

Carbon Neutral Action Report Ministry of Public Safety and Solicitor General

Executive Summary

In alignment with the Provincial Government's Climate Action Plan, and guided by the Greenhouse Gas Reduction Targets Act, the executive of the Ministry of Public Safety and Solicitor General (PSSG) have made a commitment in addressing climate change. We have put the finishing touches on this commitment - The Ministry of Public Safety and Solicitor General Carbon Neutral Action Plan. The Plan identifies five core objectives to reduce our greenhouse gas (GHG) emissions over the next three years from our facilities, our fleet vehicles, the products we purchase, our business travel and by providing "green" education and awareness for all employees of our ministry.

Our Plan takes into consideration the unique challenges we face, including the current global, national and provincial financial pressures and the operational requirements of our correctional facilities, which is our largest emitter of GHGs. We have identified and will continue to identify where facility efficiencies may be gained by performing energy audits on our buildings, based on availability of operational funding, and we will seek retrofit eligible facilities where possible, including approval of a new Leadership in Energy and Environmental Design (LEED) Gold corrections facility.

Beyond identifying opportunities where facility efficiencies may be gained, we have committed to minimizing emissions from our fleet vehicles. PSSG current leased fleet is 31% hybrid (66 of 215) ranks third highest amount of hybrids in government. PSSG also replaced nine gas-powered vehicles with hybrids in 2008/09. Next fiscal does not hold any further replacements with hybrids for the ministry; however, we will see expiring leases in the following year which may open the door for our first electric vehicles.

Although the procurement purchases we make represent only 1% of the ministry's GHG emissions, it has been mandated that all offices of PSSG purchase and use 100% recycled paper in all new Multi-Functional Devices. In 2007, 35% of paper purchased and used by the ministry was recycled and that number has increased to 68% in 2008.

With implementation of the U2 Refresh, collaborative software tools will be utilized and videoconferencing will be expanded to provide us with training opportunities and options to reduce our business travel.

We're proud of the work that our Green Team has done over the last year, and we continue support the crucial role that our Green Team plays in fostering employee engagement and awareness in climate action and environmental initiatives across our ministry.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

Although 2009 was the first year that PSSG had created a Carbon Neutral Action Plan, we have done some great things towards our goal of reducing our GHGs and become carbon neutral by 2010. Some of our highlights are: Along with the Ministry of Attorney General, we became the first ministry to initiate an anti-idling program for our fleet vehicles, as well as participated with the Open Learning Agency to create DriveSmart, the new online Green Driver Training Program; At the new Provincial Emergency Program facility, the landlord was responsible for tenant improvements and reused approximately 10-15% of existing construction materials. By recycling these items, we saved time, money and reduced the amount of material going to the landfill; With our procurement, the Deputy Minister has mandated that all paper purchased will be 100% recycled; Over the last ten years, PSSG has installed many videoconferencing sites, and we will be assessing all these sites and developing communications materials to promote their use and how to use them, as we focus on reducing our travel costs and emissions; And, we created a Green Team website on the PSSG intranet to keep us up to date with relevant and topical climate action information and to promote awareness and education for our employees.

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	Reduce GHG Emissions.	Replaced 9 gasoline vehicles with Hybrid Vehicles and added 2 Ultra Low Efficiency Vehicles to our fleet.
		Reduce GHG Emissions.	Moved from steel to aluminum add-ons for internal safety features reducing vehicle weight, subsequently reducing fuel usage.
Provided driver training to reduce fuel use	In Progress	Reduce GHG Emissions.	Initiated an anti-idling policy and program.
Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	Reduce GHG Emissions.	Messages on improving fuel economy sent to all operators in fleet.
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	Complete	Reduce GHG Emissions.	1st ministry in BC government to initiate an Anti-Idling program, stickers issued, awaiting Green Driver training program that we have participated in creating with Open Learning BC.
Encouraged car pooling in fleet vehicles	In Progress	Reduce GHG Emissions.	Messages on improving vehicle use sent to all operators in fleet.
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	Complete	Reduce GHG Emissions.	Ministry Bicycle acquired for pool use at 1001 Douglas St HQ in Victoria and at PEP on Keating X road. Safe biking workshops sponsored by PSSG Green Team.

