

2009

Ministry of Finance
Carbon Neutral Action Report

A model carbon neutral organization
leading the way
in environmentally sustainable practices

Ministry of Finance - 2009 Carbon Neutral Action Report

Executive Summary

The Ministry of Finance is proud of the actions it has taken to reduce its carbon footprint during the calendar year 2009. Moving forward, the Ministry will continue to demonstrate its leadership in carbon neutral planning by implementing innovative green ideas to ensure that we meet our obligations in becoming carbon neutral in 2010 as required under the *Greenhouse Gas Reductions Target Act (GGRTA)*.

The Ministry was instrumental in the establishment of the Pacific Carbon Trust, a provincial Crown corporation with a mandate to deliver quality BC-based greenhouse gas offsets that help organizations reduce their carbon footprint and drive the growth of BC's low-carbon economy.

The Ministry continues to support the Finance Green Team in fulfilling their mandate of engaging employees, raising awareness and identifying and implementing low carbon practices which ultimately reduce the ministry's carbon footprint. The Green Team has launched an internal website to support their mandate.

Two of the most successful Green Team initiatives in the past year were the Workstation Tune Up event and the Spring Greening. The latter returned or recycled over 2500 lbs of office supplies. Looking ahead, a key strategy of the Ministry Green Team will be to promote the use of information technology such as MS Live Meeting and video-conferencing to further reduce business travel.

In 2009, the Ministry introduced an environmental award within its annual employee awards program – Achieving Performance Excellence (APEX) – that recognizes employees who demonstrate innovative methods in reducing Ministry carbon emissions.

Finally, a web-based interactive software application—a brainchild of ministry employees—that permits employees to track their emissions when using alternate forms of transportation when commuting to and from work was adopted across government. This tool was deemed an innovative and essential tool for government employees to accurately and efficiently track their progress in reducing their carbon emissions.



Please see below for further detail of the actions the Ministry undertook in 2009 to reduce its greenhouse gas emissions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graham Whitmarsh', with a small horizontal line underneath.

Graham Whitmarsh

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

The following actions were undertaken by the ministry in 2009 to reduce its carbon footprint:

Business Travel

Purchased video conferencing equipment and placed them strategically in Vancouver and Victoria offices to reduce business travel.

Trained employees on the use of Live Meeting on their workstation computers to reduce business travel to ministry or government offices.

Fleet Vehicles

Reduced the fleet size, right-sized vehicles, and ensured regular maintenance was performed to reduce emissions.

Buildings

Introduced BC Hydro's Workstation Tune up Tool to ministry employees to increase awareness on how they can save energy at their own workstation.

Paper

Select ministry printers were set to double- sided printing to reduce the amount of paper used.

Ordered 30 to 100% recycled copy paper instead of virgin paper (no recycled content) as there is less impact on the environment due to a reduction in the amount of air and water pollution associated with paper manufacture.

Sustainability

Acquired reusable shipping boxes from Distribution Centre Victoria to reduce the amount of packing material used in the delivery of office supplies.

Developed a Spring Greening event to recycle any unused office supplies at employee workstations back into stockrooms for reuse.

Participated in a cross government Target Green Streets initiative that was spawned from two green ideas from the Ministry of Finance. This initiative encourages employees to reduce their carbon emissions by developing better travel habits to and from work. The Ministry did exceptionally well during the campaign and came in third for the most reduced carbon emissions.

The Green Team established working groups to address the four major sources of the Ministry's greenhouse gas emissions. The working groups were responsible for developing Ministry-wide initiatives, establishing timelines and reporting on progress.

Ensured the Green Team had the appropriate resources to plan and action cross-ministry green initiatives to support the greening of the ministry.

Operational Changes in 2009

The following operational changes occurred in the Ministry in 2009 and impacted its GHG emissions profile:

The Ministry of Finance has made it a priority to include Carbon Neutral Planning into its strategic business planning and engage its employees to take personal work-related actions to reduce the ministry's overall carbon footprint.

The Revenue portion, formerly within the Ministry of Small Business and Revenue, was transferred to the Ministry of Finance. It had 900 employees in 19 offices/buildings across the province of BC and one office in Ontario.

The ministry created the Pacific Carbon Trust to deliver quality made-in-BC greenhouse gas offsets to help clients reduce their carbon footprint.

The Olympic Games Secretariat was transferred from the Ministry of Finance to the Ministry of Healthy Living and Sport.

