

Ministry of Energy, Mines, and Petroleum Resources

2009 Carbon Neutral Action Report

Executive Summary

The Ministry of Energy, Mines, and Petroleum Resources (EMPR) made incredible strides towards carbon neutrality in 2009. By changing business processes, providing new tools for staff, and supporting employee action, EMPR was able to significantly reduce its greenhouse gas emissions and building electricity consumption compared to 2008 levels. Moving forward, EMPR will continue taking advantage of opportunities that reduce emissions, reduce costs, and increase the ministry's level of service to the Province of BC.

Being one of BC's key resource ministries, and the primary ministry responsible for fostering an energy efficient economy, EMPR has a clear mandate to consider environmental sustainability in all the work it does. As stated directly in the ministry's 2010/11 – 2012/13 Service Plan, *EMPR will maintain effective and efficient regulation of mines and mineral exploration sites aimed at health, safety and environmental best practices, and promote development and use of alternative energy technology and energy efficiency measures.*¹ It is inherent in the nature of EMPR's work, both in resource management and in development of alternative and renewable energy sources, to ensure minimal impact on the environment. For further detail, see the BC Energy Plan and the BC Mining Plan, which both outline EMPR's commitment to environmental responsibility.

Given that environmental responsibility is woven into the programs and policies generated at EMPR, it comes as no surprise that the same values transfer to EMPR's internal operations and organizational culture. Staff at all levels practice sustainable behaviour and propose opportunities for how the ministry can reduce its environmental impact even further. It is because of this culture, that EMPR has been so successful in reducing its footprint.

The attached Carbon Neutral Action Plan details what EMPR did in 2009 to reduce its emissions, and what it plans to do over the next three years to reduce emissions further. Some of the highlights include a significant reduction in emissions from travel avoidance; development and executive endorsement of a Sustainable Travel Policy to ensure continued minimization of emissions, while connecting with stakeholders effectively; completion of the Sustainable Workplace Assessment Tool, which identified further opportunities for reducing emissions; completion of a lighting conservation campaign, which empowered employees to take control of their lighting while showcasing real-time energy monitoring; and, an increased level of staff engagement through Green Team coordinated initiatives.

Over the next three years, EMPR will continue seeking opportunities to further reduce its greenhouse gas emissions. It will also ensure policies are put in place to guarantee sustainable operations into the future. In 2010, EMPR will launch its Sustainability Policy to guide day to day business operations, and support employees making the right choices based on triple bottom line assessment.

¹ Ministry of Energy, Mines, and Petroleum Resources 2010/11 – 2012/13 Service Plan, p 12.

<http://www.bcbudget.gov.bc.ca/2010/sp/pdf/ministry/empr.pdf>

Overview

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Travel: Travel, EMPR's largest sources of emissions, was reduced by 58% in 2009 due to a combination of cross-government budget constraints and targeted efforts to reduce greenhouse gas emissions. All EMPR staff had web-conferencing software installed on their computers as part of a cross-government software upgrade, and staff at all levels took the initiative to learn how web-conferencing can be used to improve collaboration with stakeholders, in addition to reducing EMPR's greenhouse gas emissions. The ministry purchased webcams to enhance the web-conferencing experience, allowing staff to conduct 'face to face' meetings virtually. Training and technical support was offered to ensure all staff had the foundation necessary to use web-conferencing tools. Leaders at both executive and middle management levels supported the use of web-conferencing, and in many cases, demonstrated it themselves.

To further endorse web- and video-conferencing, EMPR executive approved a Green Travel Policy, which provides guidelines for avoiding travel when possible, and choosing low-carbon travel options when travel is necessary.

Energy in Buildings: The Green Team conducted a one week lighting conservation campaign in the Jack Davis Building in Victoria to reduce electricity from lighting use. The campaign employed community based social marketing methodology, and highlighted actions that staff could take to reduce their personal lighting consumption. Feedback was delivered to employees via real-time energy monitoring software. Over the course of the week, the campaign reduced electricity from lighting by 12% compared to the same week in 2008. In addition to the campaign, energy conservation tips for both work and home were posted frequently on the ministry's intranet site.

