

**Carbon Neutral Action Report
Ministry of Forests and Range**

Executive Summary

The ministry vision for managing the carbon footprint is to be an effective and innovative steward of BC's forest and range resources, while emitting the least possible greenhouse gases. By identifying the costs of GHG emissions at the local level will demonstrate to all staff the economic benefits of reducing wasteful behaviours, promote the understanding of life cycle cycle costing, and find efficiencies to reduce GHG emissions from fleet, facilities, purchasing and procurement, and travel in business operations.

The ministry has the mandate to manage and conserve BC's forest and range land. The ministry is examining ways to to mangle this widely distributed land base, and is assessing GHG implications of both what we do as a business and how we perform these business functions. Protection of we perform these business functions. Protection of forests and communities from wildfire is part of this mandate and is important to maintain life, property, and maintain forest carbon stocks. To fulfil this mandate contracted services supplement ministry resources. Contracted services are not included in the carbon footprint but, represent another source of emissions that the ministry may need to account for in the future. Mitigation procurement strategies are underway.

Objectives

The ministry's Climate Change and Forest Carbon unit are engaged in adapting forest management under the Future Forest Ecosystems Initiative, a national project on tree species vulnerability, developing forest carbon offsets for Pacific Carbon Trust and Western Climate Initiative, and exploring carbon management opportunities in silviculture and harvested wood products.

The ministry is also piloting a building Biofuel / solar thermal heating system as an alternative to conventional heating systems. Data is being collected to demonstrate systems. Data is being collected to demonstrate viability and reliability under all operating conditions.

Working with Procurement Working Group, develop policy recommendations to include sustainability measures for contracted services evaluation, provisions to allow ebonding, and development of a corporate contract management system.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

The ministry continues to raise awareness of sources of GHG emissions from business operations and to engage staff in conversations to reduce wasteful and promote sustainable behaviours at work and in their personal lives.

At work the fleet is being transformed and right sized to be more fuel efficient and satisfy changing business needs. Efforts are underway to reduce idling times, identify vehicle fuel efficiency ratings and to encourage fuel efficient driving.

Travel reduction and avoidance are being encouraged through the use of collaborative software and videoconferencing. The Buildings are being evaluated and ranked by energy intensity levels to identify future opportunities for cost savings.

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	In Progress	In 2008 the ministry retired 136 vehicles and replaced them with 87 new vehicles of which 37 are smaller more fuel efficient vehicles.	Fleet rationalization has been underway since 2003 to provide a fuel efficient vehicle fleet that meets the changing business needs of the ministry. Because of timing differences between acquisitions and disposals, and overlapping fiscal and calendar years, the fleet size remained the same.
Provided driver training to reduce fuel use	In Progress	Goal is to make all staff aware of the cost of driving and operating vehicles efficiently.	Messaging varies across ministry as do the driver training programs. Need to find a product that includes an intensive off paved road driving component.
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	100% of ministry locations will post anti idling signs near vehicle lot access doors.	Some locations have posted anti idling signage.

Encouraged car pooling in fleet vehicles	In Progress	100% of ministry locations to publish current fuel consumption ratings by vehicle to encourage ride sharing.	Some locations have posted fuel efficiency ratings on sign-out boards and in SOSS to help operators match work needs and vehicle types. Job safety is first consideration. Instructions sent to staff to encourage inter-district ridesharing and avoiding multiple vehicle trips to the same location.
Encouraged use of public transit/active transportation	In Progress	100% of ministry staff will be knowledgeable in Smarttec travel planning.	Examples; city bus vs. taxi arranged to take staff to Branch meeting; travellers to Vancouver using public transportation vs. taxi to get around; encouraging staff to walk to meetings vs. taxi in downtown cores.
Established travel reduction goals	In Progress	Goal is to find the most effective methods for conducting the ministry's business.	Encourage staff to use Smarttec and video conferencing as ways to reduce emissions. In 2008 efforts were voluntary as opposed to enforced targets.
Adopted a travel policy	In Progress	Guided by CPPM 10.0 Travel and local understandings.	Some offices have adopted travel procedures to pick up riders along the route to reduce vehicles travelling to common destinations.
Other			
Equipment substitution	Complete	Purchased 2 electric Golf Carts for use at plantation nursery. Gasoline powered ATVs were used previously.	Pilot to determine suitability. Equipment is operating on uneven ground and on a side hill.

