## 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** | | | | | |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | The BC Geological Survey Branch staggered field time to utilize the six trucks more efficiently. The importance of carpooling was promoted during Bike to Work Week. | The Geological Survey Branch will continue to incorporate staggered field time with truck utilization to reduce their footprint. The continued promotion of carpooling in fleet vehicles will be promoted at appropriate events. | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Bus tickets and bicycles were provided for staff use for local travel. These modes of transportation, as well as walking, were promoted. Staff influenced one another to take these actions. | The continued promotion of busing, cycling and walking to meetings, instead of using fleet vehicles, will be encouraged. | 2008 | No End Date (Continuous) |
| **Other Mobile Fuel Combustion Actions** | | | | | |
| Perform regular fleet maintenance specifically to improve fuel-efficiency, % of vehicles are subject to regular maintenance for fuel efficiency and Vehicle maintenance (e.g. tire pressure checks). | Ongoing/In Progress | The BC Geological Survey Branch staggered field time to utilize the four trucks more efficiently. Communication re: the importance of carpooling was promoted during Target: Green Streets and Bike to Work Week.<br><br>The Geological Survey Branch will continue to incorporate staggered field time with truck usage to reduce their footprint. Continued promotion of carpooling in fleet vehicles will be promoted at appropriate pledge events. | Bus tickets and bicycles were provided for staff use for in town travel. These modes of transportation, as well as walking, were promoted. Staff influenced one another to take these actions.<br><br>Continued promotion of walking, busing and cycling to meetings instead of using fleet vehicles will be encouraged. | 2008 | 2014 |
| **Vehicle fuel efficiency** | | | | | |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | One hundred percent of the vehicles were subject to regular maintenance for fuel efficiency.<br><br>Vehicle maintenance (e.g. tire pressure checks and filter changes) and inspections was performed at the frequencies indicated to help ensure safe, dependable and fuel efficient operation of the vehicle. | Scheduled service maintenance will be managed. | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | Components of the workstation tune-up were promoted as part of the Hibernation Challenge. Staff received workstation tune-ups on request. | Workstation tune-ups will continue to be offered to new staff on a per request basis. The components of the workstation tune-up will be promoted as part of any energy conservation initiative. | 2008 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | This is a component of the workstation tune-up. | Plug load conservation will continue to be promoted. | 2008 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | This is a component of the workstation tune-up. | Plug load conservation will continue to be promoted. | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | This is a component of the workstation tune-up. To help ward off the cold on Monday mornings during the winter, a Sweater Swap was held. Staff could take or leave a sweater or both. Unclaimed | The closure of blinds will continue to be promoted as part of the workstation tune-up. | 2008 | No End Date (Continuous) |

## Actions Towards Carbon Neutrality

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | clothing was donated to the Cool Aid Society. | | | |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | This is a component of the workstation tune-up. | Energy conservation information will continue to be shared as part of the workstation tune-up. | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Staff were encouraged/pledged to use the stairs during green campaigns. | Use of the stairs will continue to be promoted. Staff influence each other to take the stairs. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Signage was displayed during any energy conservation initiative as reminders. All boardrooms in the building have signs requesting occupants to turn off the lights when leaving the room. | Turning off lights will continue to be promoted. | 2008 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | Ongoing/In Progress | One stand-alone printer and one fax machine were replaced with a multi-function devices. One fax machine was removed and the fax option was initialized on the MFD. Five stand-alone printers were disposed of. | Stand-alone printers, copiers and fax machines will be removed as opportunities arise (i.e. office space consolidation). | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Ongoing/In Progress | The auto-sleep settings on all printers, fax machines and/or multi-function devices were put into operation. | Application of the auto-sleep settings on new printers, fax machines, and/or multi-function devices will be implemented. | 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 | Staff had access to training on collaborative software through the BC Public Service Agency webinars. | Web based tutorials will continue to be offered to staff. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | The Green Team encouraged and demonstrated paperless meetings on an ongoing basis. Staff who were in possession of iPads have cut down on paper use, preferring to take their iPads to meetings. | MEMNG Green Meeting Guide, which will include guidelines for a paperless meeting, will be launched. | 2009 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | Branches/Divisions were assigned their own drive for filing electronic material, which reduced the need for multiple electronic and paper copies. There is a ministry shared drive for editing and filing electronic documents available to all staff. | The use of electronic document libraries will continue to be encouraged. | 2010 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | All letter, legal and statement sized paper purchased contained 30% post-consumer recycled content. | The 40% and 100% post-consumer recycled paper will be purchased. | 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) |

## 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 | Staff had access to training through online tutorials offered by the Learning Centre. Ministry staff, who are knowledgable about Live Meeting, provide assistance to others who need it. | Staff who are familiar with Live Meeting and the Green Team will continue to provide support for web conferencing. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | This initiative was promoted by the executive and the Green Team. | Staff will continue to be encouraged to attend meetings virtually. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | The importance of carpooling was communicated during Bike to Work Week. Carpooling commutes are occurring in increasing frequency. | Carpooling will continue to be promoted whenever the opportunity arises (e.g. Target: Green Streets, Bike to Work Week, pledge events). If there are any off-site meetings that branches or divisions attend, carpooling is always organized. | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Staff cycled, bussed and walked to meetings. Bus tickets are provided as are bicycles for work-use. | Alternative travel will continue to be promoted instead of using fleet vehicles. | 2008 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Make desktop web-cameras available to staff | Ongoing/In Progress | Staff borrowed desktop web-cameras to participate in meetings. | Usage of desktop web-cameras will continue to be promoted in conjunction with Live Meeting and Communicator. | 2009 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | In addition to the lunch and learns, professional development regarding energy efficiency, community based social marketing and other sustainability topics was strongly encouraged and supported. | Continued support of green professional development for all staff will be promoted. | 2008 | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | The building-wide Green Team collaborated on the following initiatives: Earth Day; and Bike to Work Week. Green Team involvement has declined as there is not a dedicated person to lead the Green Team. That said, there is active support, primarily from the Electricity and Alternative Energy Division, whenever the opportunity for an event arises. | Green Team members will continue to be recruited on a per building basis. Endorsements from new executive members will be solicited. | 2008 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | In Development | A business case was developed to hire an Energy Manager, who would replace the former Energy Manager and Green Team Lead. The case did not proceed, due to other Ministry priorities. | The Ministry will continue to seek opportunities to fund dedicated staff to support the Green Team and lead the Carbon Neutral Action Plan. | 2011 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | Telework was supported. This work option is implemented on a case by case basis. | The executive and management will continue to support teleworking where it does not interfere with operational requirements. | 2009 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In | The executive and staff suported/participated in Bike to Work Week. | Annual participation, with executive support, will continue during Bike | 2009 | No End Date |

## 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 |
|---|---|---|---|---|---|
| | Progress | Bicycles were offered to staff to use for their commute. Information was provided on public transit, cycling and carpooling around Victoria on the MEMNG Green Team intranet and via presentations to employees. Staff participated in the Target: Green Streets government-wide campaign, which promoted walking to/from work, cycling, carpooling and busing. | to Work Week and Target: Green Streets. Bicycles will continue to be available for staff commutes. Information on public transit, cycling and carpooling continues to be provided. | | (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.) | In Development | Consumable, non-paper supplies with recycled content were purchased where possible. | The Ministry of Environment's Procurement Policy will be distributed to staff. | 2009 | No End Date (Continuous) |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | In Development | Facilities staff continued to recycle and reuse furniture and cubicle panels. | The green standards procurement policy for goods will continue to be practised. | 2008 | No End Date (Continuous) |