

Ministry of Transportation and Infrastructure 2009 Carbon Neutral Action Report

British Columbia is leading by example in its commitment to carbon neutrality. By legislation, the Ministry of Transportation and Infrastructure¹ must reduce or offset all internal operations' greenhouse gas (GHG) emissions by the end of 2010. In 2009, the ministry took action in the following key areas to reduce its GHG emissions.



Fleet Management

- By the end of 2009, 83 per cent of fleet vehicles were fuel-efficient models.
- Fully 100 per cent of fleet vehicles have a prescribed maintenance
- Using more propane than gasoline resulted in emission reductions of two per cent, equivalent to 72 metric tonnes CO₂e.²
- Web-based driver education provides staff with smart driving techniques and maintenance tips to reduce fuel consumption.

Business Travel

- Travel budgets have been reduced resulting in a 30 per cent reduction in travel emissions.*
- To further minimize travel, video conferencing and collaborative tools such as Live Meeting and Groove are being encouraged.

Facilities Management

- Energy audits of CVSE weight scales have helped to identify energy-saving retrofit opportunities.
- Through encouragement by our local Green Teams recycling programs have been implemented in ministry offices across the province.
- The Seven Step Recycling Program will be implemented in our Victoria HQ office in spring 2010.

Education and Awareness

- Green Team operations grew by 52 per cent, resulting in the ministry winning the 2009 Provincial Green Team Expansion Award.
- The second annual 'Why Climate Change Matters' photo contest promoted awareness, with the submission of 64 staff photos depicting why climate change matters to them.
- Green Teams promoted climate change awareness among staff with activities to mark Earth Hour, Earth Day, Shoreline Cleanup and Bike-to-Work Week.

- The Climate Action Program Intranet site was expanded to include a new module entitled **Climate Action in Transportation (CAIT)**, new lending materials in the library and a continuously updated “What’s New” section.
- Focus groups were held with representatives from Green Teams to determine barriers to and benefits of behavioural changes to combat climate change.

Our ministry will continue to pursue carbon neutral and GHG emission reduction opportunities. During 2010 to 2012 key areas of concentration for reductions will include:

- Continuing the Greening the Fleet program with the aim of replacing gasoline-only vehicles with more efficient vehicles and bi-fuel vehicles.
- Promoting smart driver training to educate our fleet drivers and increase fuel efficiency.
- Continuing to promote waste reduction through increased recycling in our facilities.
- Further reducing our business travel by using more collaboration tools and videoconferencing, and
- Continuing to encourage staff participation in Green Teams and awareness and education events such as Earth Hour, Earth Day and Bike to Work Week.

I am confident that with the continued dedication of ministry staff and the participation of the ministry’s service delivery partners, the Ministry of Transportation and Infrastructure will achieve government’s goal of carbon neutrality, further reducing our impact on the environment.

Peter Milburn, Deputy Minister
Ministry of Transportation and Infrastructure

¹ The Ministry of Transportation and Infrastructure report includes the British Columbia Railway Company and Transportation Investment Corporation. BC Transit has issued a separate Carbon Neutral Action Report.

² SmartTool data

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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 <i>Greenhouse Gas Reduction Targets Act</i> .							
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	83	% of vehicles are fuel- efficient models	10 (1999 & 2000) Tahoes were replaced with 10 more fuel-efficient 2010 Tahoes, required by CVSE Officers.	The Ministry has tested 9 Tahoes on bi-fuel, will look at the results this year with the intent of converting 8 - 2010 Tahoes to bi-fuel.	2000	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	30	% of vehicles down-sized since start year indicated		The Ministry will be replacing 60 - 1999 and 2000 Tahoes with vehicles appropriate to the job requirement.	2004	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	All vehicles have a prescribed maintenance schedule which includes engine tuning.	Continue to reinforce the importance of the prescribed maintenance schedule.	2006	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress			The Ministry has an internal website which provides drivers with the Eco-Driving behaviours. Staff are also encouraged to utilize the DriveSmart Driving Simulator available both on LiveSmart and our CAP Intranet Site.	The Ministry is reviewing alternatives to reward drivers with the lowest fuel consumption for their vehicle.	2009	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Idle Free BC stickers, key chains and static stickers distributed to fleet drivers. Idle Reduction signs purchased for buildings and compounds.	Fleet driver packages will be distributed with refreshed driver information added to newly released CaNeu module of the Ministry's CAP Intranet Site.	2009	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			To encourage car pooling 6 more fleet vehicles were moved from single assignment to pool use.	The Ministry continues to encourage carpooling in fleet vehicles.	2009	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	In Development				The Ministry is reviewing options to provide bicycles as an alternative mode of transportation.	2010	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 .	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress	26	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. MoT is currently one of the ministries in government with the lowest number of square metres per employee. On average, MoTs facility cost is \$7,500 per FTE vs. a government average of \$10,280 per fte.	Space rationalization will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate.	2009	2012
Owned buildings							

