



2009

Carbon Neutral Action Report



**BC Ministry of Public Safety and
Solicitor General**

April 1, 2010

Executive Summary



Climate change poses a serious challenge to British Columbia. There is broad scientific consensus that the coming decades will bring increasingly erratic and extreme weather, caused by a gradual warming of the atmosphere due to human activities. The BC Government believes that the public sector must take a leadership role in dealing with this threat. Through legislation passed in 2007, the Provincial Government has committed to becoming carbon neutral in operations beginning in 2010. As one of the largest provincial ministries, the Ministry of Public Safety and Solicitor General (PSSG) plays an important role in achieving this goal, and has outlined its strategy through the PSSG Carbon Neutral Action Plan.

Our plan takes into consideration the unique challenges we face. These include both current financial pressures and the operational requirements of our correctional facilities, which are our largest emitters of greenhouse gases (GHGs). We are continually seeking funding to conduct energy audits of our facilities, and we have received approval for three Leadership in Energy and Environmental Design (LEED) Gold correctional facility expansions. Of these, two are under construction and one is in the project procurement stage. All three are targeted and on track to meet LEED Gold status.

We are also committed to minimizing emissions from our fleet vehicles. The PSSG fleet is currently 31% hybrid. Although there is currently a moratorium on vehicle replacements due to budget constraints, we intend to increase the proportion of hybrids as funding becomes available. In the meantime, we are minimizing the use of our existing vehicles, and were able to reduce our fleet's emissions by 11% from 2008 to 2009.

With the U2 refresh complete, nearly all ministry staff have access to collaborative software tools on their computers. These tools allow staff to host online meetings and deliver presentations remotely, thus helping to reduce business travel.

In order to achieve many of our carbon neutral goals, we will rely on the contribution of ministry staff and our Ministry's Green Team. We will continue to support our Green Team in their effort of engaging ministry staff in environmentally sustainable behaviours at work and in their personal lives.

Although current financial constraints pose a challenge to our plan, the Ministry of Public Safety and Solicitor General remains committed to becoming carbon neutral by 2010.

Sincerely,

David Morhart
Deputy Solicitor General

Wes Shoemaker
Deputy Minister

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

In 2009 the Ministry of Public Safety and Solicitor General faced serious budgetary pressures due to the economic recession. This hindered our ability to enact some of our more ambitious environmental goals. Despite these challenges, the ministry worked to reduce its Greenhouse Gas (GHG) emissions in a number of areas.

The ministry sought funding to conduct energy audits of its facilities in order to identify potential retrofit or updating of sites. We pursued Leadership in Energy and Environmental Design (LEED) Gold certification for three of our correctional facilities expansion projects.

In addition to pursuing energy audits to improve the efficiency of our facilities, we were committed to the reduction of emissions from our fleet vehicles and business travel.

- We reduced our business travel emissions by 35%, exceeding our goal by 10%.
- We reduced the use of our existing vehicles in 2009, achieving an 11% reduction in fleet carbon emissions over 2008.

In 2009, the Ministry's Green Team promoted many initiatives to engage staff in environmentally sustainable practices and in reducing our carbon footprint. Some of the activities they promoted were:

- LiveMeeting Training sessions to encourage using new software to hosting online meetings and delivering presentations remotely – this training has helped us reduce our business travel
- Lunch and Learn Sessions to educate staff on the impacts of climate change
- "Soapbox" – a platform for staff to weigh in on sustainable activities in their homes and in the workplace
- Target Green Streets – a program encouraging staff to walk, ride, carpool or take public transit to and from work

The Green Team had also created a vision and strategic plan for 2010, which included a Green Team regionalization and recruitment effort to ensure every branch and division within PSSG have Green representation across BC. The Team will also assist the ministry with education and awareness programs and initiatives towards reducing our GHG emissions with our fleet, facilities, paper use and business travel.

LEED – What is it? Leadership in Energy and Environmental Design is Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health:

- sustainable site development
- water efficiency
- energy efficiency
- materials selection
- indoor environmental quality

Plans to Continue Reducing Greenhouse Gas Emissions 2010-2012

The largest emitter of GHGs, within the Ministry of Public Safety and Solicitor General, is our facilities, consisting primarily of offices and correctional centres. As the economic climate improves, we will continue to seek funding for energy audits and retrofits as part of our drive to improve our facilities' energy efficiency. That being said, we will continue to reduce our GHGs in our business travel, the use of our fleet vehicles and our paper consumption.

