

**Carbon Neutral Action Report
Ministry of Finance**

Executive Summary

The 2008 Provincial Budget from the Ministry of Finance (FIN) was historic as it introduced a wide range of new measures to address climate change and promote greener choices at the workplace. FIN was also instrumental in establishing BC's carbon offset, the Pacific Carbon Trust, a provincial Crown corporation with a mandate to deliver quality BC-based greenhouse gas offsets to help Government clients meet their carbon neutral goals and to support growth of the carbon offset industry in BC. FIN also established an internal Carbon Neutral Implantation Committee (CNIC) that included representation by all divisions. CNIC's role supported the ministry's goal in reducing its greenhouse gas emissions and oversee implementation of FIN Executive's directive's to support divisional climate action initiatives. The directive contained initiatives to decrease GHG emissions from travel, increase the purchase of recycled paper and green products, improve energy-efficiency, and minimize waste. The most successful was an award winning initiative named GreenRide Thursdays. This initiative engaged staff and promoted alternate ways of getting to and from work.

Objectives

FIN provides assurance through its Corporate Compliance and Controls Monitoring Branch that emissions data being reported by ministries and other government agencies is accurate.

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

Overview

The focus in 2008 was educating staff on climate change while providing them with options for reducing their greenhouse gas (GHG) emissions. Some examples are lunch and learns, a commuter challenge, and a "turn it off" campaign. FIN plans further employee engagement initiatives in 2009.

1.1 Mobile Fuel Combustion

| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
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| Encouraged car pooling in fleet vehicles | In Progress | Financial Institutions Commission (FICOM) actively encouraged carpooling in fleet vehicles. | FICOM has been progressive in encouraging carpooling for many years. |
| Encouraged use of public transit/active transportation | In Progress | FICOM staff used Skytrain service to travel from Surrey to meetings in downtown Vancouver. | |

1.2 Stationary fuel combustion and electricity

| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
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| Undertaken Monitor turn-off challenge | Complete | Staff in each division held a 'turn it off' campaign. | Launched campaign where staff were encouraged to turn off lights and monitors at the end of the day. |
| Replaced # computers with EnergyStar models | In Progress | Replaced workstations with EnergyStar models during the workstation upgrade. | Upgrades began at the FIN in September, 2008. Following the amalgamation with MSBR, workstation upgrades are expected to be completed at the end of the 2009 calendar year. |
| Asked staff to close blinds daily | Complete | Action 1: Encouraged staff to close blinds when possible. Action 2: One division installed blinds in their office to reduce their energy usage. | Closing blinds at key times during the day and on weekends reduces the need for heating in winter and cooling in summer. |
| Turned off lights in unused rooms | Complete | Staff in each division held a 'turn it off' campaign. | Launched campaign where staff were encouraged to turn off lights and monitors at the end of the day. |
| Replaced Refrigerators (EnergyStar rated appliance) | Complete | Replaced 5 refrigerators with EnergyStar models in Victoria offices | |

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| Replaced other appliances (with EnergyStar rated appliance) | Complete | Replaced 5 refrigerators with EnergyStar models in Victoria offices | |
| Installed motion activated lights | Complete | Motion Activated lights and fans installed in washrooms of FIN offices at 548 Michigan St and 620 Superior St, Victoria | |
| Initiated corporate computer shut-down/wake-up for maintenance | Complete | Power management settings modified on 100% of FIN's workstations to improve energy efficiency. | Part of a Government-wide 'Workstation Power Management' initiative. Computers are automatically shut down at the end of the work day to conserve energy. |
| Committed to use 30% recycled paper | Complete | In 2008, 47% of paper purchased contained 30% recycled content. | |
| Committed to use 100% recycled paper | In Progress | In 2008, 9% of paper purchased contained 100% recycled content. | FIN Executive directive - the purchase of 100% recycled paper was recommended in 2008 and will be mandated in 2009. |
| Initiated automatic double sided printing | Complete | 31% of Ministry print queues were set to double-sided default. | Encouraged staff to switch workstation printer settings to double-sided in FIN Executive directive. The directive was posted on the green section of the FIN intranet site and provided to divisional CNIC (Green Team) members. |
| Used laptops/tablets | In Progress | Replaced workstations, where requested, with EnergyStar laptops/tablets during the workstation upgrade. | Using laptops/tablets to record information while outside the office, rather than paper, greatly improves efficiency and reduces paper usage. |
| Chose "Green" items from Distribution Centre | Complete | | FIN Executive directive - encouraged staff to purchase "green" products for the work place. The directive was posted on the green pages of the FIN intranet site and provided to CNIC (Green Team) members. |
| Initiated Travel Policy | Complete | Promoted low carbon travel to conduct ministry business. | Encouraged use of SMARTTEC travel planning function to choose least carbon intensive travel. |
| Supported Alternative Travel (bike/skateboard/walk/transit) for meetings | Complete | Action 1: Opened shower facilities at 520 Superior fitness centre to FIN staff. Action 2: Increased number of secure bike storage facilities at Victoria offices. | Action 1: Increased availability of shower & locker facilities: Shower facilities provide staff with an incentive to commute to work by bicycle or on foot. Action 2: Improved secure bike storage: Secure bike storage expands the options available for staff to commute to work. |