The Public Affairs Bureau, Public Service Agency and the Multiculturalism programs were transferred to the Ministry of Citizens' Services.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

The ministry's plan for cutting its greenhouse gas emissions over the next three years is as follows:

1. Reduce business travel by continuing the promotion of information technology such as Live Meeting and video conferencing in conjunction with government's green travel guidelines.
2. Cut paper usage by identifying best practices; and, key areas where the ministry can reduce the amount of paper used and increase the amount of 100% recycled paper used.
3. Promote initiatives to reduce the amount of energy used to light and heat ministry buildings such as shutting blinds, taking the stairs and turning off lights. These initiatives will focus on increasing employee awareness on conserving energy and lead to sustainable changes in employee behaviour. Where financially feasible the ministry will also consider the installation of sensor lighting in strategic area within its buildings.
4. Decrease vehicle emissions by continuing the green initiatives that were started in 2009.
5. Continue sustainability actions that go beyond the requirements set out in legislation.

Ministry of Finance - 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	Complete	47	% of vehicles are fuel- efficient models	Discontinued 12% of fleet vehicles.	Reduce fleet to mitigate the ministry's carbon footprint. Ensure compliance with Government's efficient vehicle policy for new leases or lease renewals.	2010	2012
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	85	% of vehicles down-sized since start year indicated	Replaced 5% of its larger vehicles with smaller models.	Reduce the size of its vehicles, where possible, to increase fleet fuel efficiency.	2008	2012
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Performed regular maintenance on fleet vehicles. Ensured tires on fleet vehicles are set to the appropriate pressure.	Ensure optimum fuel efficiency is achieved by continuing required maintenance on fleet vehicles.	2009	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Complete	100	% of current drivers are trained	Provided online DriveSMART training tool to 22 employees within the Investigations Branch (IB) and 45 employees within the Financial Institutions Commission (FICOMM).	Provide tool to all new employees who are required to use fleet vehicles for their work.	2008	2012
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Complete	100	% of vehicles with anti-idling stickers	Placed visible signs and stickers in the fleet vehicle parking areas at FICOMM and Investigations Branch headquarters.		2008	2009
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Encouraged carpooling in fleet vehicles in FICOMM.	Encourage car pooling to reduce the amount of trips by single occupancy vehicles.	2009	2012
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Encouraged employees to walk or use public transit to attend meetings.	Reduce the use of taxis to attend meetings held in city centres.	2010	2012
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 contribute to an energy benchmarking 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).	2007	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.	Rationalization of space will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate.	2007	No End Date (Continuous)
Owned buildings							

Ministry of Finance - 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		Identified building level energy performance target setting 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, Workplace Solutions Inc., 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.	Finalize summary of operational efficiency opportunities and target building energy performance index by end of Q2. 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
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Ongoing/In Progress		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.	Other opportunities will be explored as they arise.	2008	2010
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
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
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Complete		Management of refrigerant systems and associated emissions is an essential service provided by Shared Services BC's outsource service provider for property management - WSI in accordance with laws and regulations. As required, precautions are taken to mitigate emissions, and emissions are reported per regulatory requirements.		2009	2010

Ministry of Finance - 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. Retrofits of 1535 square meters occurred on the 2nd floor of 1810 Blanshard St Victoria office.	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. Examine feasibility of installing sensed lighting in single occupancy offices, copy and meeting rooms for 617 Government, 620 Superior (ministry offices only) and 595 Pandora ministry Offices only).	2009	2012
Leased buildings							
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.	2009	2010
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress			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	2010
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Complete			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 available for use on new leases and lease renewals.		2009	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	Applied software to all Ministry computers which powers them down outside of regular business hours (unless they cannot be powered down due to critical business needs).	Ensure any new workstations acquired between 2010 – 2012 have power management software installed.	2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	15	% of servers have been virtualized since start year indicated	Virtualized 15% of Ministry servers in 2009. Shared Services BC committed to virtualizing 65% of core government servers over 5 years between 2009 and 2014.	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	Applied setting to workstations so that after 5 minutes of inactivity all workstation's 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