Paper Use: Many branches across the ministry saw an opportunity to reduce work-load by reducing paper use. For example, EMPR's LiveSmart BC Efficiency Incentive Program reduced their paper use by 50% by storing records electronically. Many documents were edited electronically instead of notes being made on hard copies, and documents requiring collaboration were shared via Microsoft Groove, a collaboration tool installed on all government computers as part of a cross-government software upgrade. The reduction in paper also yields significant dollar savings.

Waste Management: In 2008, the Jack Davis Building in Victoria started a seven stream waste management program. In 2009, the Green Team and facilities staff focused on educating employees on how to use the program appropriately to minimize contaminated bins. The Green Team conducted recycling games and posted tips on the EMPR intranet site. Proper use of the program has increased significantly.

Staff Engagement: The Green Team hosted a number of events and campaigns, and frequently posted news, tips, and 'green' resources on the Green Team intranet page. Membership grew by 50% since 2008, as more EMPR staff viewed the Green Team as an outlet for learning about and championing 'green' actions. The Green Team also collaborated regularly with other EMPR staff committees, and with other ministry Green Teams in the same buildings. This collaboration resulted in key messages reaching a broader audience, an increased sense of community among employees, and a more manageable workload on volunteers.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Key projects for continued greenhouse gas reduction over the next three years include: the development of an EMPR Sustainability Policy, which will ensure that sustainable business practices continue into the future; further integration of and training on web- and video- conference technologies; continued efforts to store records electronically; and, engaging staff members at every level of this process.

EMPR recognizes that environmentally sustainable practices have financial and social benefits to both its staff and their stakeholders. That is why EMPR will continue seeking opportunities to reduce greenhouse gas emissions and electricity consumption at every level of business.

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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			11 hybrid vehicles were incorporated into the fleet in 2007; No vehicles were replaced in 2009 as lease agreements were not up for renewal. EMPR will consider replacing vehicles with more fuel efficient models as lease agreements come due in the future.	Replace vehicles with more fuel efficient models where appropriate as lease agreements come due.	2007	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress			Lease agreements did not expire in 2009 so no action was taken.	Assess vehicles as lease agreements are renewed, and apply "right sizing" principles where appropriate.	2007	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	96	% of vehicles are subject to regular maintenance for fuel efficiency	Fleet vehicles were maintained on a regular basis. Fleet users are assigned a vehicle and are responsible for its maintenance. Vehicles have had routine checkups, and all vehicles have tire gauges in them to alert drivers of dangerously low tire pressure, punctured side walls, flat tires, and poor steering.	Fleet users will continue to take vehicles in for routine check ups.	2006	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	In Development				Consider driver training for health and safety purposes, as well as fuel efficiency, when feasible.	2008	2012
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress	100	% of fleet drivers educated on anti-idling	Included anti-idling in the EMPR Transportation Demand Management (TDM) Plan as a recommendation for reducing emissions from fleet vehicles. The EMPR TDM Plan was presented to executive and all fleet users.	Continue raising anti-idling awareness with fleet users.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	100	% of fleet drivers educated on carpooling	Included carpooling in fleet vehicles in the EMPR Transportation Demand Management (TDM) Plan as a recommendation for reducing emissions from fleet vehicles. Fleet users were consulted with on this topic, and said they carpool when appropriate (to conferences/meetings etc.) The EMPR TDM Plan was presented to executive and all fleet users.	Continue encouraging carpooling in fleet vehicles when appropriate.	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Promoted cycling, bussing, carpooling and walking to in-town meetings as an alternative to using fleet vehicles. Note: cycling, bussing, carpooling, and walking are not feasible transportation options for primary fleet use such as visiting mine sites.	Continue promoting cycling, bussing, carpooling, and walking to in-town meetings as an alternative to using fleet vehicles.	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							