We are pleased to have received approvals and have started LEED Gold construction in two correctional centres with the third in the procurement stage:

- **Prince George Regional Correctional Centre 20-cell expansion** – under construction and scheduled for completion in Spring 2010. Targeted and on track to achieve LEED Gold.
- **Alouette Correctional Centre for Women 104-cell secure facility** – under construction and scheduled for completion in early 2011. Targeted and on track to achieve LEED Gold.
- **Surrey Pretrial Services Centre 180-cell expansion** – in project procurement stage (RFQ issued publically April 28th) and scheduled for completion in mid 2013.

We will increase our use of videoconferencing to communicate between the Ministry's executive team and our employees. Not only will this continue to reduce our emissions from travel, it will provide more opportunities for staff to engage with their executive teams across the province. We will also increase the proportion of hybrid cars in our fleet as funding becomes available.

The Ministry's Green Team will partner with the Climate Action Secretariat to launch an annual campaign of initiatives beginning in 2010. These initiatives will encourage staff to adopt environmentally sustainable behaviour into their workday. Examples include a "Take the Stairs" campaign to discourage elevator use, a "Spring Greening" campaign to show how even the smallest of actions can help shape the future of our planet and a "Workstation tune-up" to reduce energy consumption.

The Green Team will continue with its regionalization efforts with the objective of having a representative within each division of PSSG. The Green Team and the Ministry's executive are dedicated to supporting initiatives that engage our staff in building a bright future and a more sustainable environment and workplace for all of us. The Ministry of Public Safety and Solicitor General remains committed to becoming carbon neutral in 2010.

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

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

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	30	% of vehicles are fuel- efficient models	No increase in 2009, due to moratorium on vehicle replacements (due to budgetary constraints).	Once vehicle replacement moratorium is lifted, we will aim to increase % of hybrids. Note that some fleet vehicles (e.g., prisoner transport vehicles) are not available in hybrid version	2007	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Vehicles are subject to regular maintenance; frequency varies depending on location and vehicle type (e.g., regular car vs. prisoner transport vehicle)	Current maintenance program to continue	2007	No End Date (Continuous)
Behaviour change program							
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Carpooling promoted through Green Team's "Target Green Streets" commuter challenge. However, much of fleet driving is by sheriffs transporting prisoners, where carpooling would not be applicable	"Target Green Streets" commuter challenge will be held annually	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Travel alternatives promoted through Green Team's "Target Green Streets" campaign	"Target Green Streets" commuter challenge will be held annually	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Shared Services BC partnered with the Canada Green Building Council to 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)	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress	54	is the current average rentable square meters per employee	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. Open workstations design concepts were utilized in PSSG to maximize space requirements and to reduce the amount of materials required.	Space rationalization will continue in PSSG through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate.	2009	2012
Owned buildings							