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In Progress	Goal is that all staff know the costs of leaving unattended electrical devices active.	Workstation tune up training has just been soft launched in the ministry (less than 2 months) Power monitoring devices purchased and are being distributed to green teams to help manage plug loads in offices.
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In Progress	Goal is that all staff know the costs of leaving unattended electrical devices active.	Some locations have purchased power bars to group non essential items in the workstations.
Undertaken Monitor turn-off challenge	In Progress	Goal is to turn off monitors at end of day and when not in use for more than 15 minutes.	Many staff are starting to switch off monitors at end of day. Several locations have tried spot audits and shared results with colleagues. Campbell River District won an award for workstation energy efficiency. Most staff still feel government as a whole could do a better job in maintaining the computer systems that would dedicate a time for upgrades and allow the computers to be shut down the rest of off hour times.
Replaced # computers with EnergyStar models	In Progress	Goal is to reduce the number of computers to match the number of employees and reduce costs and additional energy requirements.	Most locations have replaced computers as part of last refresh. New additions are energy star models.
Asked staff to close blinds daily	In Progress	Goal is to educate all staff on the costs of not closing the blinds.	Some locations have designated champions to encourage others to close blinds.
Turned off lights in unused rooms	In Progress	Goal is to promote less costly behaviour modifications before automated control.	Some locations have installed signage by doors.

Replaced Refrigerators (EnergyStar rated appliance)	In Progress	Goal is to buy energy star appliances where possible.	Many locations have near new appliances and opportunities may be limited. A few locations have been able to upgrade with energy star appliances when space is being remodelled.
Replaced other appliances (with EnergyStar rated appliance)	In Progress	Goal is to buy energy star appliances where possible.	Many locations have near new appliances and opportunities may be limited. A few locations have been able to upgrade with energy star appliances when space is being remodelled or appliances fail.
Installed multi-function devices (and removed stand-alone printers/faxes)	In Progress	14 multifunctional devices were installed during the year.	Goal is to reduce the numbers of stand alone printers, faxes, and copiers throughout the ministry.
Replaced standard bulbs with CFLs	In Progress	Goal is to provide compact CFL or LED for task desk lights when requested to reduce office lighting.	Change out and replacements underway.
Installed motion activated lights	In progress	Goal is to encourage behaviour change to switch off lighting when not occupied.	Study underway to collect data to build business cases to adopt motion control lighting in warehouse space, records areas and library.
Undertaken lighting retrofit	In Progress	Goal is to complete 100% change out of T12 lighting fixtures and magnetic ballasts at all ministry locations.	T12-T8 (cw electronic ballast replacement) upgrades and LED exist lighting signs replacements have occurred during many office renovations.
Utilized desk-top power management settings on computer	Complete		WTS initiated project
Initiated corporate computer shut-down/wake-up for maintenance	Complete		WTS initiated project
Unplugged unused equipment	In Progress	Goal is to educate all staff on the costs of not shutting down idle equipment.	Plug load analysis equipment ordered late in 2008 for arrival in early 2009 to assist green teams educated fellow employees.
Applied for LEED existing building rating	In Progress	Goal is to construct any new facilities to LEED goal standards.	RSI new building LEED Silver under construction. Project contract signed prior to LEED Gold announcement. Two other buildings in design phases using integrated design methods and using LEED Gold standards.
Undertaken building energy audit at LOCATION(s)	In Progress	2 out of 17 buildings identified by ARES have been completed in 2008.	Energy Auditors are in short supply and funding pressures were encountered.
Initiated or completed a building energy retrofit	Complete	2957 Jutland Rd Victoria.	Project initiated by landlord.
Alternate fuel heating systems	Complete	Install a bio fuel/ solar thermal heating system at a ministry location to reduce ghg emissions and use site as a pilot to collect data for evaluating future applications.	Pilot Biofuel/ solar panel heating system installed at Kalamalka Research Station to displace natural gas and propane heating for 1400 m2 building and 3 green houses. Performance monitoring and reporting underway.
Eliminating under desk space heaters	In Progress	Goal is to eliminate under desk heaters.	Poor performing building buildings are an impairment. Insulation, glazing, or HVAC recommissioning may be required.

