

**Carbon Neutral Action Report
Ministry of Small Business and Revenue**

Executive Summary

MSBR was proactive in implementing many initiatives that decreased GHG emissions: introduced smart business travel; increased the purchase of recycled paper and green products; improved building energy-efficiency; and reduced industrial waste. The ministry also purchased a number of hybrid vehicles between 2005 and 2007. By 2008, almost 50% of ministry vehicles were hybrids. In addition the ministry went beyond the scope set out in legislation by developing a web-based interactive software that allowed employees to track and reduce emissions by choosing alternate forms of transportation to commute to and from work. This software is being considered for adoption across government.

The ministry also set up an internal green website and a green team with cross divisional representation to raise staff awareness and provide information to staff on how they can reduce their personal carbon footprint. The ministry also added an environmental award within its annual awards program to recognize ministry staff who demonstrated innovative ways to reduce carbon emissions.

The ministry merged with the Ministry of Finance (FIN) in early 2009 and therefore, future reporting will be fall under FIN.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

MSBR was a leader in sustainable business practices by replacing existing vehicles with efficient/hybrid models, encouraging alternative means of travel, funding building improvements, moving to 100% recycled paper, ensuring new printers have been defaulted to double-sided printing, improving recycling and composting services, reducing the number of long-haul flights and going beyond government's carbon neutral requirements by engaging employees in a variety of green initiatives that support environmental sustainability. Some examples are lunch and learns, commuter challenge and workstation tune-ups.

1.1 Mobile Fuel Combustion

The ministry, in cooperation with FrontCounter BC, funded the installation of video-conferencing sites at Small Business BC locations so small business owners could receive important taxpayer information via video-conferencing without having to leave their local community.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Complete	55% of ministry fleet vehicles (21 of 38 vehicles) have been replaced with more efficient/hybrid models.	Ministry was proactive in replacing vehicles with hybrid models or smaller vehicles that consume less gasoline.
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	Complete	Communicated anti-idling bylaws.	

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Encouraged use of public transit/active transportation	Complete	Posted "Travel green to local meetings" page on employee website.	Website provides employee tips on how to reduce GHG emissions when travelling to meetings. Also, included links to public transit schedules and ride-sharing opportunities.
Purchased plant-based fuel where possible	Complete	6 % of fuel used by MSBR fleet vehicles was an ethanol blend (January through November 2008).	Where possible, the ministry used plant-based fuel types.
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	Complete	Provided 26% (250 of 952) of staff with workstation tune-ups.	Initiative ran from April to May 2008. Representatives from various branches volunteered to conduct one-on-one workstation 'tune ups' with staff. Staff were provided with instructions on how to reduce energy consumption, paper usage, and waste at their workstations.
Asked staff to close blinds daily	Complete	Encouraged staff to close blinds.	Closing blinds at key times during the day reduces need for heating in winter and cooling in summer.
Encouraged staff to use stairs	Complete	Encourage staff to use stairs whenever possible.	
Turned off lights in unused rooms	Complete	Installed motion sensor lighting and auto-shut-off function in select ministry buildings.	
Replaced Refrigerators (EnergyStar rated appliance)	Complete	Replaced 9 inefficient refrigerators with EnergyStar rated models.	Five were replaced in 2007 and four in 2008.
Installed motion activated lights	Complete	Action 1 : 46% of all of the enclosed office spaces at 1810 Blanshard St occupied by MSBR staff were installed with motion activated lights. Action 2: 16% of all of the enclosed office spaces at 1802 Douglas St were installed with motion activated lights.	Installed motion activated lights in Victoria offices to reduce electricity usage in enclosed office spaces (e.g. offices, lunch rooms, boardrooms, washrooms) when unoccupied by staff.
Undertaken lighting retrofit	Complete	45% of MSBR total office space (area) is lit with efficient lighting fixtures.	Inefficient overhead light fixtures (T12s) were replaced with energy-efficient light fixtures (T8s).
Initiated corporate computer shut-down/wake-up for maintenance	Complete	All workstations power management settings activated in the fall of 2008.	Ministry computers are shut down at night, except for software upgrades, to reduce energy usage.

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Undertaken building energy audit at LOCATION(s)	Complete	Energy audit done for select ministry buildings in Victoria.	Identifies areas within buildings that can be considered for lighting or HVAC upgrades.
Initiated or completed a building energy retrofit	Complete	37% is (6369 of 17,396 square meters) of the total MSBR office space (area) has undergone Heating, Ventilation, and Air Conditioning (HVAC) improvements.	HVAC improvements included modifications to system programming as well as mechanical upgrades to save money and reduce GHG emissions.
1.3 Supplies			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	Complete	30% of paper purchased by MSBR contained 100% recycled content.	
Initiated automatic double sided printing	Complete	<p>Action 1: 85% (22 of 26) of new printers were set to automatic double sided printing.</p> <p>Action 2: Staff were also proactive and switched to double-sided printing where possible.</p>	The term 'printers' includes multi-function devices (all-in-one copiers, scanners, fax machines, and printers).
Committed to hold paperless meetings	Complete	Green Team held paperless meetings. Encouraged other ministry staff to hold paperless meetings.	
Re-used non-confidential scrap paper	Complete	Select branches re-used scrap paper for note taking and brainstorming.	Reduces need to purchase full scap paper for note taking.
Used laptops/tablets	Complete	MSBR auditors used laptops to reduce paper usage and increase efficiency.	
Restructured a process to use less paper	Complete	<p>Action 1: Customer Service and Information Branch reduced the amount of paper used annually for mail-outs by approx. 2.1 million sheets.</p> <p>Action 2: Property Taxation Branch reduced the amount of paper used for client billing, correspondence, etc. by 10,000 sheets annually.</p> <p>Action 3: Mineral Oil and Gas Branch electronically mail oil and gas royalty statements to clients via email. The new process saved approx. 30,000 sheets annually.</p> <p>Action 4: Other ministry branches reviewed their business processes and took action to reduce paper usage wherever possible.</p>	As an example, the budget bulletin mail-out was reduced from 24+ pages to a one-page 'Budget 2008 Tax Changes Summary' and contained a web link to the complete budget bulletin, posted on the Ministry website. Only a fraction of taxpayers who received the summary requested a mailed copy of the 24+ page budget bulletin.

