

2009

Carbon Neutral Action Report



*Campbell River
Photo courtesy of Gavin Lawrence*

BC Ministry of Attorney General

May 1, 2010

Executive Summary

Climate change poses a serious challenge to British Columbia. There is broad scientific consensus that the coming decades will bring increasingly erratic and extreme weather, caused by a gradual warming of the atmosphere due to human activities. The BC Government and the Ministry of Attorney General recognize our responsibility in dealing with this threat. As one of the largest provincial ministries, the Ministry of Attorney General (MAG) plays an important role in achieving carbon neutrality, and has detailed its strategy through the MAG Carbon Neutral Action Plan.

Our plan takes into consideration the unique challenges we face including current financial pressures and the operational requirements of running the justice system. Our buildings, offices and courthouses are responsible for the majority of our emissions, and we are continually looking for new ways of making our buildings more efficient. In 2009, Shared Services BC successfully applied for retrofit funding through the Public Sector Energy Conservation Agreement (PSECA) to advance energy efficiency projects at several buildings and a significant amount of associated greenhouse gas emissions will be diverted as a result of these retrofits.

In addition to improving the efficiency of our facilities, we are committed to continuing the reduction of emissions from our fleet vehicles and business travel. Due to the amount of travel necessary for our staff to provide justice services across BC, business travel is necessary to provide these services; however, in 2009, our Ministry reduced its business travel emissions by 35%, exceeding our goal by 10%.



In order to achieve many of our carbon neutral goals, we will rely on the contribution of ministry staff and our Ministry's Green Team. We will continue to support our Ministry's Green Team in their effort of reducing our carbon footprint through education and engagement.

Although current financial constraints pose a challenge to our plan, the Ministry of Attorney General is still on track to achieve our goal of becoming carbon neutral in operations by 2010.

Sincerely,



David Loukidelis

Deputy Attorney General

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

In 2009 the Ministry of Attorney General faced serious budgetary pressures due to the global economic recession. This hindered our ability to enact some of our more ambitious environmental goals. Despite these challenges, the ministry was able to reduce its Greenhouse Gas (GHG) emissions in a number of areas and continue with our Ministry-wide education and awareness initiatives.

Initiatives such as the bail reform project used videoconferencing technology to conduct bail hearings without requiring sheriffs to transport the accused between correctional facilities and courthouses. From 2008 to 2009, we reduced carbon emissions from our fleet by 13%.

- Our business travel emissions were reduced by 35%, exceeding our goal by 10% for 2009.
- With the U2 refresh complete, nearly all ministry staff have access to collaborative software tools on their computers. These tools allow staff to host online meetings and help reduce business travel. In 2009 training was delivered by the Ministry's Green Team to hundreds of staff, and this training will continue in 2010.
- Energy efficiency projects advanced at several buildings across government, including the Prince George Courthouse. It is expected a significant amount of associated greenhouse gas emissions will be diverted as a result of this retrofit. This project has set an example for future retrofits and new construction.
- The Ministry's Green Team successfully executed a strategic plan and a number of initiatives in 2009. The basis of the plan was to provide education, awareness and encouragement to staff across the province, as they strive to incorporate sustainable practices into their workday.
- The Green Team expanded from 10 members in Victoria to 50 members in 18 locations across the province and received an award from the Climate Action Secretariat for their efforts.
- The Green Team partnered with the Justice Institute of BC and the Pacific Traffic Education Centre to develop an Eco-Friendly Driver training program which will be included in the future curriculum for our new Deputy Sheriffs at the Sheriff Academy.

Plans to Continue Reducing Greenhouse Gas Emissions 2010-2012

Our largest emitter of GHGs is our facilities, consisting primarily of offices and courthouses. As the economic climate improves, we will continue to seek funding for energy audits and retrofits, as part of our drive to improve our facilities' energy efficiency. That being said, we will look to reduce our GHGs in all areas.

