

**Carbon Neutral Action Report
Ministry of Finance - Public Affairs Bureau**

Executive Summary

Key actions undertaken by the Public Affairs Bureau in 2008 were focussed on increasing awareness, education and changing behaviour to affect sustainable change in our workplace. In addition, a three year Carbon Neutral Action Plan has been developed to further the work started in 2008 to assist government in achieving its goal of carbon neutrality by 2010.

Objectives

- Cultivate a better understanding and engagement amongst all agency staff about how we as an organization and individuals can address carbon reduction.
- Create a culture of sustainability within the organization.
- Create an informed, engaged workforce that is constantly striving to conduct business in the most energy efficient manner possible.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

Fifteen separate initiatives were initiated in the Bureau in 2008. The PAB Green Team played a key role in the development and implementation of many of these projects including promotion of PowerWise Month to conserve electricity; promotion of the 100 Mile Diet encouraging employees to buy locally grown produce; hosted a green fashion show promoting local clothing made with green fibres; created a lug-a-mug program to encourage employees to use reusable mug; issued reusable sacks for transporting goods; promotion of CRD water conservation program informing employees of ways to conserve water. In addition to the work of the PAB Green Team, the Operations and Human Resources Division was responsible for the expansion of the Bureau's recycling program to include a battery recycling program; deployment of multi-functional devices to replace obsolete equipment; ensuring the purchase of recycled or green products; advising employees of the lowest emission travel option; and purchasing reusable mugs, glasses, plates and cutlery to replace styrofoam/paper products used in meeting rooms.

1.1 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Turned off lights in unused rooms	In Progress	Included as part of our PowerWise Month promotion; many employees now turn out the lights when they leave their offices to attend meetings; better still they are starting to turn off the lights in meeting rooms, lunchrooms and washrooms	
Installed multi-function devices (and removed stand-alone printers/faxes)	In Progress	Replacing obsolete equipment with MFDs as leases expire/# of MFDs deployed	

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Initiated corporate computer shut-down/wake-up for maintenance	Complete	Corporate computer shutdown/wake-up program in place/reduced energy consumption	
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1.2 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In Progress	Purchasing staff are committed to purchasing recycled or green products, however, budgets drive our ability to fully implement green procurement practices	
Initiated automatic double sided printing	In Progress	Paper consumption reduced	
Actions on non-paper related supplies			
Encouraged re-use of furniture and equipment	In Progress	Check with Asset Investment Recovery for suitable surplus items before buying new/# of new purchases avoided	

1.3 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated Travel Policy	In Progress	<ul style="list-style-type: none"> Fewer staff traveling to support special events/reduction in #of trips with a corresponding reduction in emissions Review travel options to ensure selection of lowest emission option/reduction in travel emissions 	

1.4 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided conservation education	Complete	Informed employees of water use and ways to conserve/reduction in water consumption	
Developed Green Teams	In Progress	Green Team established/reconstitute annually to ensure broad participation	
Hosted a local foods breakfast promoting the 100 Mile Diet and encouraging employees to buy local products	Complete	Increased awareness	
Hosted a green fashion show promoting local clothing made with green fibres	Complete	Increased awareness	
Created a used clothing recycling depot where employees can donate clothing to charity	Complete	Increased awareness	

1.5 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Improved recycling measures	Complete	Expanded recycling program to include batteries/hazardous waste diverted from the landfill	
Used re-usable dishes	Complete	Re-usable dishes purchased to replace styrofoam/paper products used in meeting rooms/waste diverted from the landfill	
Held a lug-a-mug contest to encourage employees to use re-usable mugs	Complete	More employees using re-useable mugs/waste diverted from the landfill	
Provided employees with re-useable "green" sacks for transporting goods	Complete	More employees using re-useable bags/waste diverted from the landfill	

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

Overview	Over the next three years, the Bureau will continue it's efforts to assist government in achieving its goal of carbon neutrality by 2010. By continuing our efforts to increase awareness, educate and change employee behaviour we will achieve sustainable changes in our workplace.
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2.1 Stationary Fuel Combustion (including electricity)