Ministry of Finance - 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
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	4	% reduction in printers, copiers and/or fax machines since start year indicated	Replaced 24 printers/copiers and printers with a multi-function or all in one units.	Continue to replace inefficient printers, copiers and fax machines with all in one devices to save energy and the amount of paper used.	2009	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	85	% of devices have auto-sleep settings applied	Ensured printers, copiers, fax machines and multi-function devices have the auto-sleep setting initiated.	Continue to monitor and activate those devices that do not have the auto-sleep setting initiated.	2009	2012
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	At the end of 2009, following the workstation upgrade project, 100% of the workstations have been replaced with Energy Star models.	Replace workstations that require specialized applications. 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	92	% of fridges are ENERGY STAR rated	Replaced refrigerators as needed with Energy Star appliances.	Replace refrigerators as needed with Energy Star rated appliances.	2009	2012
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	90	% of other appliances or electronic devices with ENERGYSTAR models.	Replaced microwaves, etc. as required with Energy Star rated models.	Continue the replacement of microwaves, lighting, etc. with Energy Star rated models.	2009	2012
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Green Team promoted use of CFL bulbs in place of incandescent bulbs.	Continue to promote the purchase of CFL bulbs instead of incandescent bulbs.	2009	2012
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	98	% of current staff have completed a workstation tune-up	Completed Summer Workstation Tune-up Event (held between June 1-19). 173 staff members took a total of 629 green actions at work or in their personal lives and pledged to maintain them.	Plan a Workstation Tune-up initiative for the fall of each year.	2009	2012
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Promoted closing of blinds through Green website and Carbon Neutral Action Plan.	Continue promoting the closing of blinds thru the Carbon Neutral Action Plan, Green Website and emails to staff.	2009	2012
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Provided a link on the ministry green website to the Easy Green After Hours Guide located on the Where Green Ideas Work website.	Provide regular green tips to employees and continue to refer them to the easy green after hours guide on the Where Green Ideas Work website.	2009	2012
Encourage use of stairs instead of elevators	In Development			Planned for 2010.	Planning a cross-ministry "take the stairs" initiative in May 2010 to reduce the amount of electricity used by elevators.	2010	2012
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Promoted turning off lights in Carbon Neutral Action Plan. Placed signs in boardrooms to remind staff to turn off lights. Made agreement with cleaning staff at 617 Government to turn off lights once they have done their routine cleaning.	Continue to promote the turning off lights in Carbon Neutral Action Plan. Ensure signs are placed in boardrooms to remind staff to turn off lights. Expand the agreement with cleaning staff in other ministry buildings to turn off lights once they have done their routine cleaning to other ministry offices .	2009	2012
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	27	% 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%	Reduce the amount of 30% recycled paper purchased.	2009	No End Date (Continuous)

Ministry of Finance - 2009 Carbon Neutral Action Report

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Purchase 100% post-consumer recycled paper	Ongoing/In Progress	65	% 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.	Increase the amount of 100% recycled paper purchased.	2009	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	37	% of network printers or photocopiers are set to automatic double-sided	Set 147 Printers to duplex printing option.	Schedule 184 Printers to be switched to duplex printing.	2009	2010
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	98	% of staff workstations with software installed	Installed collaboration software on most workstations. Not all machines were refreshed as the line of business software would not work on the newer operating system.	Refresh balance of machines.	2009	2010
Use electronic document library for filing common documents	Ongoing/In Progress			Permitted employees to better manage government documents , some ministry staff have adopted the TRIM software to electronically file common documents.	No further expansion is planned.	2009	2009
Post materials online that were previously printed	Ongoing/In Progress			<p>Progress was made within all areas of the Ministry in previous years in posting policy, procedures, etc. online. Below are some current examples where further work is being done in this area.</p> <p>Corporate and Ministry Support Services Ministry uses SharePoint to track attendance at ministry events. The ministry newsletter is no longer published; online only, not printable. Use SharePoint to develop the Service Plan. Business Portfolio Plans are being stored on SharePoint instead of being printed. BCP plans, FAQ's and pamphlet were posted on SharePoint and the website. Green Team information is only available on SharePoint and the website. Office of the Comptroller General The Core Policy and Procedures Manual is only available online. Provincial Treasury Sends correspondence, statements, quarterly reports and billings electronically to clients. Print jobs that used to be sent to printers and are now sent as PDF files to clients. SharePoint sites are used to share information/documents in addition to conducting internal satisfaction surveys.</p>	Continue to examine areas where information can be provided to employees online only to reduce the amount of paper used.	2009	2012
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of employees not receiving blue paystub.	As of June 2009 employees no longer receive a paper paystub.		2009	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	10	% of staff currently have received collaborative software training	90% of ministry employees have been made aware of the collaborative software that is available on their workstations. 10% of employees have received more in depth training.	Make available additional training on collaborative software for staff.	2009	2010