Applied for LEED existing building rating	Complete	Long-term cost savings and GHG reduction.	In alignment with Government's Climate Action Plan, all new provincial public buildings will be constructed to LEED Gold or equivalent standards. Corrections Branch has applied and planned for a new correctional facility to be constructed to these standards. Pending determination of building location.
Undertaken building energy audit at LOCATION(s)	Complete	<p>Cost savings and GHG reduction.</p> <p>Cost savings and GHG reduction.</p>	<p>Accommodation and Real Estate Services (ARES) funded one completed energy audit of a ministry facility. Although this location was not successful in the first intake of the Public Sector Energy Conservation Agreement (PSECA) funding, the ministry is pursuing ARES support for re-submitting in a future PSECA intake. - Port Coquitlam Pre-Trial Centre</p> <p>Workplace Solutions Inc (WSI) undertook two more audits of ministry special purpose facilities. The Correctional Centre in Prince George and the Alouette Correctional Centre for Women in Maple Ridge.</p>
Initiated or completed a building energy retrofit	Complete	Cost savings and GHG reduction.	<p>At the new Provincial Emergency Program facility, the land lord was responsible for tenant improvements and reused approximately 10-15% of existing construction materials which included carpets, lighting, server racks, transformers, wiring, baseboards, PA speakers and the HVAC systems. Having so many items recycled saved time, money and reduced the amount of material going to the landfill.</p> <p>Automatic on/off light switches were installed in all enclosed spaces.</p>

1.2 Supplies			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	Complete	Purchase/use 100% recycled paper as a standard business practice.	Memo sent by Deputy instructing that all paper purchased will be 100% recycled unless operationally not feasible.
Initiated automatic double sided printing	In Progress	Increase % of all printers to automatically print double-sided.	Have started working with ITSD to default our workstations to print double-sided where feasible.
Developed document library (online and one printed copy) for large documents	Complete	Reduced paper usage, decreased storage space, increase in consistently applied contractual language and elimination of duplication.	Contract Management System (CMS) contains a central repository for all contract templates for the ministry; accessible to all ministry staff with procurement duties. Eliminated central collection of paper copies of signed contracts; all contracts are now created or scanned/attached electronically in CMS.
Used laptops/tablets	In Progress	Increased use of laptops and tablets versus paper.	Corrections sources used reconditioned laptops for their program use by inmates - disclosure.
Chose "Green" items from Distribution Centre	In Progress	Increased percentage of green content purchases.	Through the ministry Contract Management Committee, members are advised to choose recycled products wherever possible.
Encouraged re-use of furniture and equipment	In Progress	Reduction in new products resulting in decreased consumption of carbon producing content.	Through the ministry Contract Management Committee, members are advised to choose recycled/re-used products wherever possible.
1.3 Travel			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Installed Video Conferencing facilities	Complete	Increased Education.	Over the last ten years, the PSSG has installed many videoconferencing facilities. In 2008 the PSSG identified and assessed all videoconferencing sites in our ministry. Communications material produced to promote the use of the sites.
Supported alternative travel (bike/skateboard/walk/transit) for meetings	Complete	# of participants.	Bike safety training.

1.4 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	In Progress	Increased Engagement.	PSSG intranet site and Green Team web pages kept up to date with relevant and topical climate action information.
Provided conservation education		Increased Education.	Tips for a Greener Holiday Season.
	Complete	Increased Education.	Coroner Service launched a branch-wide green strategy to promote sustainable business practices and to make a contribution to government's overall climate action efforts.
Held contests to change behaviour/make pledges	Complete	69 submissions received.	1 in May 2008 and 1 in June 2008 for the Green Innovative Actions Contest.
Held contests/support to generate ideas	Complete	GT Website operational.	Green Team Website launched in October, 2008.
Supported Green Teams (resources)	In Progress	Funding received.	Continue to receive funding from Executive for Green Team Activities.
1.5 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Improved recycling measures	Complete	Increased Education.	Holiday Lights Recycling.
		Reduced waste.	All Coroner Service lunch and learns are waste-free.