| 1.3 Employee Engagement | | | |
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| Action | Action Taken | Outcome/Performance Measure | Notes Clarifying Action Taken |
| Provided climate change education | Complete | Held six lunch and learns sessions/Number of lunch and learn sessions held | Guest speakers invited to discuss the impacts of climate change and present actions, including: - Dr. Richard Hebda, Royal BC Museum - Graham Whitmarsh, Climate Action Secretariat - Andy Robinson, Ministry of Finance - Moura Quayle, DM, Ministry of Advanced Education - Maureen Cureton, Energy Manager, Vancity |
| Provided conservation education | Complete | Posted ecological footprint calculator on FIN intranet site. | The ecological footprint calculator was developed by the Ministry of Environment and adapted for the FIN intranet site. The calculator provides staff with an estimated number representing the total natural resources required to support their lifestyle in a given year. |
| Held contests to change behaviour/make pledges | Complete | Over 50% of staff pledged to commute to work using a "greener" commuting option. In total, 250 pledges were made, accounting for approximately 380,000 kilometres travelled using green options during the 5 month program. | Developed 'GreenRide Thursdays' program which ran from May to September to encourage staff to make greener commuting choices such as biking, public transportation, or carpooling. |
| Held contests/support to generate ideas | Complete | Adopted 2007 Government-wide 'Green Ideas Shine' program to create a similar ministry-wide program in 2008. | The program was designed to generate ideas and provide recognition to staff. |
| Developed Green Teams | Complete | Established CNIC (Green Team) in 2007. In 2008, it had 16 representatives from 10 divisions. | CNIC lead FIN green initiatives, worked with FIN Executive to establish carbon neutral targets and directives, develop a carbon neutral action plan and communicate green activities to staff. |
| Supported Green Teams (resources) | Complete | Supported CNIC (Green Team) through DM's office and funded a Senior Sustainability Program Manager position. | Senior Sustainability Program Manager position was jointly funded with the Ministry of Education and the Ministry of Advanced Education and Labour Market Development to support Green Teams and raise staff awareness on the impacts of climate change. |
| Provided Green Tips | Complete | Action 1: Provided green tips through the green section of the FIN Intranet site (http://www.fin.gov.bc.ca/green_team/). Action 2: Provided green tips in an informational display posted in the main lobby of 617 Government St. | Communications material developed by CNIC and continually updated to provide staff with 'green' information and tips on how to reduce greenhouse gases. |
| 1.4 Sustainability Actions (others) | | | |
| Improved recycling measures | Complete | Increased recycling options to include hard plastic/glass/tin and batteries at the Ministry head office. | Launched enhanced waste diversion program at the FIN head office with the goal to reduce landfill waste. |
| Supported composting | Complete | Adopted industrial composting at the Ministry head office. | Introduced composting program at FIN head office with the goal to reduce organic landfill waste. |

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| Used re-usable dishes | Complete | Purchased re-usable dishes. | By using reusable dishes, FIN have reduced paper and plastic waste. |
| Purchased green cleaning products | In Progress | Green cleaning products adopted by cleaning service provider. | |
| Supported sustainable procurement practices | In Progress | Chaired the Procurement Policy Climate Change Working Group, established to provide policy recommendations to reduce GHG emissions associated with government purchasing and contracting. | Working group is lead by the Comptroller General's office. |
| Adopted low-carbon contracting practices | In Progress | Chaired the Procurement Policy Climate Change Working Group, established to provide policy recommendations to reduce GHG emissions associated with government purchasing and contracting. | Working group is lead by the Comptroller General's office. |