- A list of potential projects has been scoped out for submission into the third PSECA funding intake. Approvals for projects are expected during the third quarter of 2010. Projects (in some cases adding to previous retrofit measures in previous years) are proposed at the Port Coquitlam Courthouse and Vancouver Courts in Robson Square.
- We will increase the proportion of hybrid cars in our fleet as funding becomes available. In the meantime, we will expand the use of videoconferencing for bail hearings.
- We will also increase our use of videoconferencing to communicate between the Ministry's executive team and our employees. These changes in the way we do business will also help us maintain our reduction in travel emissions.
- An annual campaign of green initiatives will be launched in 2010; these will encourage staff to continue adopting sustainable practices into their workday, including the use of 100% recycled paper for our printing and copying and completing a workstation tune-up to reduce energy consumption.
- The Ministry's Green Team will continue with its regionalization efforts with the intention of having a representative within each office in MAG. The Team is committed to supporting initiatives that engage our staff and build a bright future and a more sustainable environment and workplace for all of us.



Despite the challenging financial situation, we remain committed to reducing our GHG emissions, as well as improving our overall environmental performance.

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	12	% of vehicles are fuel- efficient models	No increase in 2009, due to moratorium on vehicle replacements (due to budgetary constraints).	Once vehicle replacement moratorium is lifted, we will aim to increase % of hybrids. Note that some fleet vehicles (eg. certain types of prisoner transport vehicles) are not available in hybrid version	2007	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Vehicles are subject to regular maintenance; frequency varies depending on location and vehicle type (eg. regular car vs prisoner transport vehicle)	Current maintenance program will continue	2007	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	In Development			Green Team and Justice Institute of BC (JIBC) developed "Green driver training" to be incorporated into sheriff training by JIBC Pacific Traffic Education Centre (PTEC).	Green Driver training to be implemented at discretion of JIBC PTEC	2009	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development			"Eco-friendly driving" poster created for distribution to sheriffs. This includes information on anti-idling as well as other driving techniques.	Posters were distributed to sheriffs in early 2010	2009	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Carpooling promoted through "Target Green Streets" commuter challenge, coordinated by Green Team.	"Target Green Streets" commuter challenge will be held annually	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Travel alternatives promoted through "Target Green Streets" commuter challenge, coordinated by Green Team.	"Target Green Streets" commuter challenge will be held annually	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Shared Services BC partnered with the Canada Green Building Council to develop a database for the Green Up initiative. Utility data from eight buildings were included in the initiative.	By December 2010 SSBC will be working with WSI to develop a per building cost associated with enlisting in CaGBC's Green Up program and an implementation strategy that aligns with the new funding model as appropriate (i.e. SSBC voted appropriation, cost recoverable or a blend)	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress	65	is the current average rentable square meters per employee	Shared Services BC is currently conducting a government-wide space rationalization initiative	Space rationalization will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate. Facilities Services Division is currently working closely with SSBC to identify and implement consolidation and space reduction opportunities. For example, in Victoria, we are vacating the Family Justice regional office at 506 Government, and co-locating into existing space at 703 Broughton. The net result is a reduction in government space overall.	2009	2012
Owned buildings							