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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
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 contribute to an energy benchmarking database for the Green Up initiative. Utility data from eight buildings were included in the initiative.	By December 2010 Shared Services BC 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. Shared Services BC voted appropriation, cost recoverable or a blend)	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress		Shared Services BC launched a portfolio-wide building and space rationalization initiative in 2009 to reconcile workspace allocations with government office space standards, and to consolidate customer workspaces where appropriate and available. EMPR offices would be consolidated in 2010,	Space rationalization will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate. EMPR offices that will be affected include: 1675 Douglas St Victoria - approx. 60 staff will move to 1810 Blanshard St. 1810 Blanshard St. Victoria - approx. 60 staff will reduce office space to make room for those moving from 1675 Douglas. 865 Hornby St. Vancouver - approx 13 staff will reduce office space to make room for new employees moving from various Vancouver offices.	2009	2012
Owned buildings						
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 (BLJC-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.	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		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 BLJC-WSI and SSBC completed a LEED certification gap analysis on selected buildings. In addition, two private sector landlords of buildings where government employees are accommodated have recognized the Province's interest in third party verification of government space. The eight buildings involved in the pilot included 3350 Douglas in Victoria, a building occupied by Citizens' Services staff.	A draft LEED EB-OM attainment strategy has been developed for further review during fiscal 2010/11.	2009	2011
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress		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.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	2010

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Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress		The inclusion of the Integrated Design Process in procurement documents was piloted during the 2009 calendar on an adhoc basis by Shared Services BC. Process expectations were reviewed and a plan to better incorporate IDP expectations is being considered for future procurement activities.	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010
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 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.	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, and implemented in Q3 and Q4 of 2010.	2009	2010
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress		The known leased spaces where a green building or energy performance label has been sought (lead by landowners) include: 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).	Other opportunities will be explored as they arise.	2008	No End Date (Continuous)
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Complete		LEED CI certification was registered for one building within SSBC's portfolio (i.e., 976 Meares Street in Victoria).	Other opportunities will be explored as they arise.	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 projects, in Kamloops, occupied by the Ministry of Transportation.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	No End Date (Continuous)

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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. Shared Services BC 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 have been drafted and 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 – 2010 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			12 leased printers were removed and sent back to the vendors; 1 MFD was purchased.	Remove stand-alone printers, copiers, and fax machines as opportunities arise. Specifically as office space is consolidated.	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	100	% of devices have auto-sleep settings applied	All printers and copiers purchased through Shared Services BC are Energy Star qualified and will go into an auto energy saver mode if the machine is not being used after approximately 15 minutes.	Continue to purchase Energy Star devices when new devices are required; ensure those devices are set to auto-sleep mode.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	All Ministry workstations computers and monitors were replaced with ENERGY STAR models as part of the Government-wide U2.0 upgrade.	A few workstations that require specialized applications were not 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 refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	60	% of fridges are ENERGY STAR rated	6 refrigerators were replaced in the Jack Davis Building in 2008. No further replacements were made in 2009; however, Executive supports the purchase of Energy Star models as refrigerator replacements become necessary.	Executive supports the purchase of Energy Star models as refrigerator replacements become necessary.	2008	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Purchased kettles for kitchen use. There were no Energy Star kettles available; however, all kettles purchased have an automatic shut off feature.	Source Energy Star appliances and electronic devices when purchases are necessary.	2008	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			EMPR facility management branch provides CFL bulbs at the request of staff members. Incandescents are no longer offered.	EMPR facility management branch will continue to provide CFL bulbs at the request of staff members.	2008	No End Date (Continuous)
Behaviour change program							

