

**CARBON NEUTRAL ACTION REPORT
MINISTRY OF HEALTHY LIVING and SPORT**

Executive Summary The Ministry of Healthy Living and Sport was formed on June 23, 2008, and consists of staff and programs from the Ministries of Health Services, Community Development, Environment, and Tourism, Sport and the Arts. Our staff continue to be co-located with the Ministry of Health Services (1515 Blanshard) and Community Development/Tourism, Culture and the Arts (800 Johnson). Most of our actions taken during 2008 were as part of or in support of the Green Teams from these other ministries. The Ministry of Healthy Living and Sport will continue to support the actions of these other ministries, and is committed to looking at initiatives that support both government's commitment to carbon neutrality and the Ministry's mandate of healthy living.

Objectives Employee Engagement - increasing employee morale, attraction and retention by focusing on urgent public priority. Promoting healthier communities (active transportation and cleaner air) and workplaces. Identify and promote green initiatives that are also healthy living initiatives (e.g., Combining physical activity with green commuting; healthy eating with eating local food).

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview The Ministry of Healthy Living and Sport was formed on June 23, 2008, and consists of staff and programs from the Ministries of Health Services, Community Development, Environment, and Tourism, Sport and the Arts. Most of our actions taken during 2008 were as part of or in support of the Green Teams from the Ministry of Health Services and Ministry of Community Development/Ministry of Tourism, Culture and the Arts. For the purposes of reporting for 2008, the Ministry of Healthy Living and Sport will identify activities that were shared with the Ministries of Health Services, Community Development, and Tourism, Culture and the Arts; activities/resources that the Ministry no longer has direct effect on (e.g., fleet, buildings); and activities that the Ministry has undertaken (e.g., recruiting a green team, green activities).

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	Replaced 3 of 9 fleet vehicles with hybrids	In cooperation with the Ministry of Health Services (MOHS)
Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	Complete	Improved fuel emission performance from fleet vehicles. Vehicles are maintained at optimal performance according to the "Red Book" government standard.	In cooperation with the Ministry of Health Services (MOHS)
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	Installation of signs at all high idling locations at 1515 Blanshard.	In cooperation with Ministry of Health Services (MOHS). Installation of signage will occur when signs are available from the Distribution Centre.
Encouraged car pooling in fleet vehicles	In Progress	Number of carpools taken for staff travel to meetings and events.	In cooperation with Ministry of Health Services (MOHS). To encourage carpooling, when signing out a vehicle staff are asked if other staff attending event.
Encouraged use of public transit/active transportation	Complete	Purchased work bikes for employee transportation between meetings and developed use policy/guidelines	Purchase of work bikes complete. Done as part of the former Ministry of Health.
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	Complete	Purchased work bikes for employee transportation between meetings and developed use policy/guidelines	Purchase of work bikes complete. Done as part of the former Ministry of Health.

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken Monitor turn-off challenge	Complete	40% increase in the number of monitors turned off every evening/weekend	

Encouraged staff to use stairs	Complete	Decreased use of elevators	Stairway to Health in 1515 Blanshard location was initiated by staff now in MHLS (initiative began prior to government commitment to carbon neutral government)
Turned off lights in unused rooms	Complete	More lights turned off regularly	Signage posted
Replaced Refrigerators (EnergyStar rated appliance)	In Progress		MOHS 1515 Blanshard St. Facilities Branch replaces refrigerators in staff break rooms with Energy Star appliances as needed
Replaced other appliances (with EnergyStar rated appliance)	In Progress		MOHS 1515 Blanshard St. Facilities Branch replaces microwaves in staff break rooms with Energy Star appliances as needed
Installed multi-function devices (and removed stand-alone printers/faxes)	Complete	Less printers on desktops	Reduced desktop printer policy implemented by Population and Public Health (initiative began prior to government commitment to carbon neutral government)
Replaced standard bulbs with CFLs	In Progress		In cooperation with MOHS, installation of deep cell parabolic lighting at 1515 Blanshard St. which is 65-70% more efficient than previous lighting.
Installed motion activated lights	In Progress		As part of MOHS at 1515 Blanshard St. - researching areas that would be best suited for motion lighting while meeting emergency lighting requirements. As part of 800 Johnson St the Ministry of Community Development and Ministry of Tourism, Culture and Arts - installed auto-sensor lights in break rooms, bathrooms and photo-copy rooms.
Utilized desk-top power management settings on computer	Complete		Automated through WTS
Initiated corporate computer shut-down/wake-up for maintenance	Complete		Automated through WTS
Undertaken building energy audit at LOCATION(s)	Complete	Audit identified actions with the potential for 682,700kWh of annual savings	Energy Audit completed at 1515 Blanshard in 2002 by BCBC
Initiated or completed a building energy retrofit			See Carbon Neutral Action Reports for MOHS and CD/TCA
Re-certification of 800 Johnson St. as a green building (BOMA Certification)	Complete	Certification Status Report received	
Lights Out signage	Complete	In one random check, lights turned off 75% of the time.	In cooperation with MOHS, put up "turn off your light" prompts in break rooms and bathrooms
1.3 Supplies			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	Complete	Per cent paper and GHG emission saved per year as report in SMARTool	In cooperation with MOHS, implemented the use of 100% recycled content office paper sourced by Distribution Centre Victoria by all MOHS Divisions
Initiated automatic double sided printing	Complete	All printers have been defaulted to print double side	
Committed to hold paperless meetings	In Progress		In partnership with Ministries of Community Development and Tourism Culture and Arts at 800 Johnson have held several meetings/events with limited or no paper including Leadership learning session, focus group sessions, and all staff forums.