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

Overview

In alignment with our Carbon Neutral Action Plan, we have made commitments over the next three years to reduce our GHGs and our carbon footprint. Due to fiscal budget restraints, some of our Ministry priorities have shifted, and there may be actions included in this report that will be delayed until further operational funding becomes available. Some highlights of future actions are: We plan to continue acquiring hybrid vehicles where they are available in non-prisoner transport applications and hope to pilot next generation electric vehicles when they become available; ARES has identified five locations to be audited in fiscal 09/10. These are subject to operational funding availability: Ford Mountain Correctional Centre, Nanaimo Correctional Centre, Kamloops Regional Correctional Centre, Vancouver Island Regional Correctional Centre, and the Surrey Pre-trial Services Centre. Contract Management System (CMS) contains a central repository for all contract templates for the ministry; accessible to all ministry staff with procurement duties, eliminating central collection of paper copies of signed contracts; We will support the use of technological solutions provided through U2.0 refresh using collaboration tools such as Live Meeting; And, through our Green Team, we will coordinate and identify all PSSG offices to establish a Green Team contact to provide a greater informational connection to our team in Victoria and Vancouver.

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	Increase % of hybrid vehicles in the Ministry.	We plan to continue acquiring hybrid vehicles where they are available in non-prisoner transport applications and hope to pilot next generation electric vehicles when they become available.	Mar, 2011
		Reduce GHG Emissions.	Adopt an escalated vehicle replacement schedule in those classes where hybrids are an option, with the goal of bringing hybrid vehicles to the fleet 1 to 3 years earlier than would otherwise be the case.	2009-2011
		% of ministry fleet emissions attributable to Z class vehicles based on fuel usage.	Determine whether improvements/changes are economically viable.	Ongoing
		# of vehicles with aluminum caging.	Develop decision support information regarding caging for prisoner transport vehicles.	Ongoing

Provide driver training to reduce fuel use	In Progress	% of staff who have taken course.	Support driver habits training through the Open Learning Agency, once available.	Unknown
		Contribute to the design of the course.	Assist with the development of online 'Eco-Driver' training.	Ongoing
		% of operators abiding by fuel purchase policy.	Educate operators on 'greener' fuel options and fuel purchasing policies.	Ongoing
Initiate new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	In Progress	# of verified lease maintenance exception reports.	Maintain vehicles at optimum performance levels.	Ongoing
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	# of fleet vehicles with clearly visible stickers and survey of # of operators aware of anti-idling policy.	Continue to educate fleet vehicle operators with anti-idling practices.	Ongoing
Encourage use of public transit/active transportation	In Progress	Increase in ministry employees who use public transit.	Bus Pass Program.	Being considered for gov't wide action
Encourage alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	In Progress	Information posted to GT website.	Bike Locker awareness.	Ongoing
		Information posted to GT website.	Bikes 4 Loan program.	Ongoing - DM promoted in Nov, 2008

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	Planned	# of employees who participate in the Work Station Tune-Up program.	The Green Team will run a contest to encourage employees to reduce their work station energy use.	Summer 2009
Replace Refrigerators (EnergyStar rated appliance)	In Progress	Reduction in energy costs.	Coordinate assessment and replacement of ministry buildings fridges. Purchase new energy efficient fridges at a discount.	Ongoing
Undertake building energy audit at LOCATION(s)	Planned	Increase % of buildings receiving an energy audit.	ARES has identified five locations to be audited in fiscal 09/10. These are subject to operational funding availability: Ford Mountain Correctional Centre Nanaimo Correctional Centre Kamloops Regional Correctional Centre Vancouver Island Regional Correctional Centre Surrey Pre-trial Services Centre	Mar, 2010
Initiate or complete a building energy retrofit	In Progress	# of PSECA applications made.	We will seek funding and retrofit eligible facilities where possible.	Ongoing