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Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	63	% of current staff have completed a workstation tune-up	EMPR completed two Workstation Tune Up (WSTU) campaigns in 2008, resulting in approximately 200 people having their workstations tuned up. In 2009, the EMPR Green Team promoted the WSTU Online Tool, launched across government in March 2009, by posting the URL on the Intranet site, and emailing the URL to all EMPR staff.	Jan - April 2010: All staff who move offices as part of the government space consolidation process will complete a WSTU in their new space. Oct - Dec 2010: Follow up will be conducted as part of a cross-government WSTU Green Team initiative.	2008	2010
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			This is a key behaviour communicated as part of the WSTU and on the Green Team Intranet site.	Continue promoting as a key behaviour in the WSTU.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Nov/Dec 2009: This key behaviour was included in a communication campaign for conserving energy, yet keeping warm during the winter. Tips and articles for staying warm in the office were posted on the Green Team Intranet site. It is also a key behaviour included in the WSTU.	Continue promoting as a key behaviour in the WSTU.	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	12	% reduction in electricity from lighting use during a one week lighting conservation campaign.	July 2009: EMPR conducted a one week Lights Out! Campaign in the Jack Davis Building, encouraging staff to reduce lighting use both during and outside regular office hours. Results as measured from real-time metering indicated an overall reduction of 12%. Provided after hours lighting conservation tips on the Green Team Intranet.	Jan - April 2010: Communicate after-hours energy conservation behaviour as part of the WSTU for employees who are moving offices. Ongoing: Maintain energy conservation tips as static content on the Green Team Intranet. Key message for after-hours lighting: when working outside regular hours, use a task lamp to light your desk, or only turn overhead lights on for your zone, not the entire floor.	2009	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			April 2009: Green Team and Health and Wellness Committee incorporated 'take the stairs' challenge as part of an executive supported Earth Day event.	May 2010: Reward points for taking the stairs as part of the Jack Davis Building Floor Crawl. Ongoing: include verbiage encouraging staff to take the stairs in emails from Facilities staff re: limited elevator use due to moving or maintenance.	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			July 2009: During the Lights Out! Campaign, encouraged staff to reduce lighting use both during and outside regular office hours. Reminders included email prompts, posters, and Green Team Intranet content. Signs posted outside boardrooms to encourage turning off lights. The Green Team provides "Turn It Off" stickers to staff on request.	Jan - April 2010: Communicate lighting behaviour guidelines as part of the WSTU for employees who are moving. Ongoing: Key messaging re: lighting usage is static content on the Green Team Intranet. Key messages include: when working outside regular hours, use a task lamp to light your desk, or only turn overhead lights on for your zone, not the entire floor.	2009	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions							
Identify energy saving opportunities throughout EMPR building portfolio	Ongoing/In Progress			Collected energy data for all buildings in EMPR portfolio; analyzed data and identified areas for improved efficiency. Monitored energy consumption in the Jack Davis Building (Victoria) and identified times and sources for reduction opportunities.	Implement recommendations where feasible. (Tenant improvement funding is limited.)	2009	2010

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Connect all Jack Davis Building electrical systems to real-time monitoring -includes plug load, lighting, HVAC, elevators, and chiller	Complete	100	% of all electrical systems at the Jack Davis Building are monitored in real time.	Connected all submeters in the Jack Davis Building to Pulse Energy Management Software. WSI facility managers and the EMPR Strategic Energy Manager used Pulse Energy software to identify areas for improved energy efficiency. Real-time data and reporting software were used in a behaviour campaign to encourage improved lighting efficiency in the Jack Davis Building.	Use data from the energy management software to further identify areas for improved energy efficiency. Also use data to create campaigns targeted to changing/reinforcing specific occupant behaviours.	2009	2010
Offer Energy Efficiency for Residential, Commercial, and Industrial Buildings.	Complete	48	people attended training sessions.	Offered these three separate training sessions for employees to increase awareness and knowledge of building energy efficiency.	Offer further energy efficiency training when feasible.	2009	No End Date (Continuous)
Collaborate with the Innovation Committee to host Greenovations: a lunch and learn showcasing what EMPR does to promote Green Energy.	Complete	10	people attended lunch and learn.	Hosted lunch and learn to increase knowledge on what the Energy side of EMPR does, as well as to educate employees on Alternative Energy sources.	Continue collaborating with Innovation Committee (and other EMPR staff committees) to offer further education opportunities to staff.	2009	No End Date (Continuous)
Display real-time energy metering for the Jack Davis Building on the Green Team Intranet. -includes readings for plug load, lighting, HVAC, elevators, and chiller	Ongoing/In Progress			Posted Pulse Energy real-time meter 'dashboard' on the Green Team intranet page for all employees to access. The Dashboard allows staff to track the building's energy use in real time. The goal is for staff to associate their actions with the changes in electricity use reflected in the online meters.	Meters will continue to be posted on the Green Team intranet site, and referenced in energy conservation communication.	2009	No End Date (Continuous)
Incorporate energy conservation messaging into all Green Team events/initiatives.	Ongoing/In Progress			Energy conservation messaging was incorporated into all Green Team events, and some events hosted by other committees. Events included. Earth Day, Family Day, the Green Passport Challenge, and Green Your Holidays. Messaging included: education on how much electricity household appliances use, reminders to turn lights off, competition to unplug electronic devices with standby power draw, and tips on energy efficient holiday decorations.	The Green Team will continue collaborating with all EMPR committees to ensure energy conservation messaging is considered/incorporated into all Ministry events/initiatives.	2009	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	24	% of total paper purchased contains 30% recycled content	Reduced overall office paper usage by 12.4% in 2009 vs. 2008 and usage of virgin paper (0% recycled content) by 26.8% while increasing the usage of 30% recycled content paper by 3.1%	Research the availability of 11 x 17 and 8.5 x 14 sized paper made of 100% post-consumer recycled content. Move to eliminate all paper that is not made with 100% post-consumer recycled content by the end of 2010.	2008	2010
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	57	% of total paper purchased contains 100% recycled content	Increased the usage of 100% recycled content office paper by almost 200% while reducing overall office paper usage by 12.4% in 2009 vs. 2008.	Launch a Procurement Policy as part of EMPR's Sustainability Policy, that will ensure all paper purchased throughout EMPR contains post-consumer recycled fibre.	2009	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 were set to default to double-sided printing in July 2008. This was maintained in 2009.		2008	2009
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	In Development				Include reduced default margin size in Procurement Policy, to be completed in 2010.	2010	No End Date (Continuous)