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

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| Overview | Looking forward, FIN will continue to build on its success to date. One of the key priorities is to establish working groups to focus on reducing the Ministry's major sources of GHG emissions: business travel; building energy use; fuel combustion by fleet vehicles; paper usage; and sustainability goals beyond carbon neutrality. The working groups will be responsible for engaging employees in identifying and implementing low carbon practices in the workplace - such as using Live Meeting in place of travel to face-to-face meetings; improving energy-efficiency on workstations; adopting fuel-efficient driving techniques; and reducing paper required for everyday work processes. These actions, where possible, will be supported by FIN through infrastructure improvements and technology upgrades - including the purchase of videoconferencing units and the replacement of fleet vehicles with more efficient models. The working groups will also involve staff in personal carbon footprint reduction strategies such as recycling unused stationary products or encouraging staff to use alternate means to commute to and from work. | | |
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2.1 Mobile Fuel Combustion

| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
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| Replace # of Type of Vehicle with More Efficient Vehicle/Hybrid | Planned | Action 1: % of fleet vehicles that are efficient/hybrid models. | Action 1: Ensure compliance with Government's efficient vehicle policy for new leases or lease renewals. | 2009-2010 |
| | | Action 2: % of fleet vehicles discontinued. | Action 2: Ministry fleet will be reduced to mitigate the ministry's carbon footprint. | |
| Provide driver training to reduce fuel use | Planned | % of fleet vehicle drivers provided with DriveSMART training | Use online DriveSMART training tool to educate drivers on fuel-efficient driving techniques. | 2009 |
| Establish anti-idling behaviour change program (e.g. signs, stickers, messages) | Planned | Action 1: % of vehicles with anti-idling stickers | Action 1: Affix anti-idling stickers on fleet vehicle windshields or dashboards to remind staff to turn off their vehicle engines while stationary. | 2009 |
| | | Action 2: % of FIN office buildings with anti-idling signs posted in parking areas | Action 2: Post anti-idling signs, where possible, in parking lots at FIN office buildings to discourage stationary vehicle idling. | |
| Encourage use of public transit/active transportation | In Progress | FICOM office to continue encouraging carpooling in fleet vehicles. | | |
| Encourage alternatives to travel in fleet vehicles - bicycles, scooters, electric carts | In Progress | Encourage FIN staff to walk or use public transit to attend meetings. | Goal is to reduce the use of taxis to attend meetings held in city centres. | |