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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
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 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 in 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 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
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	45	% of owned buildings have undergone energy retrofits since start year indicated	During routine maintenance, the Ministry with WSI will be installing power smart ballasts with T8 tubes for fluorescent fixtures and compact fluorescent bulbs in place of incandescent bulbs. Energy audits have been conducted on 11 of 24 weigh scales, looking for opportunities to both establish a baseline and reduce energy consumption. All new control boards utilize LED lighting.	The Ministry will review the audits for the opportunity to compile a window replacement program, upgrade insulation and finalize a thorough heating and cooling evaluation.	2008	No End Date (Continuous)
Leased buildings							
Establish energy performance baseline for leased buildings	Ongoing/In Progress			A building level energy performance target setting exercise is being applied 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.	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	2012

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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
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 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			A significant amount of Transportation'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.		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 all new workstations acquired in 2009.	Ensure all new workstations acquired between 2010 - 2011 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, a number of Ministry servers were virtualized in 2009.	As a best practice, server virtualization will be considered before 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, workstation settings were applied so that after 5 minutes of inactivity, all workstation CPUs go into sleep mode and the monitors display a screen saver, going into sleep mode after an additional 5 minutes.		2008	2009
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	52	% of devices have auto-sleep settings applied	Multi-function devices have been installed with auto-sleep settings applied.	Further assessments will be done to confirm all printers, where feasible have auto-sleep settings applied.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	All Ministry workstation 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)
Behaviour change program							

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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
Help staff reduce personal energy use through "workstation tune-ups"	Complete	100	% of current staff have completed a workstation tune-up	Completed during the U2 refresh.		2009	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Complete			Staff are educated through local Green Teams and through the Ministry's CAP Intranet site to be mindful of conserving electricity and water.		2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Complete			Staff are educated through local Green Teams and through the Ministry's CAP Intranet site to be mindful of conserve energy.		2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Complete			Staff are educated through local Green Teams and through the Ministry's CAP Intranet site to be mindful of conserving energy.		2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Complete			Staff are educated through local Green Teams and through the Ministry's CAP Intranet site to be mindful of conserving electricity.		2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress			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%	We will develop a ministry-wide procurement policy for the purchase of office supplies.	2007	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress			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.	We will develop a ministry-wide procurement policy for the purchase of office supplies.	2007	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	Completed in 2008.		2008	2009
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	All stations were upgraded with this software during the U2.0 refresh.	Continue to provide and expand Collaboration Tool training to MoT staff.	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	100	% of staff have TRIM software on their workstations.	There is a ministry-wide 'TRIM' project, which began in June 2003. The TRIM project aims to convert all paper files to electronic, and will manage existing electronic files. Cross ministry implementation of TRIM began in 2005/06. Staff also currently store files on the LAN computer drives, which further reduces the need for paper files.	Continue to support the TRIM project in order to reduce the amount of paper used by the Ministry.	2003	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of staff receive electronic pay stubs	As of December 2009, electronic pay stubs are no longer issued.		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	MoT Green Team members provided with LiveMeeting training.	On-line Collaboration Tool Training will continue to be offered to Ministry staff.	2009	No End Date (Continuous)

