

**Carbon Neutral Action Report  
Ministry of Attorney General**

**Executive Summary**

Climate change is expected to negatively impact our society in the coming years. Predictions regarding the effects on the physical and biological systems of the planet signal the need for substantial efforts to curb and reduce the greenhouse gas (GHG) emissions. Potential changes to our environment will alter the way we live and how we do business.

Through legislation passed in 2007, the Provincial Government has made the commitment to be carbon neutral in its operations beginning in 2010. The Ministry of the Attorney General (MAG) recognizes that now is the time to take action and have made this commitment through the Ministry of Attorney General Carbon Neutral Action Plan.

Our Plan takes into consideration the unique challenges we face including the current global, national and provincial financial pressures and the operational requirements of running the justice system. Our buildings, offices and courthouses are responsible for approximately 50% of all our emissions. We are committed to seeking funding to reduce our emissions through energy audits of our facilities, having completed five audits in fiscal 2007/08, and the Prince George Law Courts received approval for \$175K for energy retrofits through the Public Sector Energy Conservation Agreement (PSECA). MAG completed seven more energy audits in fiscal 2008/09 and five are scheduled for 2009/10, pending availability of operational funding to perform these audits. If the energy audits are completed, the results of these audits will be forwarded to PSECA for further funding opportunities.

Beyond identifying opportunities where facility efficiencies may be gained, we are committed to reducing emissions from our fleet vehicles. Our sheriffs use specialized incarceration vehicles to escort prisoners to and from court and transport court staff to remote circuit court locations. Initiatives, such as the bail reform project, will use videoconferencing technology to permit bail hearings to proceed without requiring sheriffs to transport the accused to the courthouses.

Our business travel represents one third of our emissions due to the amount of travel necessary for our staff to provide justice services to the citizens of British Columbia. With reforms such as the bail reform project, and the implementation of the U2 Refresh, collaborative software tools will be utilized and videoconferencing will be expanded to provide us with training opportunities and options to reduce our business travel.

In order to use these tools effectively, the necessary change will rely on the contribution of the members of our ministry and of our Green Team. We will continue to support our Green Team and cross ministry initiatives as they are rolled out. Initiatives such as the lunch and learn event, "An Inconvenient Truth for British Columbia," where over 200 guests were in attendance. Educating all of us on the topic of climate change provides us with another opportunity by which to engage our staff and build a bright future for our province. To achieve this, the Green Team will be encouraged to continue to make linkages with the Climate Action Secretariat, ActNow, and the Green Team Forums to pass along new information.

Our goal is to be carbon neutral in our business travel beginning in 2008 and in our facilities, fleet, travel, and supplies procurement by 2010.

**Objectives**

MAG has committed to the reduction of greenhouse gas emissions and to carbon neutrality in its Ministry Service Plan.

The Climate Action Legal Team (CALT).

Reporting to the Assistant Deputy Attorney General, CALT is a group of highly experienced lawyers with diverse areas of expertise, was created to:

- a) ensure best practices in the provision of legal advice related to climate action; and
- b) serve as a law reform, problem solving and advisory resource group for government including the Climate Action Secretariat (CAS), the Deputy Minister's Council (DMC), and the Deputy Ministry's Committee on Resource and Environment (DMCER), with respect to climate action related issues, objectives and initiatives.

**Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008**

**Overview**

In addition to the actions completed in 2008 listed in this section, here are some highlighted actions we have completed, as we move towards reducing our carbon footprint and GHGs: In conjunction with the Ministry of Public Safety and Solicitor General, we are the first Ministry in government to initiate an anti-idling program for our fleet vehicles and participated with the Open Learning Agency in creating DriveSmart, an online Green Driver Training Program; We completed five energy audits of ministry buildings - Port Coquitlam, Prince George, Robson Square, Vancouver Law Courts and the courthouse in Victoria. As a result, the Prince George Courthouse was successful in receiving \$175K in retrofit funding; A Contract Management System (CMS) was created. CMS is a central repository for all contract templates for the ministry, eliminating central collection of paper copies of signed contract; Bail reform was initiated which uses video and other technologies reducing Sheriff transport of the accused to courthouses; and, the Green Team hosted a second anniversary event featuring a speaker from our ministry who had attended the Inconvenient Truth training from Al Gore. Over 200 people were in attendance, including almost all members of our executive team.