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In Progress	Elimination of non recycled paper.	Some locations have existing stock of non recycled paper.
Committed to use 100% recycled paper	In Progress	Conversion to 100% recycled paper.	Some locations have existing stock of non recycled paper or printing equipment may not accommodate 100% content paper.
Initiated automatic double sided printing	In Progress	All new multifunctional devices set to double sided printing.	Where double sided printing is possible it has been changed to the default setting.

Committed to hold paperless meetings	In Progress	Goal is to encourage paperless meetings.	Most locations have electronic white board (Smart Boards). Transition to paperless meetings are gaining acceptance at many locations.
Developed document library (online and one printed copy) for large documents	In Progress	Goal is to encourage electronic media vs. paper distribution.	Ministry houses a large natural resources library shared by a number of ministries. Large amounts of printed matter have regularly been distributed. Efforts are underway to encourage requestors to accept material in electronic form which will reduce costs, save paper and avoid emissions.
Use collaborative software to edit on-line	In Progress	Goal is to conduct work more efficiently.	The increased use of SharePoint for posting documents and editing is gaining acceptance as the norms to do business. The ministry also made use of "ilinc" to conduct meetings and revise material online with this feature.
Use laptops/tablets	In Progress	Goal is to migrate to laptops and tablets when economically attractive.	Business needs and productivity gains determine what types of workstations are being purchased. Goal is one workstation /per employee with limited number of loaner equipment to reduce ongoing costs.
Restructured a process to use less paper	In Progress	Goal is to print when only necessary.	Some locations have instituted monitoring printers and unclaimed paper to raise the awareness that printing often goes unclaimed.
Actions on non-paper related supplies			
Chose "Green" items from Distribution Centre	In Progress	Goal is to use green products or reuse existing items where possible.	Staff break areas are not replenishing paper and plastic food service items.
Encouraged re-use of furniture and equipment	In Progress	Goal is to re use surplus office equipment before purchasing new.	Regions have established surplus furniture lists and appointed key staff to field requests for furniture.

1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Set a X% Travel reduction goal	In Progress	Goal is to reduce travel from previous year.	Most locations are trying to reduce or avoid travel using alternative methods described below.
Trained staff in the use of Live Meeting (or other desktop collaborative software)	In Progress	Goal is to train staff in Live Meeting and other collaborative software.	Ministry has completed extensive training in "ilinc" prior to 2009 refresh.
Installed Video Conferencing facilities	In Progress	All locations will have at least one video conference port available.	Most locations have at least 1 video conferencing ports.
Initiated Travel Policy	In Progress	Guided by CPPM 10.0 Travel and local understandings.	Some locations have set a 4 hr or less rule as guideline to video, teleconference, or ilinc
Mandated car pooling to government meetings	In Progress	Goal is to carpool when ever possible.	Recent provincial leadership meeting instituted a challenge to minimize commuting GHG emissions by Regions.

1.5 Employee Engagement

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	In Progress	Goal is to increase staff awareness of climate change issues.	Produced a web based orientation tool on climate change. Instituted an ongoing series on climate change with topics ranging from adaptation - vulnerabilities.
Provided conservation education	In Progress	Goal is to increase staff awareness in conservation of resources used in business operations.	Established a SharePoint site where ministry staff can post documents and comment via blog to share knowledge.