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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
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development				Developing Green Meeting best practices document for distribution to all MoT staff. The guide will speak to reducing paper use, use of videoconferencing, green meeting supplies, and choosing local foods.	2010	No End Date (Continuous)
Other Paper Supplies Actions							
Introduction of 100% PCR work journals and sticky notes to MoT Green Teams to distribute in their offices.	In Development				Green Teams 'Kits' consisting of 100% recycled paper, journals and other recycled office supplies will be distributed to local staff to encourage further use of PCR products.	2008	No End Date (Continuous)
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			Travel budgets were reduced, the Ministry has recognized a 30% reduction in GHG emissions based on SmartTool data.	The Ministry will continue to encourage LiveMeeting and Videoconferencing to reduce business travel.	2008	2010
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed			2008	2009
Make desktop web-cameras available to staff	In Development			Several models have been tested, we are in the process of confirming an approved model to be made available to staff.	Approved model will be distributed to locations with the most benefit.	2008	2010
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete	5	% of meeting rooms have access to video-conferencing equipment	The Ministry has 45 video conferencing units installed in meeting rooms across the province.	The new release of CaNeu on the Ministry's CAP Intranet Site will provide quick access to booking videoconferencing units across the province.	2008	2010
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			All Local Green Teams have been trained comprehensively on the use of Live Meeting.	LiveMeeting Training will extend to staff throughout the coming year.	2008	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete			Quick reference guides are provided on the Ministry's Information Management Branch website.		2009	2010
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Staff encouraged to consider virtual attendance at events where possible.		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		MoT Green Team operations have grown from 5 teams with 51 members to 10 teams with 88 members across the province. The Ministry was awarded the 2009 Provincial Green Team award for Ministry Expansion.	Continued support and encouragement toward the growth of Green Teams with the aim of increasing the number of members in each team.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		There is a designated Green Teams Page on the CAP Intranet site which provides resources for teams to share ideas and information, including a collaboration tool enabling teams to share meeting minutes, post their own resources and photos, ask questions and retrieve information for Green Team events around the 'green' dates on the calendar. "MoT Green Team Live Meeting Forums" bring teams together from across the province while removing the need to travel. The forums provide an update on government climate action initiatives, carbon neutrality, and provide time for open discussion and questions.	Continue to acquire feedback from Green Teams on improvements to their resources and follow through with improvements. Continue quarterly MoT Green Team Live Meeting Forums in 2010.	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		"Community-based Social Marketing", (CBSM) Dr. Doug Mackenzie-Mohr, has been shared with Green Team members during MoT Green Team Live Meeting Forums and Focus Groups.	Continue to share the CBSM model with Green Team members through Forums and Focus groups.	2009	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		In 2009, the 2nd Annual "Why Climate Change Matters" photo contest took place, resulting in 64 photo submissions from staff across the province. Peer voted winners were awarded first, second and third place.	With support from our Green Team members, a "Seen to be Green" award will be developed in 2010 as a recognition program for those individuals and groups who display green behaviours at work and who encourage others to do so.	2010	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Green professional development has been supported with staff attending the following professional development opportunities: ITE (Institute of Transportation Engineers) Conference, BC Road builders Conference, CEBC (Consulting Engineers of BC) Roads to Prosperity Conference, BC Transit Annual Conference, CBSM (Community Based Social Marketing) training, Collaboration Tool training, TRIM Records Management training, Carbon Offset Verification course, PICS (Pacific Institute for Climate Solutions) Carbon Pricing Conference, Carbon Financing workshops, the Climate Leadership Academy in Chicago, the TAC (Transportation Association of Canada) Conference in Vancouver, the Roads to Prosperity in Richmond, and the Western Climate Initiative Goods movement workshop in Vancouver.	Continue to support green professional development. Widely distributed green related webinar opportunities to Ministry staff.	2008	No End Date (Continuous)