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year	
Establish energy performance baseline for owned buildings	Ongoing/In Progress		Building level energy performance target setting was identified as one of six key priorities under an Energy Management and Conservation Strategy for core government buildings. The Strategy was completed in the spring of 2009. Shared Services BC, in partnership with government's outsource service provider for property management (BLIC-WSI) launched a building level energy performance target setting initiative in December of 2009. The results of this initiative will enable WSI operations and management teams to better monitor energy performance relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems and energy accounting data. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010	
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Ongoing/In Progress	0	% of owned buildings have operations and maintenance labelling/certification	During the first quarter of 2009, SSBC participated in the LEED Canada 2009 initiative. Eight buildings were selected to participate in a benchmarking exercise. A workshop was also conducted by the Canada Green Building Council, during which participants from BLIC-WSI and SSBC completed a LEED certification gap analysis on selected buildings. Otherwise, two landowners of buildings where government employees are accommodated have recognized the Province's interest in third party verification of government space. The eight buildings included in the pilot include: the Jack Davis Building (78333), Richard Blanshard Building (11221), Selkirk (78325), Robert Kerr (92150), Environmental Regional Building - Kamloops (49932), 3350 Douglas (63883), Kutenai Place (78217) and the PGOB in Quesnel (31526) - Ministry of Attorney General has Criminal Justice and Court Services Staff at the Provincial Government offices in Quesnel.	A LEED EB-OM attainment strategy is included as a recommended policy items within a draft Pacific Green High Performance Building Policy. The recommended policy items will be brought to cabinet for approval or otherwise incorporated into other existing policies once a green funding mechanism is established under a separate initiative, expected to be complete in Q3 2010.	2009	2011
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Ongoing/In Progress	0	% of commercial interiors in owned buildings have labelling	Two LEED CI certifications are being pursued at Robson Square in Vancouver. One is for showcase and hosting and one for the Asia Pacific Business Centre.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	0	% of owned buildings are certified LEED NC Gold or LEED NC Platinum	Several owned buildings were considered for LEED certification during the 2009 calendar year, including the Squamish-Lil-Wat Cultural Centre, the CL3 Laboratory at the Abbotsford Agricultural Centre, the Burnaby Youth Justice Services Centre, the Revelstoke Ambulance Station, and the Capital and infrastructure projects at several Correction Centres.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010
Incorporate integrated design process into new construction or during renovations of owned buildings	In Development			The integrated design process is currently being used on an ad-hoc basis. Shared Services BC is currently considering a plan to better incorporate IDP into future construction/renovations	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress		SSBC successfully applied for retrofit funding through the Public Sector Energy Conservation Agreement to advance energy efficiency projects at several buildings, including the Prince George Courthouse (107k kWhs saved) , Prince George Youth Custody Centre (800 GJ's saved), Robson Square Complex (7,460 GJs saved), BC Centre for Disease Control (2,060 GJs saved), Colony Farms Forensic Hospital (3,000 GJs saved), Abbotsford Agriculture Centre (1,600 GJs saved), and St. Anne's Academy (728 GJs saved). It is expected a significant amount of associated greenhouse gas emissions will be diverted as a result of these retrofits.	A list of potential projects has been scoped out for submission into the third PSECA funding intake. Approvals for projects are expected during Q3 2010. Projects (in some cases adding to previous retrofit measures in previous years) are proposed at Abbotsford Agricultural Centre (78612), BC Centre for Disease Control (90258), FPI Colony Farms, Port Coquitlam Courthouse (78604) , Robson Square (45047,46581, 43398) , Vancouver Courts 17871 , and Queen's Printer (10652).	2008	2010
Leased buildings						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		The same building level energy performance target setting exercise that is being applied to owned buildings is also being rolled out to leased facilities. The results of this initiative will enable WSI operations and management teams to better monitor and manage energy performance where they have influence, relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems, lease terms, and energy accounting data where known. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is also being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	In Development		The known leased spaces where a green building or energy performance label has been sought (lead by landowners) includes: 818 Fort Street (BOMA BEST Level 2), 1007 Fort Street (BOMA BEST Level 2), 1405 Douglas (BOMA BEST Level 2), 1802 Douglas (BOMA BEST Level 2), 3350 Douglas (BOMA BEST Level 3), 395 Waterfront (Gatehouse BOMA BEST Level 3), and 800 Johnson (LEED Gold). The following buildings have successfully passed their audits and are awaiting official confirmation of certification by BOMA; the Belmont Building (BOMA BEST Level 2), the Robert Kerr Building (BOMA BEST Level 2) and 3960 Quadra (BOMA BEST Level 3).	Once these projects are complete, no other certifications are being sought at this time, nor has SSBC been notified of any certifications pending by other landowners.	2008	2010
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	In Development		LEED CI certification was registered for only one building within SSBC's portfolio. Energy, Mines and Petroleum Resources initiated certification for 976 Meares Street in Victoria. The pursuit of certification was abandoned when the space was deemed surplus by the customer toward the end of the application process. The space remains eligible for completion of the LEED CI application process should another tenant decide to continue with the project.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress		LEED certification was pursued in one new and leased building development project, in Kamloops, occupied by the Ministry of Transportation.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Complete			A significant amount of government's building portfolio is leased space. SSBC has focused a considerable amount of research and analysis on green lease schedules that are intended to improve performance regarding conservation of energy and water, waste reduction and recycling, and support of green team activities. Schedules that have been drafted are available for use on new leases and lease renewals.		2008	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	99	% of computers shut down automatically outside of regular business hours	In 2008, software was applied to all Ministry computers which powers them down outside of regular business hours (unless they cannot be powered down due to critical business needs). The same software was applied to any new workstations acquired in 2009.	Ensure any new workstations acquired between 2010 – 2012 have power management software installed.	2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress			Shared Services BC committed to virtualizing 65% of core government servers over 5 years between 2009 and 2014. As part of this initiative, an number of Ministry servers were virtualized in 2009.	As a best practice, server virtualization will be considered before any additional servers are added core government's data warehouse.	2009	2012
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	As part of the U2.0 upgrade, workstations had their setting applied so that after 5 minutes of inactivity, all workstation CPU go into sleep mode and each monitor displays a screen saver. After another 5 minutes the monitor goes into sleep mode as well.		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			AG and PSSG share offices and workplaces in some locations; the two ministries have a combined 457 MFDs	The number of MFDs will be increased as funds become available and existing stand-alone devices reach the end of their lifespans	2007	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	Most ministry workstations, computers and monitors were replaced with ENERGY STAR models as part of the Government-wide U2.0 upgrade; at the end of 2009 AG was still completing this upgrade	U2.0 upgrade for AG will be completed in March 2010 A few workstations that require specialized applications will not be replaced during the upgrade. These will be replaced as new versions of the applications (compatible with the newer operating system) become available.	2008	No End Date (Continuous)
Appliances and electronic devices							
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Although there is no formal policy, most new appliances and electronic devices are ENERGY STAR rated	Percentage of appliances that are ENERGY STAR models will be increased	2007	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Although there is no formal policy, as desk lamps are replaced the replacements will be as efficient as possible	Percentage of desk lamps that have CFL bulbs will be increased	2007	No End Date (Continuous)
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Green Team distributed "Green Tip" email to staff on this topic	A repeat "Green Tip" will be sent out at a later date	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development			Green Team distributed "Green Tip" email to staff on this topic	A repeat "Green Tip" will be sent out at a later date	2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Green Team distributed "Green Tip" email to staff on this topic	A repeat "Green Tip" will be sent out at a later date	2008	No End Date (Continuous)