Ministry of Finance - 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 staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Trained ministry executive and their administrative assistants in Live Meeting. Twenty Live Meeting training sessions were held by the Information Management Branch for ministry employees Held FINovation group session for 120 employees to demonstrate innovation at work through a Live Meeting session. Showed employees how they can be innovative in their work and how they can better communicate with each other using new technology.	Continue to promote paperless meetings.	2009	2012
Encourage re-use of scrap paper	In Development			Planned for 2010.	Promote the use of non-confidential scrap paper for note taking.	2010	2012
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			Developed travel guidelines that require employees to use the most efficient method of travel. Promoted Live Meeting and video conferencing tools to reduce business travel by promoting use of Live Meeting and video conferencing tools. Promoted the use of Smarttec so employees may better plan their business travel and make an informed choice to lower their business travel emissions.	Continue to promote the use of Live Meeting and video conferencing to reduce business travel.	2009	2012
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	98	% of computers have web-conferencing software installed	Installed web-conferencing software on majority of employee workstations.	Refresh balance of employee computers.	2009	2010
Make desktop web-cameras available to staff	Ongoing/In Progress	100	% of staff have access to a desktop web-camera	Purchased and make available web cams for staff use for Live Meeting events.	Purchase additional web cams (dependent on branch/division budget and funding priorities).	2009	2012
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress			Installed 6 portable and 2 fixed video conferencing systems. Units strategically placed to maximize results.	Plan an additional video-conferencing unit for the Financial Institutions Commission office in Surrey.	2009	2010
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			Provided approximately 90% of staff with Live Meeting awareness training and approximately 10% of staff have received more in-depth training on Live Meeting.	Provide additional training on Collaboration Tools including Live Meeting.	2009	2010
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress			Placed instructions with each video conferencing (VC) unit. Trained key personnel on VC who then provided support to employees who wanted to use a VC site. Provided advice and guidance when required by a VC expert. Demonstrated VC during Finance University by the FINovation group to show how technology can enable innovation at work.	Train new employees as required.	2009	2012

Ministry of Finance - 2009 Carbon Neutral Action Report

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Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		<p>Organized Deputy Minister town hall meetings so staff could attend in person, phone in or attend via Live Meeting.</p> <p>Held monthly Green team and working group meetings in person or via Live Meeting where possible.</p> <p>Held monthly Business Continuity Planning meetings via video-conference and where necessary via Live Meeting.</p> <p>Held monthly Vancouver Island Audit team meetings using video-conferencing linking four offices in Victoria, Nanaimo, Campbell River and Vancouver.</p>	Continue to promote the use of Live Meeting and video-conferencing. It is expected that demonstrating the value and benefits of Live Meeting and video-conferencing will increase the use of these tools.	2009	2012
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Encouraged staff, where possible, to walk to meetings.	Examine viability of having bus tickets available so that staff may attend meetings rather than taking a taxi.	2009	2012

Ministry of Finance - 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		Set up Green Team and Working Groups that meet monthly.	Ongoing recruitment of green team members to assist the ministry in reducing its carbon footprint.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Complete		Provided partial FTE to oversee Carbon Neutral Planning and Reporting for the ministry.		2008	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Provided an award for environmentalism. There were four nominations for the award in 2009 and GreenRide Thursdays won the award.	Continue the award for environmentalism. The nominations are submitted in April of each year.	2009	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Select Green Team members were permitted to attend the Green Team summit.	Select Green Team members will be permitted to attend the Green Team summit.	2009	2012
Include green options in employee performance measurement system	Ongoing/In Progress		Encourage employees to have a green goal in their Employee Performance and Development Plan (EPDP) in the Carbon Neutral Action Plan.	Continue to encourage employees to have a green goal in their EPDP.	2009	2012
Staff awareness/education						
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Educated staff on saving electricity by encouraging the turning off lights and monitors, taking the stairs and closing blinds.	Continue to educate staff on saving electricity by encouraging the turning off lights and monitors, taking the stairs and closing blinds.	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Provided up-to-date green tips on the ministry intranet site.	Continue to provide green tips on the intranet site and in the ministry newsletter.	2009	2012
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.		2009	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.		2009	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.		2009	No End Date (Continuous)
Waste reduction/diversion						

Ministry of Finance - 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
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Enhanced recycling program is in place in four of thirty-three ministry buildings.	Examine feasibility of expanding the program to other ministry facilities.	2009	2010
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		Put battery recycling program in place in most ministry buildings and return computers and monitors for recycling.	Continue to ensure hazardous waste is disposed of in an appropriate manner.	2009	2010
Procurement (non-paper supplies)						
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Complete		Followed green standards as set by Shared Services BC when setting up or renovating office space and purchasing office equipment.		2009	2009
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		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.		2009	2009
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 the alternate service provider, 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.		2009	2009
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.		2009	2009
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Promoted a scent-free workplace.	Continue to promote a scent-free workplace.	2009	2012
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete		Adhered to technical standards developed by Shared Services BC when purchasing paint, carpet and furniture.		2009	2009
Commuting to and from home						
Introduce telework/work from home policy	Complete		Expanded telework to include all ministry employees where operational requirements allow.		2009	2009
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Participated in Target Green Streets and came in third place amongst all ministries for the most reduced emissions.	Continue to partake in Target Green Streets planned in 2010 and beyond.	2009	2012
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Provided shower and locker facilities in select ministry buildings.	Continue to provide shower and locker facilities.	2009	2012
Provide secure bicycle storage	Ongoing/In Progress		Provided secure bike storage in select ministry buildings.	Continue to provide secure bike storage.	2009	2012