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Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	Microsoft Groove was installed on all EMPR computers as part of Upgrade 2.0.		2009	2009
Post materials online that were previously printed	Ongoing/In Progress			EMPR launched a new Intranet site in 2009. To streamline communication. All major communication pieces, reports, forms, templates etc are posted on the Intranet site.	Continue posting major communication pieces, reports, forms, templates etc. on the Intranet site and on shared drives.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of staff with access to Employee Self Service no longer receive paper pay stubs.	This action was completed in 2008. No further action taken in 2009.		2008	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	64	% of staff currently have received collaborative software training	Jan - Mar 2009: All staff had access to training on collaborative software (Groove and Sharepoint) both via face to face training sessions and online tutorials. Some EMPR staff were involved in focused, team-based training to practice using web-conferencing and Groove with existing projects.	Continue offering web-based tutorials to staff.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			The Green Team encourages and demonstrates paperless meetings on an ongoing basis.	Launch the EMPR Green Meeting Guide (included in the EMPR Sustainability Policy) which will include guidelines for how to make a meeting paperless.	2009	2010
Encourage re-use of scrap paper	Ongoing/In Progress			Green Team encouraged paper re-use through communication on the Green Team Intranet. Re-use was enabled by placing boxes for scrap paper by most major print stations. Encouraging paper re-use is included in staff orientation materials (i.e. Green Move Checklist).	Take part in the Great Paper Chase cross-government campaign to reduce paper use. Use scrap paper to create notebooks.	2008	No End Date (Continuous)
Other Paper Supplies Actions							
Changed business processes to reduce paper use	Ongoing/In Progress			Changed a number of processes throughout the ministry to reduce paper consumption. Examples include: Livesmart BC Efficiency Incentive Program rebate process - reduced paper use by 50% by storing records electronically; refinement of Landowner Notification Mail-Out to save 600 piece of paper/year.	Continue looking for opportunities to reduce paper use from daily processes.	2009	No End Date (Continuous)
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	In Development			Low-carbon Travel Policy approved by executive and posted on the EMPR Intranet.	Include further guidelines for low-carbon travel options when travel is necessary. Incorporate the Low-Carbon Travel Policy into EMPR Sustainability Policy, to be launched in June 2010.	2009	2010
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Live Meeting was installed in all computers as part of the U2 upgrade.		2009	2009