**1.1 Mobile Fuel Combustion**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Complete	Reduced GHG Emissions.	Replaced 16 gasoline vehicles with Hybrid Vehicles also added 1 diesel and 1 Dual Fuel Propane Vehicle.
Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	Reduced GHG Emissions.	Messages on improving fuel economy sent to all operators in fleet.
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	Reduced GHG Emissions.	1st ministry in BC government to initiate an Anti Idling program, stickers issued with each new vehicle. Awaiting Green Driver training program that we have participated in creating with Open Learning BC.
Encouraged car pooling in fleet vehicles	In Progress	Reduced GHG Emissions.	Messages on improving vehicle use sent to all operators in fleet.
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	In Progress	Reduced GHG Emissions.	Ministry bicycle acquired for pool use at 1001 Douglas St HQ in Victoria, and safe biking workshops were sponsored by the ministry Green Team.

**1.2 Stationary fuel combustion and electricity**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken building energy audit at LOCATION(s)	Complete	Long term cost savings and GHG reductions.	Accommodation and Real Estate Services (ARES) funded five complete energy audits of ministry buildings in 07/08 - Port Coquitlam Courthouse, Prince George Courthouse, Robson Square and Old Courthouse in Vancouver, the Vancouver Law Courts and the Courthouse and Land Registry in Victoria. As a result of these audits, the Prince George Courthouse was successful in receiving \$175K for energy retrofits from the Public Sector Energy Conservation Agreement (PSECA). ARES has completed seven more ministry market property audits in fiscal 08/09 in the following locations: Port Alberni, Williams Lake, Terrace, Duncan, North Vancouver, Powell River and Campbell River. The results of these audits will be used for submissions in the next intake of PSECA funding opportunities.

<b>1.3 Supplies</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
Committed to use 100% recycled paper	Complete	Commitment to purchase/use 100% recycled paper as a standard business practice.	Memo sent by Deputy instructing that all paper purchased will be 100% recycled unless operationally not feasible.
Initiated automatic double sided printing	In Progress	Increase % of all printers to automatically print double-sided.	Have started working with ITSD to default our workstations to print double-sided where feasible.
Developed document library (online and one printed copy) for large documents	Complete	Reduced paper usage, decreased storage space, an increase in consistently applied contractual language and elimination of duplication.	Contract Management System (CMS) contains a central repository for all contract templates for the ministry; accessible to all ministry staff with procurement duties. Eliminated central collection of paper copies of signed contracts; all now created or scanned/attached electronically in CMS.
<b>Actions on non-paper related supplies:</b>			
Chose "Green" items from Distribution Centre	In progress	Increased percentage of green content purchases.	Through the ministry Contract Management Committee, members are advised to choose recycled products wherever possible.
Encouraged re-use of furniture and equipment	In progress	Reduction in new products resulting in decreased consumption of carbon producing content.	Through the ministry Contract Management Committee, members are advised to choose recycled/re-used products wherever possible.
<b>1.4 Travel</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
	In Progress	Reduction in travel.	Initiatives such as bail reform, which uses video and other technologies for bail hearings, will ultimately reduce Sheriff transport of the accused to courthouses. Pilot projects have been set up in north-eastern British Columbia, in the communities of Dawson Creek, Fort St. John and Fort Nelson. Pilot projects have also been set up in the lower mainland, in Surrey and in Delta.
<b>1.5 Employee Engagement</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
Provided climate change education	Complete	Are considering Green Challenges or activities that encourage greater use/access of site. No current performance measure.  Employee Engagement, positive feedback and testimonials received.	Green Team (GT) Intranet site has been operational since September 2007. The site is regularly updated.  Held a 2nd anniversary event and highlighted a speaker who had taken the Inconvenient Truth training from Al Gore. The event was 'sold out', over 200 people attended with standing room only. Feedback received following was that it was inspiration for the attendees.  Presented information on the Green Team and Climate Change to 5 employee groups with the Ministry.

Government of British Columbia

Held contests to change behaviour/make pledges	Complete	Contest was deemed a success. Over 15 offices from across the province participated in the challenge.	Earth Day challenge 2008. Challenged offices to reduce their carbon footprint.
Developed Green Teams	In Progress	The GT is currently solely based in Victoria, in order to expand the work of the GT across the province we want to expand the representation to all regions. The desired outcome is to have representation from across the province.	Regionalization plan has been developed it will be implemented in the next few months.
Supported Green Teams (resources)	Complete	Ongoing funding.	GT has received funding for a co-op student, as well as monies for employee engagement.
Provided green tips	In Progress	Employee education.	Have developed 52 'Green Tips' these will be placed on the intranet as well as one tip will be emailed out each week.
Supported professional development	In Progress	Participation and attendance by our Green Team members.	GT members have attended the GT Summit as well as the Conference on Climate Change.