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	Reduction in energy consumptions/% of workstation tune-ups completed		Complete by Dec. 2009
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Planned	Reduction in energy consumption/# of power bars supplied		Complete by Dec. 2009
Replace # computers with EnergyStar models	In Progress	Reduction in energy consumptions/% of computers replaced with EnergyStar models	Initiative focused on replacement of laptops/workstations upgraded as part of government-wide U2 project	Complete by May 2009
Ask staff to close blinds daily	Planned	Reduction in energy consumption/% of employess closing their blinds each day		Ongoing
Encourage staff to use stairs	Planned	Reduction in energy consumption/% of employees using the stairs		Ongoing
Turn off lights in unused rooms	In Progress	Reduction in energy consumption/% of		Ongoing
Replace other appliances (with EnergyStar rated appliance)	Complete	Reduction in energy consumption/replaced dishwasher with EnergyStar rated appliance		Mar-09
Install multi-function devices (and remove stand-alone printers/faxes)	In Progress	Replacing obsolete equipment with MFDs as leases expire/# of MFDs deployed		Ongoing
Apply for LEED existing building rating	Planned	Reduction in energy consumption/% of unused equipment unplugged		Ongoing

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Ask staff to close blinds daily	Planned	Reduction in energy consumption/% of employees closing their blinds each day	Ongoing
Explore opportunities to partner with the Ministry of Finance on building related emission reductions at 617 Government St.	Planned	Reduced emissions/# of projects done in collaboration	Ongoing

2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In Progress	% of recycled or green products purchased		Ongoing
Initiate automatic double sided printing	In Progress	Reduction in paper consumption/% of printers with default setting for double-sided printing		Ongoing
Re-use non-confidential scrap paper	Planned	Reduction in paper consumption		Ongoing
Use laptops/tablets	In Progress	Reduction in paper consumption		Ongoing
Restructure a process to use less paper	In Progress	Reduction in paper consumption		Ongoing
Actions on non-paper related supplies				
Purchase cradle to cradle goods	Planned	Policy created		To Be Determined
Encourage re-use of furniture and equipment	In Progress	Check with Asset Investment Recovery for suitable surplus items before buying new/# of new purchases avoided		On-going
Explore partnership with Queen's Printer to incorporate green printing procedures	Planned	% of publications printed using green materials and procedures		Ongoing

2.3 Travel

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned	Reduction in travel emissions/% of employees who have taken the training		Ongoing
Install Video Conferencing facilities	Planned	Reduction in travel emissions/% of employees who have taken the training		Ongoing
Initiate Travel Policy	Planned	<ul style="list-style-type: none"> Fewer staff traveling to support special events/reduction in # of trips with a corresponding reduction in emissions Review travel options to ensure selection of lowest emission option/reduction in travel emissions Expand policy to encourage booking of "Green Key" rated hotel rooms/% of "Green Key" rated hotel rooms booked 		Ongoing
Green Travel Bug Pilot - select 5 people from each division to commit to green travel and use of collaboration tools for one month	Planned	Reduction in travel emissions/km travelled		To Be Determined
Establish new green communications procedures for press conferences (press web or teleconferencing)	Planned	Reduction in travel emissions for both staff and clients/% of press conferences done in green format		To Be Determined
Explore making bus passes available to all staff when attending meetings within the local vicinity	Planned	# of bus passes utilized		To Be Determined

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Ask staff to close blinds daily	Planned	Reduction in energy consumption/% of employess closing their blinds each day		Ongoing
Partner with Ministry of Finance to implement Green Ride Thursdays within 617 Government and encourage throughout the agency	Planned	Reduction in travel emissions/% of employees participating in program		To Be Determined
2.4 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Develop Green Teams	In Progress	Continue to recruit members and build better relationships with PAB satellite offices/reconstitute team annually to ensure broad participation		Ongoing
Provide green tips	Planned	Increase awareness and educate		Ongoing
Develop Communications campaign to engage employees to help reduce PAB's carbon footprint	Planned	Campaign implemented/increased awareness and participation		To Be Determined
Provide employees with access to a broad spectrum of resources on environmental issues to enable integrated decision making (corporate library access etc.)	Planned	Increase awareness and educate		To Be Determined
Hold lunch and learns on sustainability and green living topics	Planned	Campaign implemented/increased awareness and participation		To Be Determined
PAB satellite offices to actively participate in Ministry green teams at each location	Planned	Employee's will be making informed decisions/# of resources available		To Be Determined
2.5 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Run dishwasher only when full	Planned	Reduction in energy consumption/ reduction in dishwasher usage		Ongoing
Support composting	Planned	Expand composting to include biodegradable paper towels/waste diverted from landfill		Ongoing
Use re-usable dishes	In Progress	Continued support for use of reusable goods/waste diverted from the landfill		Ongoing
Require the procurement process for the advertising agencies of record to take into account green processes and procedures	Planned	% of contracts with green processes/ procedures		Ongoing