense within the minstry by having firmly established green teams in Victoria as well as regional offices | 2009 | No End Date (Continuous) |
| **Awards/Recognition** | | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | | The annual Green Team Summitt has a recognition component however, it recognizes participation across government and is not focussed solely on MOE | Consider eastablishing a Green recognition program for MOE. | 2007 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | | Green Team training session held in Kelowna | Intention to hold additional Green Team training sessions in other regions. | 2010 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | | |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | | Green tips information is now available in a number of locations including: MOE LiveSmartBC.ca, the "Climate Action Leaders Community" @ livesmartbccommunity.ca and the BC Government @work site (Wikilumbia, Green Initiatives) @ gww.gov.bc.ca/wiki/topic/99. | Continue to increase the amount of information online, especially on the Climate Action Leaders Community website. | 2011 | No End Date (Continuous) |
| **Client/public awareness/education** | | | | | | |
| Provide education to clients/public about the science of climate change | Ongoing/In Progress | | This is the primary role of the Climate Action Secretariat's "LiveSmart" outreach program. | Continue the LiveSmart program | 2007 | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials | Ongoing/In Progress | | This is the primary role of the Climate Action Secretariat's "LiveSmart" outreach program and the Water Stewardship Division's "Living Water Smart" outreach program. | Continue the LiveSmart and Living Water Smart outreach programs. | 2007 | No End Date (Continuous) |
| **Other Education, Awareness, and Engagement Actions** | | | | | | |
| Activities undertaken by Regional offices: Okanagan/Penticton | Ongoing/In Progress | | Okanagan Office takes part in several events around Earth Week: Annual clean-up of Ellis Creek, sowing seeds in outside planters and taking part in the annual Spring Greening to return and reuse unused office supplies. | These same initialtives will continue with efforts to engage more staff. | 2009 | No End Date (Continuous) |

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|---|---|---|---|---|---|---|---|
| Activities undertaken by regional offices: Thompson/Kamloops | Ongoing/In Progress | | | Thompson/Kamloops offcie has a very active Green Team in cooperation with FLNRO staff from the same building. Annual activities include: Adopt-a-street program where staff clean-up a street near their building, take part in a weed-pull at a local provincial park, installation of several new low-flush toilets and volunteer recycling for those items not included in the building recycling program (it only takes office paper and basic recycling). This volunterr program takes plastic, mixed paper, refundable beverage containers, wood and metal and takes them to local depots as they are not picked up in the building. | These initiatives will continue along with plans to involve more staff. | 2009 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| **Procurement (non-paper supplies)** | | | | | | | |
| 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 | | | MOE Sustainable Procurement policy has been followed for purchases of new equipment in 2011 | Sustainable Procurement policy will continue to be followed for purchasing. | 2010 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | | | Employees have the option to arrange a telework/work from home agreement with the support of their supervisor. A Telework Toolkit is available to all BC Public Service employees. | Continue to provice the Telework Toolkit to all BC Public Service Employees. | 2007 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | | | Union employees have the opportunity to establish a "flex" schedule with the support of their supervisor. | Continue to offer the "flex" schedule option with the supports of supervisors. | 2007 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | | | Target Green Streets is an annual campaign designed to get staff thinking about how they travel to/from work and how to have a more sustainable commute. | Staff will continue to be encouragwed to commute by foot, bicycle or public transit through the Target Green Streets campaign. | 2009 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | | | Some offices have shower factilities for staff, but not all. | Identify locations which do not have shower facilties and evaluate the need for such facilities | 2009 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | | | Victoria buildings have secure storage - not all regional offices do | Identify which offices do not have secure storage and evaluate the need for such facilties | 2009 | No End Date (Continuous) |
| Modify parking fees or parking availability for staff/students | Ongoing/In Progress | | | MOE continues to evaluate its number of parking spaces with the intent to slowly reduce the number of monthly parking stalls. | Ensure a cocsistent parking policy across the ministry with the intent to reduce the number of ministry subsidized parking stalls. | 2007 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | | | |
| Bike To Work Week | Ongoing/In Progress | | | MOE has held Bike to Work Week in certain offices since 2009. For example, In 2011 46% of Climate Action Secretariat employees bicycled to work during bike to work week. | Make Bike to Work week a Ministry-wide initiate where applicable | 2009 | No End Date (Continuous) |