## Ministry of Aboriginal Relations

### 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 |
|---|---|---|---|---|---|
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | Smaller trash cans were issued intended to reduce amount of waste. I am not aware of any other step taken | Looking to increase staff awareness regarding the Workstation Tune-Ups | 2008 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Ministry participated in the Hibernation Challenge 2012 and continues to advise staff on reducing energy. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Ministry participated in the Hibernation Challenge 2012 and continues to advise staff on reducing energy. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | The ministry participated in the Hibernation Challenge in 2012 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | The ministry participated in the Hibernation Challenge in 2012 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | The ministry participated in the Hibernation Challenge in 2012 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | The ministry participated in the Hibernation Challenge in 2012 and continues to advise staff on reducing energy use. | Plans to continue participating in the Hibernation Challenge each year. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **IT power management** | | | | | |
| Install power management software which shuts down computers outside of regular business hours | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Implement server virtualization | Not Yet Evaluated | | | | 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 | Currently MARR has 10 MFD within the ministry. As for reductions in other devices, we are no longer repairing old machines or replacing them. I am unaware of any older equipment that has been removed. | MARR has not planned on purchasing any new equipment over the next year. | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Ongoing/In Progress | 80% of devices have auto-sleep settings applied | MARR has no plans to replace older equipment; therefore, as the older equipment without a sleepmode is retired it will not be replaced - soon all of our equipment will have this option. | 2008 | No End Date (Continuous) |
| **Owned buildings** | | | | | |
| Establish energy performance baseline for owned buildings | Not Yet Evaluated | | | | No End Date (Continuous) |
| Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M) | Not Yet Evaluated | | | | No End Date (Continuous) |
| Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI) | Not Yet Evaluated | | | | No End Date (Continuous) |
| Achieve LEED NC Gold certification at a minimum for new construction or major renovations | Not Yet Evaluated | | | | No End Date (Continuous) |
| Perform energy retrofits on existing, owned buildings | Ongoing/In Progress | Not aware of any energy retrofits in 2012 on existing/owned buildings | No plans for upgrades in 2013 | 2008 | No End Date (Continuous) |
| Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Planning/management** | | | | | |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Reduce office space (square meters) per employee | Not Yet Evaluated | | | | No End Date (Continuous) |
| Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Retrofit details for owned buildings** | | | | | |
| Upgrade mechanical systems (heating, cooling, ventilation) during retrofits | Not Yet Evaluated | | | | No End Date (Continuous) |
| Upgrade lighting systems during retrofits | Not Yet Evaluated | | | | No End Date (Continuous) |
| Upgrade/adjust control systems during retrofits | Not Yet Evaluated | | | | No End Date (Continuous) |
| Improve building insulation (including windows) during retrofits | Not Yet Evaluated | | | | 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 | Throughout 2011 and 2012 staff have been provided with support as required to use the collaborative software. If staff have not been trained directly they have trained themselves. | Continue training staff as required to use the collaborative tools. | 2010 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | Many staff (or new staff to MARR) continue to print materials for meetings. | encourage the use of laptops/projectors for meeting materials for future meetings | 2008 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | TRIM has been implemented in the Intergovernmental & Community Relation Branch. | No current plans for any additional implementation | 2011 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | 8% of total paper purchased was 30% post-consumer recycled paper. The paper ordered for 11x17 and coloured paper is still 30% recycled because that it what is available. | Once the paper is available the ministry will switch the ordering practices | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | 92% of total paper purchased was 100% post-consumer recycled paper. | Once available, the ministry will switch paper ordering practices | 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) |

## Ministry of Aboriginal Relations

### 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 | Encourage the use of video conference with the intention of reducing travel costs | | | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | Since travel restrictions have been introduced, staff have been encouraged to consider virtual attendance at various meetings/events | The ministry will continue to encourage virtual attendance. | 2012 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | Encourage the use of private car/cab pools to reduce emissions and costs | | 2011 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Encourage video conferencing to avoid travel | | | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Ongoing/In Progress | Desktop web cameras have been provided to and are available to any staff who need them. | The ministry will continue to provide desktop web cameras to any staff who requires one. | 2008 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Completed (in Reporting Year) | Ministry provided portable 'Roundtable' 360 degree video conference cameras. | | 2011 | 2012 |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | Climate Change 101 is offered through the PSA. | No immediate plans for sustainability education | 2011 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | No lunch and learn sessions in 2012 | No immediate plans for further lunch and learn sessions in 2013-14 | 2009 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | Encourage green energy actions when new staff is hired | | 2011 | 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 | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Adaptation to Climate Change** | | | | | |

## Ministry of Aboriginal Relations

### Actions to Reduce Provincial Emissions and Improve Sustainability

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| 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 | In Development | Have had several telework employees from various regions in BC to reduce emissions and travel costs | | 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 | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide secure bicycle storage | Completed (in Previous Year) | | | | 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.) | Completed (in Previous Year) | | | | 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.) | Ongoing/In Progress | Been an ongoing project and as new office equipment and materials are required they are replaced with green stardard items. | Continue to pruchase green standard items when they are required. | 2008 | No End Date (Continuous) |