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Establish energy performance baseline for owned buildings	Ongoing/In Progress		Building level energy performance target setting was identified as one of six key priorities under an Energy Management and Conservation Strategy for core government buildings. The Strategy was completed in the spring of 2009. Shared Services BC, in partnership with government's outsource service provider for property management (BLIC-WSI) launched a building level energy performance target setting initiative in December of 2009. The results of this initiative will enable WSI operations and management teams to better monitor energy performance relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems and energy accounting data. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Ongoing/In Progress		During the first quarter of 2009, SSBC participated in the LEED Canada 2009 initiative. Eight buildings were selected to participate in a benchmarking exercise. A workshop was also conducted by the Canada Green Building Council, during which participants from BLIC-WSI and SSBC completed a LEED certification gap analysis on selected buildings. 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 Correctional Centres. These Correctional Centres are part of PSSG.	Prince George Regional Correctional Centre 20-cell expansion – under construction and scheduled for completion in Spring 2010. Targeted and on track to achieve LEED Gold. Alouette Correctional Centre for Women 104-cell secure facility – under construction and scheduled for completion in early 2011. Targeted and on track to achieve LEED Gold. Surrey Pre-trial Services Centre 180-cell expansion – in project procurement stage (RFQ issued publically April 28th) and scheduled for completion in mid 2013. Cost estimates include consideration for achieving LEED Gold. Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010
Incorporate integrated design process into new construction or during renovations of owned buildings	In Development		The integrated design process is currently being used on an ad-hoc basis. Shared Services BC is currently considering a plan to better incorporate IDP into future construction/renovations	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress		SSBC successfully applied for retrofit funding through the Public Sector Energy Conservation Agreement to advance energy efficiency projects at several buildings, including the Prince George Courthouse (107k kWhs saved), Prince George Youth Custody Centre (800 GJ's saved), Robson Square Complex (7,460 GJs saved), BC Centre for Disease Control (2,060 GJs saved), Colony Farms Forensic Hospital (3,000 GJs saved), Abbotsford Agriculture Centre (1,600 GJs saved), and St. Anne's Academy (728 GJs saved). It is expected a significant amount of associated greenhouse gas emissions will be diverted as a result of these retrofits.	A list of potential projects has been scoped out for submission into the third PSECA funding intake. Approvals for projects are expected during Q3 2010. Projects (in some cases adding to previous retrofit measures in previous years) are proposed at Abbotsford Agricultural Centre (78612), BC Centre for Disease Control (90258), FPI Colony Farms, Port Coquitlam Courthouse (78604), Robson Square (45047,46581, 43398), Vancouver Courts 17871), and Queen's Printer (10652).	2008	2010
Leased buildings						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		The same building level energy performance target setting exercise that is being applied to owned buildings is also being rolled out to leased facilities. The results of this initiative will enable WSI operations and management teams to better monitor and manage energy performance where they have influence, relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems, lease terms, and energy accounting data where known. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is also being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2010
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	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	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 project, 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		A significant amount of government's building portfolio is leased space. SSBC has focused a considerable amount of research and analysis on green lease schedules that are intended to improve performance regarding conservation of energy and water, waste reduction and recycling, and support of green team activities. Schedules that have been drafted and available for use on new leases and lease renewals.		2008	No End Date (Continuous)
IT power management						

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
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			AG and PSSG share offices and workplaces in some locations; the two ministries have a combined 457 MFDs	The number of MFDs will be increased as funds become available and existing stand-alone devices reach the end of their lifespans	2007	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	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	2009
Appliances and electronic devices							
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Although there is no formal policy, most new appliances and electronic devices are ENERGY STAR rated	Percentage of appliances that are ENERGY STAR models will be increased	2007	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Although there is no formal policy, as desk lamps are replaced the replacements will be as efficient as possible	Percentage of desk lamps that have CFL bulbs will be increased	2007	No End Date (Continuous)
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Ministry Green Team have been working on this in an informal capacity	"Green Tip" will be added to the PSSG Green Team website	2008	2010
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development			Ministry Green Team have been working on this in an informal capacity	"Green Tip" will be added to the PSSG Green Team website	2008	2010
Encourage use of stairs instead of elevators	In Development			"Take the Stairs" campaign being developed by Green Team	Will conduct pilot of campaign in spring 2010	2009	2010
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	77	% 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%	The percentage of paper purchased that has recycled content will be increased	2007	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	6	% of total paper purchased contains 100% recycled content	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.	The percentage of paper purchased that has recycled content will be increased	2007	No End Date (Continuous)
Printer/document settings							

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

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Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	All network printers and photocopy are set to print double-sided		2009	2009
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Complete	100	% of network printers have 'print and hold' settings applied	All networked printers have the 'print and hold' function		2009	2009
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	99	% of staff workstations with software installed	Collaborative software was installed on ministry computers as part of the U2 refresh.		2008	2009
Use electronic document library for filing common documents	Ongoing/In Progress			Staff have access to Groove and Sharepoint for this purpose	In-person training on Groove will be provided by SSBC in early 2010. Self-paced online training is available at any time	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Staff are encouraged to reduce paper use by posting documents online	"Green Tip" will be posted to PSSG Green Team website on this topic	2007	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Most employees receive their paystubs electronically, and those who receive paper paystubs have the option to switch		2007	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			Training sessions were provided to approximately 200 staff in 2009, and staff have access to self-paced online courses at any time	Training sessions will continue	2008	No End Date (Continuous)
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	In Development			Informal pilots conducted to assess feasibility of reducing travel	Formal 'e-Travel challenge' pilot to be launched in spring 2010, to reduce travel by select high-frequency travellers. Results will be incorporated into future travel reduction goals.	2008	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	99	% of computers have web-conferencing software installed	As part of U2 refresh, Live Meeting has been installed on all ministry workstations		2008	2009
Make desktop web-cameras available to staff	Ongoing/In Progress			Current generation of laptops come equipped with web-cameras, and some workstations have webcams available at their desktops	Web-cameras will be provided to staff as budget allows	2006	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress			Roundtable cameras (360 degree webcams) are available to be borrowed in Victoria, some areas of Lower Mainland, and several other communities	Roundtables will continue to be purchased on a division/department level basis, as budgets allow	2008	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			Several hundred staff trained on Live Meeting, and self-paced online training created	Training sessions will continue, and staff will be notified of online training resources	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Meeting invitations increasingly have an 'attend via Live Meeting' option, at the discretion of the meeting organizer	Staff will be encouraged to increase their use of Live Meeting	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Staff encouraged to carpool in "Target Green Streets" commuter challenge campaign held annually by Green Team	"Target Green Streets" commuter challenge will continue to be held annually	2008	No End Date (Continuous)