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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
Make desktop web-cameras available to staff	Ongoing/In Progress	100	% of staff have access to a desktop web-camera	Microsoft Roundtable webcameras were purchased for all EMPR office buildings (Victoria, Vancouver, Smithers, Kamloops, Cranbrook, Prince George.) The Oil and Gas Division(OGD), and Mining and Minerals Division (MMD) purchased 6 individual webcameras for use in their divisions.	Expand access of OGD and MMD webcameras to all EMPR staff. Continue to promote and demonstrate Microsoft Roundtable webcameras to increase usage.	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development			EMPR has 2 stationary videoconference units and 1 portable videoconferencing unit located in Victoria.	Consider installation of more video conference units in Victoria and regional offices.	2007	2010
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	64	% of staff trained are in web-conferencing	Jan - Mar 2009: All staff had access to training on Live Meeting both via face to face training sessions and online tutorials. Some EMPR staff were involved in focused, team-based training to practice using web-conferencing with existing projects.	Maintain online tutorials as static content on the EMPR Intranet. The Green Team and Information Management Branch will offer further face to face Live Meeting training sessions.	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	100	% of staff are trained in video-conferencing or have access to technical support	Training: The Green Team hosted 3 videoconference training sessions to demonstrate and instruct on how to use videoconference units. Training sessions included a video-conference connection with regional offices. Technical support: The Information Management Branch is available to help before, during, and after any videoconference.	Information Management Branch will continue to provide videoconference support.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Executive and the Green Team both encourage and demonstrate virtual attendance at events. This is a high priority for reducing both greenhouse gas emissions as well as travel costs.	Increased demonstration of Live Meeting, webcameras, and videoconferencing by the Information Management Branch, Executive staff, and the Green Team.	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Included in low-carbon Travel Policy. Posted as a low-carbon tip on the Green Team Intranet site.	Include in any low-carbon travel communication.	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	80	% of divisions have access to bus tickets for in-town travel	All staff in Victoria have access to bus tickets and bicycles for in-town meeting travel. Walking, cycling, and bussing to in-town meetings is included in the low-carbon Travel Policy.	Continue promotion of Ministry bicycles, bus tickets for in-town meeting travel.	2009	No End Date (Continuous)

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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	100	% of divisions represented on the Green Team	EMPR Green Team held monthly meetings, organized a series of events/initiatives throughout the year, and populated a Green Team Intranet page with 'green' tips, stories, and policy information. EMPR Deputy Minister sponsors the Green Team and two Directors are members.	Continue meeting monthly, organizing events/initiatives, and populating the Green Team Intranet. Continue recruitment. Solidify roles of Green Team Division representatives.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress			As part of an Energy Manager Agreement between EMPR and BC Hydro, EMPR has employed one full time staff member (Strategic Energy Manager) to manage Green Team and Carbon Neutral initiatives in EMPR. EMPR Executive support employee involvement in the Green Team. In addition to the Strategic Energy Manager, there are approx. 20 volunteers who have support from their managers to participate in Green Team initiatives. In 2009, EMPR employed 2 Uvic students to develop a Transportation Demand Management Plan, and Energy Conservation Analysis. Results of this work fed into EMPR's Carbon Neutral Action Plan, and guided Green Team activities.	Continue support from Executive/Management for employee involvement in the Green Team. Renewal of the Energy Manager Agreement between EMPR and BC Hydro.	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress			EMPR Green Team Lead educated Green Team members on Community Based Social Marketing principles.	Green Team Lead will continue educating Green Team members on Community Based Social Marketing principles. Offer Green Team members opportunities for Community Based Social Marketing training/workshops. Continue to apply Community Based Social Marketing principles to all Green Team initiatives.	2008	No End Date (Continuous)
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			Training opportunities were offered to all employees on energy efficiency, alternative energy sources, low-impact travel options, Microsoft collaboration tool, and green building.	Continue offering 'green professional development' opportunities as part of EMPR Training and Development Plan. Managers will continue to support 'green professional development' for employees.	2009	No End Date (Continuous)
Include green options in employee performance measurement system	In Development			This was encouraged but optional in 2009.	Will incorporate this into employee performance plans for 2010.	2009	2010
Staff awareness/education							