| 2.2 Stationary Fuel Combustion (including electricity) | | | | |
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| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
| Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use | Planned | % of staff who have completed the 'Workstation Tune Up Training Program' by filling out the checklist in the online tool. | Use online 'Workstation Tune Up Training Program' to educate staff on energy-efficient practices at their workstations. By adopting these practices, staff can effectively reduce energy consumption in their offices. | 2009-2010 |
| Replace # computers with EnergyStar models | In Progress | % of workstations upgraded to EnergyStar models during workstation upgrade. | Continue to replace workstations with EnergyStar models during the government-wide workstation upgrade - expected to be complete by the end of the 2009 calendar year. | 2009 |
| Ask staff to close blinds daily | Planned | | Use online 'Workstation Tune Up Training Program' to educate staff on building energy conservation. By adopting habits such as closing blinds at workstations at the end of the day, staff could greatly reduce the energy required to heat and cool their offices in winter and summer. | 2009-2010 |
| Encourage staff to use stairs | In Progress | Encourage staff where possible to use stairs rather than the elevator. | A 15 second elevator ride consumes the same amount of energy as a 60W bulb for an hour. Staff would also benefit from additional exercise time by taking the stairs. | |
| Turn off lights in unused rooms | In Progress | Encourage staff to turn off lights in unused rooms. | | |
| Replace Refrigerators (EnergyStar rated appliance) | In Progress | Replace refrigerators as needed with EnergyStar models | | 2009-2010 |
| Replace other appliances *(with EnergyStar rated appliance) | In Progress | Replace appliances as needed with EnergyStar models | | 2009-2010 |
| Install multi-function devices (and remove stand-alone printers/faxes) | In Progress | Replace stand alone printers with multi-function devices | | 2009-2010 |
| Install motion activated lights | In Progress | % of the total number of enclosed spaces with motion activated lights installed in targeted buildings. | Install motion activated lights in ministry office buildings to reduce electricity use when enclosed office spaces (e.g. offices, lunch rooms, boardrooms, washrooms) are unoccupied by staff. | 2009 |
| Undertake lighting retrofit | In Progress | % of the total office space (area) which is lit with efficient lighting fixtures in targeted buildings. | Replace inefficient overhead lighting fixtures (T12s) with energy-efficient fixtures (T8s) in ministry office buildings. | 2009 |
| Unplug unused equipment | In Progress | % of staff who have completed the 'Workstation Tune Up Training Program' by filling out the final checklist in the online tool. | Use online 'Workstation Tune Up Training Program' to educate staff on energy-efficient practices at their workstations. By unplugging unused equipment or using a power bar, staff could greatly reduce energy consumption in their offices. | 2009 |
| Initiate or complete a building energy retrofit | Planned | Action 1: % of the total FIN office space (area) that underwent heating, ventilation, and air conditioning (HVAC) efficiency improvements. Action 2: % of tenant improvement projects which followed building energy 'best practices.' | Action 1: Improve heating, ventilation, and air conditioning (HVAC) efficiency through programming modifications and mechanical upgrades at ministry offices. Action 2: Establish and follow building energy 'best practices' for negotiated tenant improvements during building lease renewals. | 2009 |

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| Improve building insulation | Planned | % of ministry office buildings with insulation improvements. | Install insulation in ministry offices to reduce heat loss and maintain staff comfort. | 2009 |
| 2.3 Supplies | | | | |
| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
| Commit to use 100% recycled paper | In Progress | % of paper purchased with 100 per cent recycled content. | Mandate purchase of copy paper with a minimum of 100% recycled content. | 2009 |
| Initiate automatic double sided printing | In Progress | % of ministry print queues set to default double-sided. | Where possible, switch ministry print queues to default double-sided printing. | 2009 |
| Change document template margins | Planned | 2009: Number of ministry templates identified for modification. 2010: % of templates modified. | 2009: Identify potential modifications to common ministry templates (e.g. reduced margin size, double sided) to reduce paper required for printing. 2010: Implement modifications identified. | 2009-2010 |
| Commit to hold paperless meetings | | Introduce paperless meetings and branding. | Encourage use of whiteboards, projectors and collaborative tools to reduce paper use at meetings. | 2009 |
| Use collaborative software to edit on-line | In Progress | % of workstations with collaboration software installed. | Install collaboration software on workstations during workstation upgrade. | 2009 |
| Re-use non-confidential scrap paper | In Progress | % of desktop workstations switched to laptops/tablets during workstation upgrade. | Continue to replace workstations with EnergyStar models during the Government-wide workstation upgrade - expected to be complete by the end of the 2009 calendar year. | 2009 |
| Use laptops/tablets | Planned | 2009: Number of Ministry processes identified for modification. 2010: % of processes modified. | 2009: Identify modifications for common Ministry processes to reduce printing required and associated paper usage. 2010: Implement modifications identified. | 2009-2010 |
| Restructure a process to use less paper | Planned | 2009: Number of Ministry processes identified for modification. 2010: % of processes modified. | 2009: Identify modifications for common Ministry processes to reduce printing required and associated paper usage. 2010: Implement modifications identified. | 2009-2010 |
| Choose "Green" items from Distribution Centre | Planned | % of administrative staff provided "Easy Green Office Guide". | Administrative staff responsible for ordering office supplies are given helpful "green" information by receiving the 'Easy Green Office Guide' developed by the Ministry of Labour and Citizens' Services. | 2009-2010 |
| Encourage re-use of furniture and equipment | Planned | 2009: % of divisions participating in the 'spring cleaning' event during on Earth Day. 2010: % of divisions that have reported adopting 'spring cleaning' as an the annual best practice. | 2009: Hold 'spring cleaning' event during Earth Day to collect and redistribute office supplies and equipment. 2010: Examine feasibility of turning the 'spring cleaning' event into an annual event. | 2009-2010 |
| 2.4 Travel | | | | |
| Action | Action Planned | Outcome/Performance Measure | Notes Clarifying Action Taken | Timeframe |
| Train staff in the use of LiveMeeting (or other desktop collaborative software) | Planned | Number of LiveMeeting training sessions held | Promote eLearning tools and organize presentations to educate staff on using LiveMeeting as a means to reduce travel to face-to-face meetings. | 2009-2010 |