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

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Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Green Team's "Target Green Streets" commuter challenge encourages transit alternatives	"Target Green Streets" commuter challenge will continue to be held annually	2008	No End Date (Continuous)

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

Actions to Reduce Provincial Emissions and Improve Sustainability

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

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		Ministry Green Team has been created with member from each branch of the ministry	Recruitment drives will be held to expand Green Team membership	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development		Ministry Green Team have been working on this in an informal capacity	BC Hydro's "Workplace Conservation Awareness Workshop" to be held in March 2010, where Green Team will develop a behavioural change education campaign	2008	No End Date (Continuous)
Staff awareness/education						
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Green Tips and Green Team information provided in ministry's quarterly digest	This will continue to be featured in future digests	2008	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Complete		Shared Services BC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities.			No End Date (Continuous)
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Complete		Potable water management by Shared Services BC is done on a case by case basis to meet both customer programming needs and required codes and standards.			No End Date (Continuous)
Introduce a 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	Complete		Shared Services BC led the development of a solid waste reduction program in 2009. Buy in to the program is at the discretion of Ministry customers.			No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		Hazardous waste reduction and disposal is managed by Shared Services BC in accordance with strict laws and regulations.			No End Date (Continuous)
Procurement (non-paper supplies)						
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		In 2009, Shared Services BC's outsource service contractor for property management - WSI, issued a new janitorial contract that specified the usage of Green Seal and/or Ecologo products. Performance is audited by WSI.		2004	No End Date (Continuous)
Building construction, renovation, and leasing						

Ministry of Public Safety and Solicitor General - 2009 Carbon Neutral Action Report

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Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete		Under its Master Services Agreement with WSI, Shared Services BC requires that 80% of waste be diverted from landfills on projects over \$80k in the Lower Mainland and Southern Vancouver Island where diversion facilities are available.			No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Complete		Shared Services BC's Technical Standards are based on lifecycle costing. All major projects where the Technical Standards are applied (e.g. Major tenant improvements and new construction) have been considered under a lifecycle costing model.			No End Date (Continuous)
Indoor air quality						
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete		Shared Services BC's Technical Standards include consideration for reducing volatile organic compounds.			No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	In Development		Shared Services BC conducted a study on the potential for and implications of a significant and mandated teleworking strategy. While more research is needed, while environmental impacts associated with transportation to and from work were assumed to be reduced, the potential net reduction in carbon emissions was inconclusive, as was the impact on the quality of program delivery to the public by various ministry customers.	Further investigation will be conducted once the standardized shared services model has been further defined and implemented, which is expected to be complete by Q4 2010.	2009	2011
Offer staff a compressed work week	Ongoing/In Progress		Ministry currently offers flexible work options where feasible	Ministry will continue to offer flexible work options where feasible	2007	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		"Target Green Streets" is a commuter challenge campaign encouraging transit alternatives; it is organized annually by the Green Team	Green Team's "Target Green Streets" commuter challenge will continue annually	2007	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		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. Tenant improvements associated with the addition of showers and bike locking facilities that are requested and funded by Ministry customers will be reasonably considered by Shared Services where they can be provided.	No further SSBC action planned beyond consideration of Ministry requests for enhanced foot and cycling facilities.		No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Although not a requirement, the provision of bike storage is a consideration of providing accommodations to ministry customers by Shared Services BC. Tenant improvements associated with the addition of bike storage equipment that is requested and funded by Ministry customers will be reasonably considered by Shared Services where they can be provided.	No further SSBC action planned beyond consideration of Ministry requests for secure bicycle storage.		No End Date (Continuous)