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Encourage use of stairs instead of elevators	In Development			"Take the Stairs" campaign is being developed by Green Team	Conducted a pilot in spring of 2010 with a marked increase in those surveyed taking the stairs	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development			Green Team distributed "Green Tip" email to staff on this topic	A repeat "Green Tip" will be sent out at a later date	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	63	% of total paper purchased contains 30% recycled content	Office managers and purchasing authorities have been instructed to buy paper with recycled content	The percentage of paper purchased that has recycled content will be increased	2007	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	6	% of total paper purchased contains 100% recycled content	Office managers and purchasing authorities have been instructed to buy paper with recycled content	The percentage of paper purchased that has recycled content will be increased	2007	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	All network printers and photocopy were set to print double-sided prior to 2009		2008	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Complete	100	% of network printers have 'print and hold' settings applied	All networked printers have the 'print and hold' function		2008	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			"Green Tip" email distributed to ministry staff on this topic	Green Team will distribute a repeat "Green Tip" at a later date	2009	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	99	% of staff workstations with software installed	Collaborative software was installed on ministry computers as part of the U2 refresh.		2008	2009
Use electronic document library for filing common documents	Ongoing/In Progress			Staff have access to Groove and Sharepoint for filing common documents	In-person training on Groove will be provided by SSBC in early 2010. Self-paced online training is available at any time	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Staff are encouraged to reduce paper use by posting documents online	Green Team will distribute "Green Tip" email encouraging this practice	2007	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Most employees receive their paystubs electronically, and those who receive paper paystubs have the option to switch		2007	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			Training sessions were provided to approximately 200 staff in 2009, and staff have access to self-paced online courses at any time	In-person training sessions will continue, and a 'Green Tip' email will be distributed to remind staff of the available online resources	2008	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			"Green Tip" email sent out to staff with link to "Easy Green Guide" which covers this topic	"Green Tip" email will be sent out with 'Green Meetings' info that staff can attach to their meeting invites	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			"Green Tip" email sent out highlighting staff's use of scrap paper and further encouraging this practice	A repeat "Green Tip" will be sent out at a later date	2007	No End Date (Continuous)
Business Travel							

