# Ministry of Finance - 2012 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 | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Mobile Fuel Combustion (Fleet and other)** | | | | | |
| **Behaviour change program** | | | | | |
| Provide fleet driver training to reduce fuel use | Ongoing/In Progress | will continue to provide fleet driver training | will continue to provide fleet driver training<br>FICOM: Vehicle Fleet to be reviewed<br>Lower mainland: will continue with training<br>Regional: will continue with training<br>Lower Mainland Investigations: will implement<br>Investigations Branch: will continue with training | 2010 | 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 | will continue with anti-idle training and awareness | FICOM: Vehicle fleet to be reviewed<br>Lower Mainland: YES<br>Regional Vehicles: YES<br>Lower Mainland Investigations: will implement<br>Investigations Branch: YES | 2010 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | will continue to promote carpooling | FICOM: vehicle fleet to be reviewed<br>Lower Mainland: YES<br>Regional Vehicles: YES<br>Lower Mainland Investigations: will continue with above carpooling<br>Investigations Branch: YES | 2010 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | will continue promoting alternative transportation | FICOM: Vehicle fleet to be reviewed<br>Lower Mainland: YES<br>Regional Vehicles: YES<br>Lower Mainland Investigations: will continue as done above<br>Investigations Branch: YES | 2010 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Completed (in Reporting Year) | replaced one larger vehicle with 'right-sizing' principles | | 2010 | 2012 |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Continue regular maintenance | Continue regular maintenance | 2010 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Stickers were mostly put up in 2011 - noticed many areas that can still use some | Green Team members will work to put up stickers for Turn off the Lights and Turn off Your Monitors concentrated in the month of April (for Earth Day/Week) - will report how many stickers are put up to make it measurable. | 2011 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | Not a focus | will be included in our Green Tips to promote closing blinds at the end of each day to reserve/retain heat | 2010 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | A list of tips went out to staff just prior to earth week in April 2012. Also there was a Green Activity tracker that participants could use to track all of their green activities - both at home and at work. | Similiar activities are planned for Earth week for the foreseeable furture and this Green Tips list and tracker is planned to be included.<br><br>Discussing sending out green tips more regularly in conjunction with FIN5 email. | 2010 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | The initiative ran in October of 2012 and there were a number of participants. | Planned to take place again in October of both 2013-14. | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Stickers were mostly put up in 2011 - noticed many areas that can still use some | Green Team members will work to put up stickers for Turn off the Lights and Turn off Your Monitors concentrated in the month of April | 2010 | No End Date (Continuous) |

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| | | | (for Earth Day/Week) - will report how many stickers are put up to make it measurable. | | |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | This initiative is held province wide as part of Vitual Meetality | This initiative is held province wide as part of Vitual Meetality | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Green Team will continue their efforts to minimize paper use by distributing the meeting agenda and minutes by email, holding live meetings and use online filing. | Green Team will continue their efforts to minimize paper use by distributing the meeting agenda and minutes by email, holding live meetings and use online filing.<br><br>Inquire into setting up a shared space on drive for Green Team documents that can be accessed by all members | 2011 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | Shared Services BC orders only 100% post consumer recycled paper | Shared Services BC orders only 100% post consumer recycled paper | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed (in Previous Year) | | | | No End Date (Continuous) |