# Ministry of Children and Family Development - 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 | None. Last completed in 2010. | Provide updated fleet driver training information and training resources, including defensive driving training materials and green maintenance, to fleet operators. | 2008 | 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 | None. Last completed in 2010. | Identify ways to reduce vehicle idling within our vehicle fleet, including distribution of anti-idling documentation to fleet operators, anti-idling informational posters for regional offices, and stickers for the vehicle fleet.<br>. | 2008 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | MCFD encouraged car pooling in fleet vehicles through the Business Travel Guidelines section of its Financial Policy and Procedures Manual.<br><br>In 2010, MCFD encouraged carpooling in fleet vehicles through the distribution of 'Easy Green Guides' to vehicle fleet operators. | Continue to identify new ways to encourage carpooling in fleet vehicles. | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | MCFD promoted alternatives to fleet vehicle travel where possible through the Business Travel Guidelines section of its Financial Policy and Procedures Manual.<br><br>In 2010, MCFD promoted alternatives to fleet vehicle travel through the distribution of 'Easy Green Guides' to vehicle fleet operators. | Continue to identify new ways to promote alternatives to vehicle fleet travel. | 2008 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | MCFD continued to replace conventional gasoline vehicles with hybrid or more fuel efficient models where practical. | Continue to replace conventional gasoline vehicles with hybrid or more fuel efficient models where practical. | 2008 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | MCFD reviewed its vehicle fleet according to right-sizing principles. | Continue to replace larger vehicles with smaller models according to fleet "right-sizing" principles. | 2008 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | MCFD continued to perform regular (the sooner of 5,000km or 6 months) fleet maintenance. | Continue to perform regular fleet maintenance. Ensure that offices receive reminders if their vehicles are near due for maintenance check ups. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Not Yet Evaluated | | | | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Not Yet Evaluated | | | | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Not Yet Evaluated | | | | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling | Ongoing/In | MCFD encouraged staff to close blinds at the end of each work day | Continue to encourage staff to close blinds at the end of each work | 2008 | No End Date |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| demands | Progress | to reduce heating/cooling demands through promotion of government's Hibernation Challenge initiative. | day to reduce heating/cooling demands through a variety of initiatives. | | (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Not Yet Evaluated | | | | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | MCFD virtualized 11 servers, and were able to turn off 3 physical servers due to amalgamation. | Continue to virtualize servers as appropriate. | 2008 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | Ongoing/In Progress | MCFD continued to remove stand-alone printers, copiers, and fax machines and installed multi-function devices. | MCFD will 'right-size' its printer fleet as part of government's Managed Print Services project beginning 2013-14. | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | In Development | None. | MCFD will apply auto-sleep settings on printers, fax machines, and/or multi-function devcies as part of government's Managed Print Services project beginning 2013-14. | 2013 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | MCFD reduced office space per employee through adoption of 'leading workplace strategies' which consider new ways of accommodating office work that realize smaller office (and thus, carbon) footprints.<br><br>In 2012, MCFD completed a renovation and relocation of its Castlegar field office, including optimizing space through the creation of mobility-enabling workspace layouts but still providing appropriate spaces for client interaction. The new office is 25% smaller than the previous office.<br><br>MCFD was also a major partner in the creation of Parksville Family Place, a community service hub facility completed in 2012. This facility achieved a reduced space footprint through the creation of optimized shared spaces (meeting rooms, entrances, etc.) between the service provider tenants that would not be possible within a conventional building floorplan. | Continue to work with SSBC to develop a shared vision of the future state of LWS by defining and establishing guidelines on how to standardize and roll out LWS for direct service locations. In preparation, MCFD is working to provide workers with mobility tools which will enable them to efficiently move to LWS in the future. | 2008 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | None. | Ensure all staff are aware of the collaborative software for electronic editing available to them and are provided support documentation. | 2008 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | In Development | None. | MCFD will encourage staff to hold paperless meetings through promotion of electronic tools aimed at reducing paper consumption. | 2013 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | MCFD continued to increase the use of electronic document libraries for filing common documents. | Continue to convert non-electronic processes to electronic processes where practical. | 2008 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Purchase 40% post-consumer recycled paper | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | All MCFD Multi Function Devices (MFDs) automatically print double sided but some stand alone printers do not. | Continue to switch networked printers and photocopiers to print double sided where possible. | 2008 | No End Date (Continuous) |