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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
Provide education to staff about the science of climate change	Ongoing/In Progress		<p>Offered as part of EMPR's Employee Training and Development program titled EMPR Knowledge College.</p> <p>Green Team promoted climate change presentations/workshops offered by external sources to EMPR staff.</p>	<p>Post climate change information and resources on the EMPR Green Team intranet site.</p> <p>Offer climate change education via presentations to staff; support staff attendance to climate change webinars, and presentations outside EMPR.</p>	2009	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		<p>Offered courses on water conservation, energy, and raw materials as part of EMPR's Knowledge College.</p> <p>Offered three Energy Efficiency Building courses to staff.</p>	Offer ongoing education on energy efficiency and conservation through Policy Team presentations, the Green Team Intranet, and the Employee Training and Development Program.	2007	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		<p>The Green Team regularly posted Green Tips to the Green Team Intranet page. Themes in 2009 included: lighting conservation, how to conserve energy and stay warm in the winter, sustainable cooking/baking, how to 'green' your holidays.</p> <p>Green Team members included 'green tips' in their email signatures.</p>	<p>Continue posting tips on the Green Team intranet site.</p> <p>Continue including 'green tips' in email signatures.</p>	2009	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development		<p>Began developing a 'green orientation' program for the Jack Davis Building in Victoria. Program will be delivered to EMPR staff moving from 1675 Douglas St. to 1810 Blanshard St. in early 2010.</p> <p>Note: 'Green orientation' includes education on workplace energy conservation, low-carbon transportation options offered by EMPR (i.e. bus tickets, bicycles, Live Meeting), waste reduction programs (i.e. what can/cannot be recycled in EMPR offices), and resources for second-hand office supplies.</p>	<p>Deliver 'green orientation' to all staff moving offices Jan - April 2010.</p> <p>Ensure all new EMPR staff receive 'green orientation'.</p>	2009	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		<p>The LiveSmart BC Efficiency Incentive Program, run out of EMPR, offers homeowners an energy efficiency evaluation of their home conducted by a certified energy advisor who provides good information on how their house is using energy and where the most effective places are to invest in upgrades. The program also provides incentives for homeowner who make energy efficiency upgrades through the program.</p> <p>The Low Carbon Lifestyle Consultation was a component of the LiveSmart BC Efficiency Incentive Program, during which the Certified Energy Advisor, who performs the energy assessment on the home, discussed Low Carbon Lifestyle choices with the homeowner. Discussion points included home energy use, waste, water use and transportation. The homeowner was provided with information on other related incentive programs, and resources designed to help them reduce their carbon footprint.</p>	Continue offering LiveSmart BC Efficiency Incentive Program in 2010.	2009	2010
Other Education, Awareness, and Engagement Actions						

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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
Collaborate with other EMPR committees (Social, Innovation, Health and Wellness, and Employee Advisory)	Ongoing/In Progress			To maximize resources and minimize duplicated efforts and overlapping messaging, EMPR committees and in some cases, the STED Green Team, worked together on most events/initiatives throughout the year. (Approximately 5 events.)	Continue collaboration between committees, and between other Ministry Green Teams that occupy the same buildings as EMPR. (e.g. Small Business, Technology, and Economic Development Green Team in Victoria, and the Ministry of Children and Family Development Green Team in Vancouver.)	2009	No End Date (Continuous)
Encourage staff to pledge a 'green' action (e.g. cycling to work, use a travel mug instead of disposable coffee cups etc.)	Ongoing/In Progress	80	% of staff surveyed complete the Green Pledge each month.	The Electricity and Alternative Energy Division piloted a program called the Green Pledge. 40 staff in the Division pledged to complete a green action each month. The three pledges were 1) reduce travel emissions by 25% over the previous year, 2) organize 'green' meetings, or 3) influence at least one co-worker or stakeholder to make a 'sustainable choice' each month. Each month staff report on whether or not they completed the pledge, and what benefits/challenges they experienced when trying to complete the pledge. Of the 44% of staff who complete their survey each month, approx. 80% maintain their green pledge. The theory is that when people make a commitment to an action, they are more likely to engage in that action versus if they were simply asked to complete the action.	Roll the Green Pledge program out to the whole Ministry.	2008	2010
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 storm water management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Complete			Storm water 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	Ongoing/In Progress			Engaged staff through games, posters, and Intranet content on responsible waste disposal to increase proper use of the 7 stream recycling program in the Jack Davis Building in Victoria.	Further staff engagement of proper use of the 7 stream recycling program in Victoria. Engage staff in regional offices re: recycling programs offered in their offices and in their communities. Include waste reduction guidelines in EMPR Sustainability Policy, to be launched in 2010.	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress			Hazardous waste reduction and disposal is managed by Shared Services BC in accordance with laws and regulations.			No End Date (Continuous)
Procurement (non-paper supplies)							