Held contests to change behaviour/make pledges	In Progress	Goal is to educate and change wasteful behaviours using low cost solutions.	Several locations have conducted pledges and local challenges for staff.
Held contests/support to generate ideas	In Progress	Goal is to increase understanding and education.	Strategy is to have individual and ministry challenges to target sources of ghg emissions. Some locations have been successful.
Developed Green Teams	In Progress	Goal is to have highly informed green teams at all locations.	Green teams are in place at over 90% of ministry locations. Work required to recruit and provide training to green team volunteers.
Supported Green Teams (resources)	In Progress	Goal is to increase support for green teams.	Green teams are volunteers and provide networking opportunities to staff depending on workloads. More outreach, engagement, and funding is required to develop informed and performing green teams.
Provided green tips	In Progress	Goal is to keep green teams informed	Ongoing use of SharePoint, email and "one on one" to provide green tips. Some locations have published quarterly newsletters.
Supported professional development	In Progress	Goal is to encourage professional development.	Ministry has learning as one of its core values. Carbon neutral action plan has included professional development as part of its awareness matrix.
Added green work goal to performance management	In Progress	Goal is to add a green goal to eperformance.	Some staff have embraced this challenge voluntarily. It is currently not a mandatory as in other ministries.
Provided increased and improved bike storage to encourage those staff who can bike to work	In Progress	Goal is to provide bike storage as part of the facility standards.	Some locations have increased or retrofitted bike storage. Other locations such as greater Victoria are space restricted combined with limited shower and locker facilities.

1.6 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Reduced/replaced bottled water with filtered or refrigerated water	In Progress	It is mandatory to provide staff with safe and good quality drinking water.	Some locations have abandoned water coolers in favour of under counter filtration and treatment equipment.
Improved recycling measures	In Progress	Goal is to show leadership and minimize waste destined for landfills and increase recycling to the level available in the local communities.	RCO have established expanded recycling. Many other locations have instituted local recycling to the available level in the community.
Supported composting	In Progress	Goal is to show leadership and minimize waste destined for landfills by providing organic composting if available in the local community.	Several locations have established onsite composting and have also established local gardens.
Used re-usable dishes	Complete	Goal is to only use re-usable dishes.	Most break rooms have re-useable dishes available.
Purchased green cleaning products	Complete	Goal is to only use green cleaning products.	It is currently covered in the master janitorial contract administered by WSI.
Used green (low-e paints)	Complete	Goal is to use low e paints in all office renovations.	Is a technical standard for building interior finishing or refinishing.
Supported sustainable procurement practices	In Progress	Goal is to adopt sustainable procurement practices.	Currently, majority of contracts are awarded to lowest cost bidder. Working through Procurement working group to recommend policy changes.

Adopted low-carbon contracting practices	In Progress	Goal is to minimize emissions in contracting community for contracted work.	Contracted services are required to complete the ministry business and represent a large source of emissions that are not reportable at this time. The vendor community is being encouraged to voluntarily monitor the emissions. The ministry is supporting these efforts by being receptive to changes in policy to allow for future ebonding.
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Part 2 Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

Overview	<i>The ministry will be imposing hard targets to reduce operational costs and thereby result in future reductions in GHG emissions. In 2009/10, Travel costs are to be reduced 50% ; Fleet and equipment operation by 50%; Supplies by 25%; and facilities (utilities and operating expenses) by 25%. Ongoing evaluations will be conducted to identify buildings that can be converted from conventional fuel heating to emerging conventional fuel heating to new emerging technologies.</i>		
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2.1. Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In Progress	Fleet rationalization has been underway since 2003 to provide a fuel efficient vehicle fleet that meets the changing business needs of the ministry.	Vehicle and equipment operating costs must reduce by 50% in 2009. Continued right sizing will occur to downsize the fleet. New replacements will depend on funding availability provided by the Capital Planning Secretariat.	fiscal 09/ 10
Provide driver training to reduce fuel use	In Progress	Goal is to make all staff aware of the cost of driving and operating vehicles efficiently.	Fuel efficient driver training has the potential to reduce fuel consumption by 20% if driving behaviour changes. Encourage staff to participate in DriveSmart program.	fiscal 09/ 10
Initiate new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	Goal is to provide safe and well maintained vehicles to conduct the ministry's business	Establishing rigger and process at local levels to monitor and control costs.	fiscal 09/ 10
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	Goal is to reduce unnecessary idling.	Continued influence (e.g. signage, messaging to policy) to reduce idling.	fiscal 09/ 10
Encourage car pooling in fleet vehicles	In Progress	100% of staff have tools available to car pool where practical.	Districts and Regions have SOSS systems in place to enable car pooling.	fiscal 09/ 10
Encourage use of public transit/active transportation	In Progress	Travel is by most practical methods.	Cost and expedience are critical factors in determining travel methods.	fiscal 09/ 10
Establish travel reduction goals	Planned	Travel restricted to essential only.	Cost reduction targets have been established to reduce travel costs by 50% from fiscal 08/09 yearend actual.	fiscal 09/ 10
Eco driving challenge	In Progress	Goal is to encourage fuel efficient driving.	Challenges and contests are motivators to change behaviours. Driver challenge to be launched in early May 2009.	fiscal 09/ 10