# Ministry of Children and Family Development - 2012 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

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Business Travel** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | None. | Ensure all staff are aware of the web-conferencing options available to them and are provided support documentation. | 2008 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | MCFD encouraged staff to consider virtual attendance/presentation at events where possible through the Business Travel Guidelines section of MCFD's Financial Policy and Procedures Manual. | Continue to encourage staff to consider virtual attendance/presentation at events where possible through a variety of initiatives. | 2008 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | MCFD encouraged carpooling to meetings through the Business Travel Guidelines section of MCFD's Financial Policy and Procedures Manual. | Continue to encourage carpooling to meetings. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | MCFD encouraged alternative travel to meetings through the Business Travel Guidelines section of MCFD's Financial Policy and Procedures Manual. | Continue to encourage alternative travel to meetings. | 2008 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | MCFD created a travel reduction policy within the Business Travel Guidelines section of MCFD's Financial Policy and Procedures Manual. | Update the Business Travel Guidelines section of MCFD's Financial Policy and Procedures Manual as appropriate. | 2008 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Not Yet Evaluated | | | | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Ongoing/In Progress | Desktop web-cameras were made available to purchase to all MCFD staff as funding permitted. | Continue to make desktop web-cameras available to purchase to all MCFD staff as funding permits. | 2010 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | Due to funding restraints, limited mobile video conferencing units were provided to MCFD staff. 1 mobile video-conferencing unit was purchased for the Bella Coola field office. | Continue to install videoconference units in meeting rooms or provide mobile video-conferencing units as funding permits and as necessary. Increase use of videoconferencing technology to assist in direct service delivery. Expand to other programs where sensible. | 2008 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | MCFD recognized staff for participation in green events such as Target: Green Streets, and the Hibernation Challenge. | Continue staff green awards / recognition program. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | Limited funding was available to support green professional development in 2012. | Continue to support green professional development as funding permits. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Ongoing/In Progress | MCFD did not specifically include green options in its employee performance measurement system. However, staff had the ability to include green options as additional performance measures. | MCFD will encourage and support staff to include green options as part of their performance measurement. | 2010 | No End Date (Continuous) |

# Ministry of Children and Family Development - 2012 Carbon Neutral Action Report

## Actions to Reduce Provincial Emissions and Improve Sustainability

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | MCFD continued to post green related activities to the MCFD intranet. | Continue to provide green tips to staff through a variety of initiatives. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | MCFD dedicated .05 FTE as time permitted to support climate action initiatives, including the green team. Limited funding was also available for green initiatives. | Continue to provide resources and/or dedicated staff to support teams as time permits. | 2008 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Adaptation to Climate Change** | | | | | |
| Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas | Not Yet Evaluated | | | | No End Date (Continuous) |
| Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making. | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | MCFD continued to expand teleworking arrangements with a focus on cost neutrality and candidate suitability. | Continue to expand teleworking arrangements and facilitate a more mobile workforce. | 2008 | No End Date (Continuous) |
| Offer staff a compressed work week | Not Yet Evaluated | | | | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | MCFD encouraged commuting by foot, bicycle, carpool, and public transit through the promotion of government's Target: Green Streets initiative and support for Bike to Work Week. | Continue to encourage commuting by foot, bicycle, carpool, or public transit through a variety of initiatives. | 2008 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | MCFD remained committed to providing shower / locker facilities for staff. However, funding for such facility improvements was limited in 2012. | Continue to provide showers and lockers for staff who commute by foot or bicycle as funding permits. | 2008 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | MCFD remained committed to providing secure bicycle storage for staff. However, funding for such projects was limited in 2012. | Continue to provide secure bicycle storage for staff as funding permits. | 2008 | 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, | Ongoing/In Progress | MCFD staff were encouraged to purchase environmentally sustainable office products from the office products catalogue via | Investigate opportunities to incorporate minimum recycling content standards into procurement policy for consumable, non paper | 2008 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| binders, toner cartridges, etc.) | | government's '@Work' website. There is no MCFD procurement policy in place that requires staff to purchase such products. | supplies. | | |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | In Development | None. | MCFD will educate staff regarding external locations for recycling hazardous waste near their place of work. | 2013 | No End Date (Continuous) |