**1.6 Sustainability Actions (others)**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Improved recycling measures	Complete	Reduction of waste.	Management Services Branch (160 employees) currently uses a seven stream enhanced recycling program including composting.

**Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011**

<b>Overview</b>	In alignment with our Ministry's Carbon Neutral Action Plan, we have made commitments over the next three years to reduce our carbon footprint and our Greenhouse Gas Emissions. Due to fiscal budget restraint, some of our Ministry priorities have shifted, and there may be actions included in this report that will be delayed until further operational funding becomes available. Highlights of future actions are: With our fleet vehicles, we will determine where improvements and changes are economically viable and downsize vehicles where possible; More funding requests through ARES and PSECA for retrofits will be pursued; ITSD will be installing Green Print software on all MAG workstations; We will support the use of our new collaboration tools such as Live Meeting to reduce our travel; And, ongoing ministry-wide communications from the Green Team through a weekly Green Tip providing education on how we can reduce our carbon footprint and reduce our GHGs in the workplace.
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<b>2.1 Mobile Fuel Combustion</b>				
<b>Action</b>	<b>Action Planned</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In progress	Increase in % of hybrid and electric vehicles.	We plan on continuing to acquire hybrid vehicles where they are available in non Prisoner Transport applications, and hope to pilot some next generation vehicles as they become available. We will research plug-in hybrid technology options.	2010
		% of ministry fleet emissions attributable to Z class vehicles based on fuel usage.	Determine whether improvements/changes are economically viable.	Ongoing
		Number of vehicles downsized.	Downsize vehicles where possible.	Ongoing
Provide driver training to reduce fuel use	In Progress	Contribute to the design of the course.	Assist with the development of online 'Eco-Driver' training.	Ongoing
		% of staff who have taken course.	Support driver habits training through the Open Learning Agency, once available.	Ongoing
		% of operators abiding by fuel purchase policy.	Educate operators on 'greener' fuel options and fuel purchasing policies.	Ongoing
Initiate new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	# of vehicles with aluminum caging.	Develop decision support information regarding caging for prisoner transport vehicles.	Ongoing
		# of verified lease maintenance exception reports.	Maintain vehicles at optimum performance levels.	Ongoing
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	# of fleet vehicles with clearly visible stickers and survey of # of operators aware of anti-idling policy.	Continue to educate fleet vehicle operators with anti-idling practices.	Ongoing
<b>2.2. Stationary Fuel Combustion (including electricity)</b>				
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Replace standard bulbs with CFLs	In Progress	Increase use of CFL or LED bulbs.	Mandate replacement of incandescent bulbs with CFL or LED bulbs only.	Ongoing
Install motion activated lights	In Progress	Reduce GHG emissions.	Replace light switches with light motion sensors in high traffic areas.	Ongoing

Initiate corporate computer shut-down/wake-up for maintenance	In Progress	Reduce GHG emissions.	ITSD to change system preferences to computer sleep mode for all MAG workstations, so the monitor shuts off if unused for 10 minutes.	Fall, 2009
Unplug unused equipment	In Progress	Reduce GHG emissions.	Building managers to program central heat/air conditioning systems on timers. Heat and air conditioning not to be used during weekends where feasible.	Ongoing
Undertake building energy audit at LOCATION(s)	Planned	Increase % of MAG buildings receiving energy audits.	ARES has identified seven ministry facilities to receive energy audits in fiscal 09/10 - Courthouses in Prince Rupert, Nanaimo, Castlegar, Fort Nelson, Dawson Creek, Fort St. John and the office in Quesnel. Completion of these audits is based on availability of operational funding. The Surrey Courthouse will also receive an energy audit which will be tendered and subject to funding. The results of these audits will continue to be used as the basis for funding requests through PSECA.	Mar, 2010
Initiate or complete a building energy retrofit	Planned	Increase % of MAG buildings with energy retrofit and increase long term cost savings.	Prince George Courthouse retrofit will be substantially complete in fiscal 09/10.	Mar, 2010