2.2. 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	In progress	100% of staff are aware of the costs incurred to operate individual work stations.	Work Station Tune up Tool recently launched. Green teams have received instructions on promoting use of online tool.	fiscal 09/ 10
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress	Goal is that all staff know the costs of leaving unattended electrical devices active.	Grouping non essential items in the workstations will reduce electrical costs. Staff have access to smart power bars on completion of Work Station Tune-up instruction.	fiscal 09/ 10
Undertaken Monitor turn-off challenge	In progress	Goal is to turn off all non essential electrical loads when not in use.	Green teams are making progress getting staff to change behaviours.	fiscal 09/ 10

Ask staff to close blinds daily	In progress	Goal is to educate all staff on the costs of not closing the blinds.	Some locations have designated champions to encourage others to close blinds. Spread sheet has been developed and borrowed from MoE staff to demonstrate energy savings costs by closing blinds.	fiscal 09/ 10
Turn off lights in unused rooms	In progress	Goal is to promote less costly behaviour modifications before automated control.	Some locations are able to manually switch off lights, a number of meeting rooms and offices require retrofitting to provide capability.	fiscal 09/ 10
Install multi-function devices (and remove stand-alone printers/faxes)	In progress	Goal is to minimize number of stand alone devices.	Requests for multifunctional units are being evaluated by IMB staff as existing printer / fax/ copier leases expire.	fiscal 09/ 10
Replace standard bulbs with CFLs	In progress	Goal is to provide compact CFL for desk lights when requested.	Change out and replacements underway.	fiscal 09/ 10
Install motion activated lights	In progress	Goal is to have all meeting rooms, printer rooms, and washrooms controlled by motion sensors to turn off the lights.	Study underway to collect data to motion control lighting in warehouse space, records areas and library.	fiscal 09/ 10
Undertake lighting retrofit	Planned	Goal is to convert to most energy efficient lighting systems in ministry buildings.	Current funding constraints may impact success this fiscal. However lighting at all sites are being reviewed to develop inventory of required actions to future funding considerations.	fiscal 09/ 10
Unplug unused equipment	In progress	Goal is to switch off all non essential equipment.	Review building operations to identify opportunities.	fiscal 09/ 10
Apply for LEED existing building rating	Planned	Goal is to occupy high performing low cost facilities.	Identify and close gaps to achieve LEED ratings for existing buildings.	fiscal 09/ 10
Undertake building energy audit at LOCATION(s)	Planned	Goal is to review operational performances for every building.	6 buildings have been identified by ARES for energy audits in 2009/2010.	fiscal 09/ 10
Initiate or complete a building energy retrofit	Planned	Goal is to occupy high performing low cost facilities.	Funding dependant. Identify best opportunities for funding when it becomes available.	fiscal 09/ 10
Building Envelop / window replacement	Planned	Goal is to upgrade building exterior fabric and windows at Coast Regional Office	Building envelope and window failures.	fiscal 09/ 10
Kamloops Fire Centre Building addition	In progress	Goal is to increase size of facility to accommodate transferring staff.	Design and construction to LEED gold equivalency underdevelopment for April 2010 occupancy.	fiscal 09/ 10
Reduce operating costs by recommissioning existing buildings.	Planned	Goal is to provide comfortable lighting, heating and cooling levels when occupied.	Operating costs must be reduced by 25% in fiscal 09/ 10. Over time building digital controller settings may have been compromised. Recommissioning will re-establish levels to match required building business needs.	fiscal 09/ 10