Developed document library (online and one printed copy) for large documents	Complete		Documents Library located outside PPH ADM's office and documents available on-line.
Re-used non-confidential scrap paper	Complete		In partnership with Ministries of Community Development and Tourism Culture and Arts at 800 Johnson uses scrap paper for prize draws at meetings.
Purchased cradle to cradle goods	In Progress	Per cent of new furniture purchased that is cradle to cradle	As part of the Ministry of Health Services, office furniture that is cradle to cradle certified is currently being purchased where budgets support it. Purchases of office products that are committed to reducing their environmental impact and becoming cradle to cradle certified will continue.
Encouraged re-use of furniture and equipment	Complete	Used furniture regularly distributed	
1.4 Travel			
Installed Video Conferencing facilities	Complete	Per cent air and ground travel saved per year	As part of the Ministry of Health Services (1515 Blanshard St) video-conferencing capabilities installed in room 595, Auditorium A&B and South Pender meeting rooms.
Supported alternative travel (bike/skateboard/walk/transit) for meetings	Complete	Purchased work bikes for employee transportation between meetings and developed use policy/guidelines	In partnership with the Ministry of Health Services (1515 Blanshard) and Ministry of Community Development and Tourism, Culture and the Arts (800 Johnson St) purchased four work bikes.
1.5 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	In Progress		
Provided conservation education	In Progress		
Held contests to change behaviour/make pledges	Complete		Turn off Your Monitor Challenge, Stairway to Health Challenge, Bike to Work Week
Developed Green Teams	Complete		MHLS Green Team recruited
1.6 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Took water conservation measures – low flow showers or toilets, fix leaks	Complete	Number of automatic motion sensor faucets in bathrooms	As part of the Ministry of Health Services (1515 Blanshard St), motion sensor faucets were installed at 1515 Blanshard in bathrooms to reduce waste water. In cooperation with the Ministries of Community Development and Tourism, Culture and the Arts, motion sensor faucets were installed and all toilets at 800 Johnson were replaced with low flow models.
Reduced/replaced bottled water with filtered or refrigerated water	In Progress	Fewer bottled water being purchased or used	As part of the Ministry of Health Services (1515 Blanshard St), water filtration systems with separate faucet for drinking water have been installed under the majority of sinks in lunch/break rooms. In cooperation with the Ministries of Community Development and Tourism, Culture and the Arts, all kitchen faucets at 800 Johnson have filters, pitchers and glasses were purchased for meeting rooms to encourage no water bottles at meetings.

Improved recycling measures	In Progress	Per cent waste that is diverted from the landfill	In cooperation with the Ministry of Health Services (1515 Blanshard St) and the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson) planning on implementing governments enhanced recycling program.
Supported composting	Complete		In cooperation with the Ministry of Health Services (1515 Blanshard St) and the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson) composting is in place.
Used re-usable dishes	In Progress		
Purchased green cleaning products	In Progress		As part of the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson), green cleaning supplies are purchased
Other			
Participated in 2008 Bike to Work Week	Complete	124 people participated in the event	As part of the Ministry of Health Services (1515 Blanshard St), staff reduce their personal emissions from commuting.
Participated in 2008 Bike to Work day	Complete	56 people participated by bike	As part of the Ministry of Health Services (1515 Blanshard St), staff participated in this one day event on October 8th
Healthy Commuting Week	Complete		As part of the Ministry of Health Services (1515 Blanshard St), encourage staff to take alternative travel and reduce emissions from commuting.
Showers in Change rooms for commuters	Complete	Increased Green Commuting	As part of, the Ministry of Health Services (1515 Blanshard St) and the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson), increasing sustainable modes of transportation by providing adequate commuting accommodations.
Create carpool parking spaces	Complete	# of spaces created	As part of the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson), 4 spaces designated as carpool spaces
Expand bicycle lock-up area	Complete	Lock-up expanded to 40 spaces from 20	As part of the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson),

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

Overview
 The Ministry of Healthy Living and Sport continues to be co-located with the Ministry of Health Services (1515 Blanshard) and Community Development/Tourism, Culture and the Arts (800 Johnson). The Ministry of Healthy Living and Sport will continue to support the actions of these other ministries, and is committed in the future to looking at initiatives that support both government's commitment to carbon neutrality and the Ministry's mandate of healthy living.