**2.3 Supplies**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	In progress	100% use of recycled paper.	Memo sent by Deputy instructing that all paper purchased will be 100% recycled unless operationally not feasible.	Ongoing
Initiate automatic double sided printing	In progress	Increase number of printers set up for double-sided printing.	ITSD to install Green Print software on all MAG workstations.	Ongoing
Develop document library (online and one printed copy) for large documents	In progress	Reduced paper usage, decreased storage space, an increase in consistently applied contractual language and elimination of duplication. Compliance with planned new government procurement policy.	Contract Management System (CMS) contains a central repository for all contract templates for the ministry; accessible to all ministry staff with procurement duties. Eliminated central collection of paper copies of signed contracts; all now created or scanned/attached electronically in CMS. Planned development of ministry policy/guidelines to incorporate language in contract documents to require vendors to submit/qualify carbon reduction activities related to contracted services.	Dec, 2009
Restructure a process to use less paper	In Progress	100% WebPost use for ordering.	Continue to provide current vehicle selection and ordering information online, with hybrid options clearly defined.	Ongoing

**Actions on non-paper related supplies:**

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Choose "Green" items from Distribution Centre	In progress	Increased percentage of green content purchases.	Ongoing - through the ministry Contract Management Committee, members are advised to choose recycled products wherever possible.	Ongoing
Encourage re-use of furniture and equipment	In progress	Reduction in new products resulting in decreased consumption of carbon producing content.	Ongoing - through the ministry Contract Management Committee, members are advised to choose recycled/re-used products wherever possible.	Ongoing
	In progress	Decrease in destruction of electronic devices.	Encourage programs to reassign electronic devices instead of destruction. Negotiate with suppliers to reuse at the end of the product lifecycle.	Ongoing

<b>2.4 Travel</b>				
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Set a X% Travel reduction goal	In Progress	Reduce Travel Expenses by 25%.	Mandated.	End of the fiscal year
Train staff in the use of Live Meeting (or other desktop collaborative software)	In Progress	Reduce GHG emissions.	Support the use of technological solutions provided through U2.0 refresh using collaboration tools such as Live Meeting.	Ongoing
Support alternative travel (bike/skateboard/walk/transit) for meetings	In Progress	More staff using alternate forms of transportation.	Support and promote local travel options: cycling, government bus passes, car pooling.	Ongoing
Other (Please enter any items not included in the above list)				
	In Progress	Increase use of staff bicycle program.	Expand to regional Green Team members.	Ongoing
Promote Jack Bell Ride Share Program	In Progress	Reduction in travel GHGs.	Increase staff participation in Jack Bell Ride Share Program.	Ongoing
<b>2.5 Employee Engagement</b>				
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Provide climate change education	In Progress	Employee Engagement.	Ongoing communication through intranet and Broadcast messages such as weekly Green Tips to reduce ministry and personal GHGs.	Ongoing
Hold contests to change behaviour/make pledge	Planned	Number of participants from across the province.  Number of participants as well as reduction in GHG emissions.	Launched Green Your Workspace In March in conjunction with Earth Hour and the Workstation Tune-up.  In conjunction with Bike to Work Week, we are planning "Green Ride Thursdays" to encourage employees, on that one day to choose a greener form of transportation to and from work as well as while they are at work.	Summer, 2009
Develop Green Teams	In Progress	Number of new GT participants from across the province.	Implement Regionalization Plan.	
Support Green Teams (resources)	In Progress	Funding received.	Executive ongoing financial support of the GT - funding of co-op students and engagement monies.	Ongoing
Support professional development	In Progress	Employee Education.	GT members will continue to access Pro D opportunities as they become available.	Ongoing
<b>2.6 Sustainability Actions (others)</b>				
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>	<b>Timeframe</b>
Take water conservation measures – low flow showers or toilets, fix leaks	In Progress	% of washrooms and change rooms retrofitted.	Retrofit washrooms and change rooms with reduce flow faucets, waterless urinals and ultra low-flush or dual-flush toilets. Retrofit MAG showers with low-flow shower heads.	Ongoing
Improve recycling measures	In Progress	% of buildings with a waste reduction program.	Support and promote energy and waste reduction initiatives made across government.	Ongoing
	Planned	Waste reduction.	Implement a ministry-wide battery recycling program.	Ongoing
	Planned	Waste reduction.	Enhanced recycling program to be implemented with PSSG at Sussex Tower in downtown Victoria and provide recycling information for regional areas across the province.	Start program by Fall, 2009