2.3 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	In progress	100% use of recycled paper.	Memo sent by Deputy instructing that all paper purchased will be 100% recycled unless operationally not feasible.	Ongoing
Develop document library (online and one printed copy) for large documents	In progress	Reduced paper usage, decreased storage space and increase in consistently applied contractual language, and elimination of duplication. Compliance with planned new government procurement policy.	Contract Management System (CMS) contains a central repository for all contract templates for the ministry; accessible to all ministry staff with procurement duties. Eliminated central collection of paper copies of signed contracts; all now created or scanned/attached electronically in CMS. Planned development of ministry policy/guidelines to incorporate language in contract documents to require vendors to submit/qualify carbon reduction activities related to contracted services.	Dec, 2009
Restructure a process to use less paper	In Progress	Information posted to Green Team website.	Think Before You Print' line made available for signature block.	Ongoing
Choose "Green" items from Distribution Centre	In progress	Increased percentage of green content purchases.	Through the ministry Contract Management Committee, members are advised to choose recycled products wherever possible.	Ongoing
Encourage re-use of furniture and equipment	In progress	Reduction in new products resulting in decreased consumption of carbon producing content.	Through the ministry Contract Management Committee, members are advised to choose recycled/re-used products wherever possible.	Ongoing
2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
	In Progress	Reduce GHG emissions.	Encourage staff to use Green Key accommodations, rent hybrid vehicles and choose from green caterers.	Ongoing
	In Progress	Reduce GHG emissions.	Support the use of videoconferencing through availability and training.	Ongoing

2.5 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Complete	Article posted.	An article on the use of videoconferencing appeared in the January edition of the DSG Digest, entitled, "BCCS is Saying Goodbye to Unnecessary Carbon Emissions."	January, 2009
Provide sustainability education	Complete	Employee engagement.	Develop an initiative to support Earth Day.	April, 2009
	Planned	Employee engagement.	Establish a PSSG green citizens day for clean air month.	June, 2009
	In Progress	Employee education.	Article on how to build an urban vegetable garden.	May, 2009
	In Progress	Combined lunch and learn event with another ministry.	LCS presentation of green options.	Dec, 2009
	In Progress	Link posted to Green Team (GT) Website.	Essential taxi travel.	Dec, 2009
	In Progress	Information posted to GT website.	Research and post Top 10 links from climate action website.	Ongoing
Hold contests to change behaviour/make pledge	In Progress	# of employees engaged in Soapbox.	Continue with Soapbox on ministry Green Team website.	Ongoing
Hold contests/support to generate ideas	In Progress	# of challenges.	Periodic emails of new initiatives to raise staff awareness.	Ongoing
Develop Green Teams	In Progress	Employee engagement.	Coordinate and identify all PSSG offices to establish a Green Team contact.	Ongoing
Support Green Teams (resources)	Planned	Funding received.	Green Team to receive funding from Executive for GT initiatives throughout the year.	
Provide green tips	Planned	Article posted.	An article is planned for the website on simple things you can do to have an environmentally conscious vacation this summer.	June, 2009
		Employee Education.	Post Green Tip of the Week on GT Website.	Ongoing

Support professional development	In Progress	# of employees who attend sessions.	Lunch and Learn sessions - Presentation to employees about home retrofit grant opportunities.	Ongoing
Encourage Participation in X-Gov't carbon neutral meetings	In Progress	Attendance and participation.	Participate in X-Ministry working groups.	Ongoing
Encourage commute car pooling	In Progress	Information posted to GT website.	Carpool lists.	Pending decision

2.6 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Improve recycling measures	In Progress	Waste reduction.	Continue to work with WTS to coordinate an enhanced recycling program in your building.	Ongoing
		% of buildings with a waste reduction program.	Support and promote energy and waste reduction initiatives made across government.	Ongoing
		Waste reduction.	Coordinate recycling of Workstation Refresh 2.0 packaging.	Ongoing
Phone Book Reduction Program	In Progress	Waste reduction.	Reduce amount of phone books and yellow pages received by the ministry.	Ongoing