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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
Include green options in employee performance measurement system	In Development		The Ministry's Climate Action Program developed a Strategic Plan which will enable CAP staff to align their EPDP goals and their current work goals with the strategic actions in the plan.	Based on CAP's experience with aligning the Strategic Plan's goal with staff EPDPs, the Ministry will determine how Green Goals can be incorporated in EPDPs for other Ministry staff.	2009	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Information and resources on climate change are available on the Ministry's CAP intranet website. Updates to the 'What's New' articles, the Climate Lending Library, the Green Teams resources, the Climate Action & You page are being continuously updated.	Continue to educate MoT staff on climate change and climate action during climate action events, via the intranet, and in face-to-face meetings.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Information and resources on Climate Change are all available via the Ministry's CAP intranet website in the section "Climate Action & You" which provides resources on water, energy and natural resources conservation.	Continue to educate MoT staff on conservation of resources through the CAP intranet site and at selected face-to-face meetings and presentations.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		A climate related article is published in each edition of the Ministry newsletter The Roadrunner, along with green driving tips and a recommended read from the Climate Lending Library.	Continue to provide additions to the RoadRunner as well as on the Ministry's CAP intranet site in the section 'Climate Action & You.'	2007	No End Date (Continuous)
Provide sustainability education during new staff orientation	In Development		CAP staff has evaluated other ministries' green orientation practices in preparation for the development of our own green staff orientation.	Work with HR to develop green training program at new staff orientations.	2010	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		The Ministry's Climate Action Program presented the following topics or presentations to clients and/or public audiences: Presentation to a Japanese Delegation on the Province's Hydrogen Fuel Cell Bus Program at BC Transit, ITE (Institute for Transportation Engineers) presentation, Highways Department Annual Meeting presentation at BC Roadbuilders conference, presented at the Roads to Prosperity conference for the CEBC (Consulting Engineers of BC) on the topic of climate action in transportation, and presented at the TAC (Transportation Association of Canada) Conference.	Continue to seek opportunities to present climate change education to our clients and partners in order to improve their knowledge of climate actions in our Ministry to further our goal of seeking as many GHG reduction opportunities in the province as possible.	2007	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress		Green tips and awareness is provided quarterly in the Ministry of Transportation Roadrunner newsletter.	Development and launch of a public Climate Action in Transportation site to provide the public with more information regarding climate action initiatives in transportation and other related resources.	2007	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions						
Launch of the 2nd Annual, "Why Climate Change Matters" Photo Contest through the CAP intranet site.	Ongoing/In Progress		The 2nd Annual Photo Contest drew MoT staff to reflect on climate change and how it affects their daily lives, looking to inspire staff to take personal actions to combat climate change.	Continue to support MoT staff to reflect on personal awareness and action in the 3rd annual contest, launching in June 2010.	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 in new developments and when major tenant improvements are undertaken in owned government facilities.		2007	No End Date (Continuous)

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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
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.		2007	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.		2007	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		Recycling activities have expanded in MoT's local offices through the encouragement of Local Green Teams. Green Teams were encouraged to develop a composting system at their offices. Recycling information is posted on the CAP intranet site.	Ensure recycling operations grow to reduce the amount of material reaching landfills. Implement the Seven Stream Recycling Program at the Ministry's Victoria HQ office. Determine barriers to expanding recycling across the province.	2008	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.		2007	No End Date (Continuous)
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress		The Ministry's Climate Action Program supported the purchase of recycled materials through the DCV (Distribution Centre Victoria), with the minimum of 30% recycled material paper, through information on the CAP intranet site and through Green Teams.	Continue to support purchases from Distribution Centre's Green Catalogue. Continue to encourage Green Teams to distribute and support green supply use.	2009	No End Date (Continuous)
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 specifies the use of Green Seal and/or Ecologo productions. Performance is audited by WSI.		2004	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete		Under 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.		2007	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.		2007	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).		2007	No End Date (Continuous)
Commuting to and from home						

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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
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. More research is needed, while environmental impacts associated with transportation to and from work are 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.		2009	2011
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		The Ministry's Climate Action Program supports provincial bike-to-work-week, offers bicycle storage lockers at facilities and provides alternative transportation information and resources on the CAP intranet site.	Continue to support the Bike-to-Work-Week program and continue to share knowledge around alternate transportation with CAP staff.	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 government policy, the provision of showers is a consideration where they can be provided. Several MoT office buildings have existing showers and locker facilities.	Continue to promote alternate travel options.	2005	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Although not a requirement, the provision of bike storage is a consideration where they can be provided.	Continue to promote alternate travel options.	2007	No End Date (Continuous)