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	In Development			Informal pilots conducted to assess feasibility of reducing travel	Formal 'e-Travel challenge' pilot to be launched in spring 2010, to reduce travel by select high-frequency travellers. Results will be incorporated into future travel reduction goals.	2008	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	99	% of computers have web-conferencing software installed	As part of U2 refresh, Live Meeting has been installed on all ministry workstations.the user		2008	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress			Current generation of laptops come equipped with web-cameras, and some workstations have webcams available at their desktops	Web-cameras will be provided to staff as budget allows	2006	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress			Roundtable cameras (360 degree webcams) are available to be borrowed in Victoria, some areas of Lower Mainland, and several other communities	Roundtables will continue to be purchased on a division/department level basis, as budgets allow	2008	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			Several hundred staff attended Live Meeting training sessions; in addition, self-paced online training course has been created	Training sessions will continue, and staff will be notified of available online training resources	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Meeting invitations increasingly have an 'attend via Live Meeting' option, at the discretion of the meeting organizer	Staff will be encouraged to increase their use of Live Meeting	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Staff encouraged to carpool in "Target Green Streets" commuter challenge campaign held annually by Green Team	"Target Green Streets" commuter challenge will continue to be held annually	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Green Team's "Target Green Streets" commuter challenge encourages transit alternatives	"Target Green Streets" commuter challenge will continue to be held annually	2008	No End Date (Continuous)

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		AG Green Team ran a recruitment campaign which resulted in expansion from 10 people to 50 people across 18 locations	Green Team goal is to have at least one representative in each ministry workplace	2009	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Co-op student funded to coordinate Green Team for 2009	Co-op student funded for eight months of 2010	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development		Ministry Green Team have been working on this in an informal capacity	With the help of BC Hydro's "Workplace Conservation Awareness Workshop" to be held in March 2010, Green Team will develop a behavioural change education campaign	2008	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	In Development		Ministry Green Team have been working on this in an informal capacity	"Lunch & Learn" movie events to be held for staff on climate change topics	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	In Development		Ministry Green Team have been working on this in an informal capacity	"Lunch & Learn" movie events to be held for staff on environmental topics	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Monthly "Green Tip" broadcast email is distributed to ministry staff	"Green Tip" emails will continue	2008	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Complete		Shared Services BC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities.			No End Date (Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Complete		Potable water management by Shared Services BC is done on a case by case basis to meet both customer programming needs and required codes and standards.			No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Complete		Stormwater management is considered on a case by case basis when determining the building site and systems design from a whole buildings perspective. Shared Services BC's Technical Standards require the consideration of indigenous plants and other water reduction strategies where appropriate.			No End Date (Continuous)
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Complete		Shared Services BC led the development of a solid waste reduction program in 2009. Buy in to the program is at the discretion of Ministry customers.			No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		Hazardous waste reduction and disposal is managed by Shared Services BC in accordance with strict laws and regulations.			No End Date (Continuous)
Procurement (non-paper supplies)						

Ministry of Attorney General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		In 2009, Shared Services BC's outsource service contractor for property management - WSI, issued a new janitorial contract that specified the usage of Green Seal and/or Ecologo products. Performance is audited by WSI.		2004	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete		Under its Master Services Agreement with WSI, Shared Services BC requires that 80% of waste be diverted from landfills on projects over \$80k in the Lower Mainland and Southern Vancouver Island where diversion facilities are available.			No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Complete		Shared Services BC's Technical Standards are based on lifecycle costing. All major projects where the Technical Standards are applied (e.g. Major tenant improvements and new construction) have been considered under a lifecycle costing model.			No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete		Shared Services BC's Technical Standards include consideration for reducing volatile organic compounds.			No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	Ongoing/In Progress		Shared Services BC conducted a study on the potential for and implications of a significant and mandated teleworking strategy. While more research is needed, while environmental impacts associated with transportation to and from work were assumed to be reduced, the potential net reduction in carbon emissions was inconclusive, as was the impact on the quality of program delivery to the public by various ministry customers.	Further investigation will be conducted once the standardized shared services model has been further defined and implemented, which is expected to be complete by Q4 2010.	2009	2011
Offer staff a compressed work week	Ongoing/In Progress		Ministry currently offers flexible work options where feasible	Ministry will continue to offer flexible work options where feasible	2007	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		"Target Green Streets" is a commuter challenge campaign encouraging transit alternatives; it is held annually and organized by the Green Team	Green Team's "Target Green Streets" commuter challenge will continue annually	2008	No End Date (Continuous)