2.3 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In Progress	Elimination of non recycled paper.	Some locations have existing stock of non recycled paper.	fiscal 09/ 10
Commit to use 100% recycled paper	In Progress	Conversion to 100% recycled paper.	Some locations have existing stock of non recycled paper or printing equipment may not accommodate 100% content paper.	fiscal 09/ 10
Commit to hold paperless meetings	In Progress	Goal is to encourage paperless meetings.	Most locations have electronic white board (Smart Boards). Transition to paperless meetings are gaining acceptance at many locations as current computer refresh progresses.	fiscal 09/ 10

Develop document library (online and one printed copy) for large documents	In Progress	Goal is to encourage electronic media vs. paper distribution.	Ministry houses a large natural resources library shared by a number of ministries. Large amounts of printed matter have regularly been distributed. Efforts are underway to encourage requestors to accept material in electronic form which will reduce costs, save paper and avoid emissions.	fiscal 09/ 10
Use collaborative software to edit on-line	In Progress	Goal is to conduct work more efficiently	The increased use of SharePoint for posting documents and editing is gaining acceptance as the norms to do business. The ministry also made use of "ilinc" and now new collaborative software to conduct meetings and revise material online with these features.	fiscal 09/ 10
Re-use non-confidential scrap paper	In Progress	Goal is to minimize supply purchases	The practice of reusing discarded paper as scratch paper is currently being used at many locations and will continue.	fiscal 09/ 10
Use laptops/tablets	In Progress	Goal is to encourage use of new technologies to reduce dependencies on paper.	Goal is to match computer hardware with employees job requirements and to encourage more effective methods to reduce inefficiencies.	fiscal 09/ 10
Restructure a process to use less paper	In Progress	Goal is to print when only necessary.	Some locations have instituted monitoring printers and unclaimed paper to raise the awareness that printing often goes unclaimed.	fiscal 09/ 10
Actions on non-paper related supplies				
Purchase cradle to cradle goods	Planned	Staff acceptance of life cycle costing in procurements.	Procurement policies require focus on sustainability to recognize end of life (disposal) considerations. Work is underway with cross ministry procurement working group to recommend policy changes.	fiscal 09/ 10
Choose "Green" items from Distribution Centre	In Progress	Goal is to use green products or reuse existing item where possible.	Staff break areas are not replenishing paper and plastic food service items.	fiscal 09/ 10
Encourage re-use of furniture and equipment	In Progress	Goal is to re use surplus office equipment before purchasing new.	Regions have established surplus furniture lists and appointed key staff to field requests for furniture.	fiscal 09/ 10

2.4 Travel

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	In Progress	Goal is to reduce travel expenditure from previous fiscal year end by 50%.	Cost reduction measures will require all locations to reduce or avoid travel using alternative methods described below.	fiscal 09/ 10
Train staff in the use of Live Meeting (or other desktop collaborative software)	In Progress	Goal is to train staff in Live Meeting and other collaborative software.	Ministry will receive computer upgrades in 2009 and has started training staff in use of collaborative software.	fiscal 09/ 10
Install Video Conferencing facilities	In Progress	All locations will have at least one video conference port available.	Most locations have at least 1 video conferencing ports. Inter ministry shared video conferencing framework being proposed.	fiscal 09/ 10
Initiate Travel Policy	In Progress	Guided by CPPM 10.0 Travel and local understandings.	Some locations have set a 4 hr or less rule as guideline to video, teleconference, or ilinc	fiscal 09/ 10
Mandate car pooling to government meetings	In Progress	Goal is to carpool where possible.	car pooling to meetings is being expanded to include other ministries travelling to similar events in common locations.	fiscal 09/ 10 and beyond