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1.4 Travel			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated Travel Policy	Complete	Encouraged use of SMARTTEC travel planning function to choose least carbon intensive travel.	
Expanded a satellite office to further reduce airplane travel	Complete	96% reduction in travel expenditures for relocated staff.	Expanded the number of auditors located in Ontario, this reduced the amount of air travel that would otherwise need to be taken.
Implemented SMARTTEC	Complete	Staff, on travel status, are required to account for GHG emissions associated with their business travel by completing a Smarttec report.	SMARTTEC permits staff to make prudent travel arrangements and choose least carbon intensive travel.
Staff directed to use green-rated hotels	Complete	Staff encouraged to use 'Green Key'-rated hotels, where possible, when on travel status.	
1.5 Employee Engagement			
Provided climate change education	Complete	Held 'lunch and learn' events in MSBR offices .	Movies such as <i>An Inconvenient Truth</i> and the <i>Planet Earth</i> series were screened. Speakers, Guy Dauncy and Daniel Sielberg, presented on climate change during separate 'lunch and learn' events.
Provided conservation education	Complete	Celebrated Earth Day 2008.	A week of activities focus on conservation education and staff engagement.
Held contests to change behaviour/make pledges	Complete	Developed web-based 'Commuter Challenge' program. It received honourable mention in the 2007 BC government employee Green Ideas Shine Challenge. And is now being examined to determine if the program can be leveraged across government.	Program allows employees to input their baseline commuting habits, set targets, and track their GHG emissions reductions as a result of choosing lower impact commuting options.
Held contests/support to generate ideas	Complete	Awarded first Ministry APEX (Achieving Performance Excellence) Award for Environmentalism. Ministry staff rewards program introduced green recognition items such as a canvass tote bag, canvass lunch bag and coffee mug.	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.

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Developed Green Teams	Complete	MSBR green team was established in spring 2007.	Received support from the Deputy Minister, Executive Sponsor and branch rep's. The team provided input on the MSBR Carbon Neutral Action Plan and raised staff awareness through various green initiatives such as the commuter challenge, workstation tune-ups and enhanced recycling.
Supported Green Teams (resources)	Complete	Green Initiatives Analyst hired to move MSBR Green Program forward.	The analyst worked with key staff to develop the Carbon Neutral Action Plan, green material for website and coordinate green initiatives for the Green Team.
Provided green tips	Complete	Tips posted on MSBR internal green website.	Continuously improve green communications material on the FIN intranet site.
Supported professional development	Complete	Staff were supported to attend training and information sessions on greenhouse gas emissions and learn ways to reduce their carbon footprint.	
Added green work goal to performance management	Complete	Added green actions to annual branch business plans.	Branches identified green actions to undertake to reduce their carbon footprint.
Other:			
Nominated for Environmental Award	In progress	Staff at the Contract Management Office (CMO) were nominated and became a finalist for BC Hydro's Power Smart Excellence Award.	The CMO developed a unique branch climate action plan that focused on small changes that an employee could make to reduce their carbon footprint at home, commuting to/from work and at work.
1.6 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Improved recycling measures	Complete	Launched enhanced recycling/waste diversion program at 1810 Blanshard in Victoria to include tin, hard plastic, glass and batteries.	Goal is to reduce landfill waste.
Supported composting	Complete	Enhanced industrial composting program at 1810 Blanshard in Victoria.	Expanded composting at 1810 Blanshard with the goal to divert waste from the landfill.
Used re-usable dishes	Complete	Select offices purchased re-usable dishes.	By using re-usable dishes, plastic and paper waste is reduced.
Purchased green cleaning products	Complete	Contracted cleaning service provider is required to use green cleaning products.	

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Used green (low-e paints)	Complete	Used 'Green Performance Standard' paints for all new painting projects	Green paint standards are established by the internationally-recognized Master Painters Institute.
Other:			
Minimized waste during building improvements	Complete	New office space created with minimal waste generated.	Where possible, wall components were re-used when demolishing and constructing new office space.
Used eco-friendly carpet tiles for building improvements	Complete	Installed eco-friendly carpets in MSBR offices.	Carpet tiles were made from 100 per cent recycled materials and bio-based fibres with no off-gassing.
Hosted Pocket Markets	Complete	Held weekly pocket markets at 1810 Blanshard St.	Provide staff with the opportunity to purchase locally grown/organic food.

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

Overview

The ministry merged with the Ministry of Finance (FIN) in early 2009 and therefore, reporting of future actions will be included in the MFIN Carbon Neutral Action Report.