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| Install Video Conferencing facilities | Planned | Number of yearly bookings of Ministry videoconferencing units. | Purchase video-conferencing units for FIN office buildings to connect staff in Victoria, Vancouver, and Prince George and reduce business travel. | 2009-2010 |
| Initiate Travel Policy | Planned | Promote 'Easy Green Travel Guide' | Developed by Ministry of Labour and Citizens' Services, the guide provides guidance to staff on adopting low carbon travel alternatives for trips while on 'travel status'. | 2009-2010 |
| Support alternative travel (bike/skateboard/walk/transit) for meetings | Planned | Promote 'Easy Green Meeting Guide' | Developed by the Ministry of Labour and Citizens' Services, the guide includes tips for adopting green travel for meetings. | 2009-2010 |
| Hold contests/support to generate ideas | Planned | Award ministry staff for environmentalism. | The Ministry's APEX Awards Program has a category for environmentalism to recognize staff efforts to reduce greenhouse gas emissions that strive toward collaboration for a sustainable work environment. | 2009 |
| Develop Green Teams | In Progress | % of divisions represented on the Green Team. | Increase awareness of the FIN Green Team and boost participation to include greater representation from all Ministry divisions. | 2009 |
| Support Green Teams (resources) | In Progress | Continue to support resources to permit Green Team activities. | Support for Green Team volunteers will be provided through the DM's office, the Comptroller General and Green Initiatives Analyst. | 2009 |
| Provide Green Tips | In Progress | Provide up-to-date green tips on the FIN intranet site. | Continuously improve green communications material on the FIN intranet site. | 2009 - 2010 |
| Support professional development | Planned | % staff attending orientation and education sessions with a green professional development component. | Green professional development is important way for staff to gain awareness on climate change and to use the knowledge gained to develop initiatives to reduce their carbon footprint. | 2009-2010 |
| Improve recycling measures | In Progress | % of waste diverted from the landfill (Data to be supplied by ARES audit) | Continue to support enhanced recycling/waste diversion programs at FIN offices to reduce waste going to landfill. | 2009-2010 |
| Support composting | In Progress | % of waste diverted from the landfill (Data to be supplied by ARES audit) | Continue to support composting at ministry offices to reduce waste going to landfill. | 2009-2010 |
| Use re-usable dishes | In Progress | Promote 'Easy Green Office Guide'. | Developed by the Ministry of Labour and Citizens' Services, the guide encourages purchasing or recycling dishes for office lunch rooms. | 2009 |
| Use green (low-e paints) | In Progress | % of tenant improvement projects that use 'Green Performance Standard' paints. | Use only 'Green Performance Standard' paints. Paint standards are established by the internationally-recognized Master Painters Institute. | 2009-2010 |
| Support sustainable procurement practices | In Progress | Continue chairing Procurement Policy Climate Change Working Group, established to provide policy recommendations to reduce GHG emissions associated with government purchasing and contracting. | Working group is lead by the Comptroller General's office. | 2009-2010 |

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| Adopt low-carbon contracting practices | In Progress | Continue chairing Procurement Policy Climate Change Working Group, established to provide policy recommendations to reduce GHG emissions associated with government purchasing and contracting. | Working group is lead by the Comptroller General's office. | 2009-2010 |
| Expand telecommuting | In Progress | % of applicable branches adopting telecommuting options % of ministry staff who telecommute | Modify current telecommuting policy so it may be used by other branches/staff within the ministry. | 2009-2010 |
| Use environmentally preferable products in building improvements | In Progress | % of building improvement projects that adhere to governmental environment standards. | Follow government standards for using green materials in building improvements. Government has set standards to ensure future building improvements include low carbon impact building materials. | 2009-2010 |