Reduce travel costs and emissions	In Progress	Goal is to minimize travel costs and emissions.	Review how many attendees are required. Change time and venues to avoid extra travel costs.	fiscal 09/10
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2.5 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In Progress	Goal is to increase staff awareness of climate change issues by collaborating in the ministry Carbon Champion network.	Redeveloping public website to enable viewers to learn what the ministry is doing on climate change.	fiscal 09/ 10 and ongoing
Provide conservation education	In Progress	Goal is to increase staff awareness in conservation of resources used in business operations.	Support existing ministry SharePoint site where ministry staff can post documents and encourage staff to access other sites such as Climate Change Wiki and Where Green Ideas Work.	fiscal 09/ 10 and ongoing
Hold contests to change behaviour/make pledge	In Progress	Goal is to educate and change wasteful behaviours using low cost solutions.	Continue to influence staff to change wasteful behaviours and prioritize actions minimizing costs and emissions. Launching a fuel efficient driver challenge.	fiscal 09/ 10 and ongoing
Develop Green Teams	In Progress	Goal is to have highly informed green teams at all locations.	Green teams are in place at over 90% of ministry locations. Ongoing recruitment and training required to strengthen teams' effectiveness.	fiscal 09/ 10 and ongoing
Support Green Teams (resources)	In Progress	Goal is to increase support for green teams.	Green teams are volunteers and provide networking opportunities to staff depending on workloads. More outreach and funding is required to develop informed and performing green teams.	fiscal 09/ 10 and ongoing
Provide green tips	In Progress	Goal is to keep green teams informed.	Ongoing use of share point, email and "one on one" to provide green tips. Some locations published local newsletters or post activities on their location web sites.	fiscal 09/ 10 and ongoing
Support professional development	In Progress	Goal is to encourage professional development.	Ministry has learning as one of its core values. Carbon neutral action plan has included professional development as part of its awareness matrix.	fiscal 09/ 10 and ongoing
Add a green work goal to performance management	In Progress	Goal is to encourage one or two green goals to performance for all staff.	Some staff have embraced this challenge voluntarily. It is currently not a mandatory as in other ministries.	fiscal 09/ 10 and ongoing
Provided increased and improved bike storage to encourage those staff who can bike to work	In Progress	Goal is to provide bike storage as part of the facility standards.	Some locations have increased or retrofitted bike storage. Other locations such as greater Victoria are space restricted combined with limited shower and locker facilities.	fiscal 09/ 10 and ongoing

2.6 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Take water conservation measures – low flow showers or toilets, fix leaks	In Progress	Goal is to stay current with revisions to building codes.	Upgrade as opportunities and budgets allow.	fiscal 09/ 10 and ongoing.
Reduce/replace bottled water with filtered or refrigerated water	In Progress	It is mandatory to provide staff with safe and good quality drinking water.	Eliminate and reduce bottled water in favour of under counter filtration and treatment equipment where possible.	fiscal 09/ 10 and ongoing.
Improve recycling measures	In Progress	Goal is to show leadership and minimize waste destined for landfills, and to increase recycling to the level available in the local communities.	Established expanded recycling to match what is available in the community.	fiscal 09/ 10 and ongoing.
Support composting	In Progress	Goal is to show leadership and minimize waste destined for landfills by providing organic composting if available in the local community.	Continue support for onsite composting and establishing local gardens by green teams.	fiscal 09/ 10 and ongoing.

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Use re-usable dishes	In Progress	Goal is to only use re-usable dishes at staff functions.	Discourage purchasing non re-useable items and eliminate styrofoam take out waste.	fiscal 09/ 10 and ongoing.
Support sustainable procurement practices	In Progress	Goal is to adopt sustainable procurement practices.	Currently, majority of contracts are awarded to lowest cost bidder. Working through Procurement working group to recommend policy changes.	fiscal 09/ 10 and ongoing.
Adopt low-carbon contracting practices	In Progress	Goal is to minimize emissions in contracting community for contracted services.	Contracted services are required to complete the ministry business and represent a large source of emissions that are not reportable at this time. The vendor community is being encouraged to voluntarily monitor the emissions. The ministry is supporting these efforts by being receptive to changes in policy to allow for future e-bonding documents and other paperless instruments in procurement.	fiscal 09/ 10 and ongoing.
Support lowest life cycle costs in procurement.	Planned	Goal is to achieve lowest lifecycle cost or highest net present value in procurement.	Currently most procurement is based on lowest cost only. Working with cross government Procurement Working Group to recommend procurement policy changes.	fiscal 09/ 10 and ongoing.