2.1 Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Encourage car pooling in fleet vehicles	In Progress	No measure	Established behaviour	Ongoing
Encourage use of public transit/active transportation	In Progress	Baseline data to be gathered in 2009 and future performance measures defined		Ongoing
Encourage alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	In Progress	Baseline data to be gathered in 2009 and future performance measures defined	This is an established behaviour and an initiative directly related to MHLS Service Plan goals of improved health and healthier communities	Ongoing

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	TBD		2010
Undertaken Monitor turn-off challenge	In Progress	2008 data showed 40% increase in number of monitors turned off every evening/weekend. 2009 performance measure TBD by MHLS Green Team		2009
Encourage staff to use stairs	In Progress		Stairway to Health was developed by MHLS staff while they were part of the Ministry of Health Services, as a Healthy Workplace initiative. This is an established behaviour and an initiative directly related to MHLS Service Plan goal of improved health	Ongoing
Turn off lights in unused rooms	In Progress	Baseline data to be gathered in 2009 and future performance measure defined		2009
Install multi-function devices (and remove stand-alone printers/faxes)	In Progress	Complete for Population and Public Health. Will gather baseline data for remainder of MHLS and develop future action	This initiative was adopted as a workplace policy for Population and Public Health in 2004 (prior to government commitment to carbon neutral government). Will work with remainder of MHLS to adopt policy.	2009
Develop document library (online and one printed copy) for large documents	In Progress	Review current library, make recommendations on enhanced (green) use		2010
Use collaborative software to edit on-line	In Progress	All MHLS using Eshare Pro for document processing		2009
Re-use non-confidential scrap paper	In Progress		Established behaviour	
Restructure a process to use less paper	In Progress	All MHLS using Eshare Pro for document processing		2009
Actions on non-paper related supplies				
Choose "Green" items from Distribution Centre	In Progress	Work with purchasers to develop policy/guidelines		2010
Encourage re-use of furniture and equipment	In Progress		Established behaviour	
2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	In Progress	Reduce emissions related to travel	Under discussion	2009
Initiate Travel Policy	In Progress	Draft MHLS "green" travel policy	Policy to include increased use of videoconferencing and reduced travel	2010
Support alternative travel (bike/skateboard/walk/transit) for meetings	In Progress	Increase number of staff using "green" travel methods	Established behaviour	2009
2.5 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Hold contests to change behaviour/make pledge	In Progress	Contest and performance measure TBD		2009
Develop Green Teams	In Progress	Increased representation of other program areas within MHLS on Green Team	Green Team established. Will encourage participation of staff in other buildings (beside 1515 Blanshard location)	2009
Support Green Teams (resources)	In Progress	Co-op hired to assist MHLS Green Team		2009
Provide green tips	In Progress	Regular green tips posted on Ministry Intranet	Intranet launch scheduled for April 1, 2009	2009
Add a green work goal to performance management	In Progress	Advocate for "green" goal on MHLS staff EPDPs		2009
Identify "green" initiatives that are directly related to the Ministry of Healthy Living and Sport's Service Plan goals of improved health, reduced illness and injury; healthier communities; and increased participation and excellence in sport and recreation	In Progress	List of "double wins" (actions that promote carbon neutrality and healthy living); Data gathered on how much carbon saved by adopting the behaviour		2009-2010

Highlight and market "green" initiatives that are directly related to the Ministry of Healthy Living and Sport's Service Plan goals of improved health, reduced illness and injury; healthier communities; and increased participation and excellence in sport and recreation	In Progress	Develop information on how the healthy choice can be the green choice and vice versa, and share information across government	2010
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2.6 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Reduce/replace bottled water with filtered or refrigerated water	In Progress	Eliminate bottled water from office		2009
Use re-usable dishes	In Progress	Re-usable dishes available for staff use		2009
Support sustainable procurement practices	In Progress	Work with purchasers to develop policy/guidelines		2010
Adopt low-carbon contracting practices	In Progress	Work with Contract Management (Ministry of Health Services) to advocate for low-carbon contracting practices		2010