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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
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	In Development		Started development of an EMPR Green Procurement Policy Staff purchased non-paper supplies with recycled content on their own accord.	Finalize EMPR Green Procurement Policy, which will include recycled content standards.	2009	2010
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development		Facilities staff practice green standards by reusing office furniture, minimizing new purchases.	Incorporate these standards into the EMPR Green Procurement Policy. Shared Services BC is currently investigating an enhanced green strategy for space tenant improvements under its Climate Action Program.	2009	2010
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)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	In Development		Drafted an EMPR Green Meeting Policy which includes standards for local and organic food and beverages.	Implement the Green Meeting Policy in EMPR.	2009	2010
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 it's 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. Also, VOCs have been considered for all projects where LEED certification has been pursued (see section A2).			No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	Ongoing/In Progress		Teleworking is supported, however no official policy has been introduced at EMPR. Shared Services BC conducted a study on the potential for and implications of a significant and mandated teleworking strategy. While more research is needed, and 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.	Executive and management will continue to support teleworking where appropriate.	2009	No End Date (Continuous)
Offer staff a compressed work week	Complete		Offered a voluntary reduced work week over the summer and again in December.	Consider offering a voluntary reduced work week when appropriate.	2009	2009

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Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		<p>Participation in, and Executive support of, Bike to Work Week.</p> <p>Offered bicycles for staff to use on their commute.</p> <p>Provided information on bussing, cycling, and carpooling around Victoria on the EMPR Green Team Intranet, and via presentations to employees.</p> <p>Participated in the Target Green Streets government-wide campaign: a Green Team lead competition to encourage bussing, cycling, and walking to/from work.</p>	<p>Annual participation in, and Executive support of Bike to Work Week, and Target Green Streets.</p> <p>Continue offering bicycles for staff commuting.</p> <p>Continue providing information on bussing, cycling, carpooling.</p>	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		<p>Showers and lockers are available at EMPR's main office in the Jack Davis Building , Victoria.</p>	<p>Although not a requirement, the provision of showers and bike locking facilities is a consideration of providing accommodations to ministry customers by Shared Services BC. Should EMPR require space in another building, the availability of showers and lockers will be considered when choosing that space.</p>		No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		<p>Installed 2 new bike racks in the Jack Davis Building Parkade.</p>	<p>Will consider requests for secure bike storage in regional offices on an case by case basis.</p>	2009	No End Date (Continuous)
Other Sustainability Actions						
<p>Pilot the Sustainable Workplace Assessment Tool (SWAT)</p> <p>-assesses what tools EMPR has in place to ensure sustainable practices are integrated into regular business operations and employee behaviour</p>	Ongoing/In Progress		<p>EMPR used the SWAT to assess which policies and strategies are in place to ensure EMPR operates sustainably now, and into the future. Areas of assessment include:</p> <ul style="list-style-type: none"> - Energy conservation, Travel, Procurement, Waste Management, Leadership and Management, Green Teams, and Water Conservation. <p>2009: completed the assessment tool. Decided on first action item: developing an EMPR Sustainability Policy.</p>	<p>2010: Complete Sustainability Policy.</p> <p>Assess further opportunities identified in the SWAT.</p>	2009	2010
Develop Sustainability Policy to ensure sustainable business operations on an ongoing basis.	In Development		<p>Identified the need for a Sustainability Policy.</p>	<p>2010: Complete Sustainability Policy, communicate key policy statements to staff.</p> <p>2010 - 2012: Integrate policy into regular operations. Update as needed.</p>	2010	2012