# Ministry of Justice - 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 | Informally we raise awareness including anti idling, trip planning, trip consolidation, just to name a few. | Training could become more formalized with more resources | 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 | Informally we raise awareness including anti idling, trip planning, trip consolidation, just to name a few. | This is an area to be looked at when the resources are in place to do so. | 2008 | 2012 |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | Previously had participated in 'Target Green Streets' commuter challenge but did not this year due to personnel turnover. Sent out 'Green Tip' about carpooling and promoting Jack Bell Ride share program | Will look to participate in 'Project Green Streets' again and redistribute 'Green Tip' | 2008 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | we were a leader in the adoption of hybrid technology and today we have a large number in service. Improvements in technology have now<br>improved performance of gas engines to a point where they perform to near hybrid standard of fuel economy and that will play heavily into<br>our replacement strategy. In applications where the majority of the kilometers travelled are on the highway the hybrid provides no advantage over the current generation of gas engines.<br><br>Electric propane and LNG do not match our operational needs for various reason but we always keep an eye on developments with these technologies. | Emerging technologies and fuel efficiency will remain a commitment of the Ministry | 2008 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | When we replace an asset we do not allow an increase in size and power unless operational condition are proven to require this. While we encourage<br>smaller is better in the end the operational requirements determine what is needed. | This process is ongoing | 2008 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Vehicles are subject to regular maintenance; frequency varies depending on location and vehicle type (eg. Regular car vs prisoner transport vehicle) | Current maintenance program will continue | 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 | JAG had 96 people participate in the Hibernation Challenge, which included a workstation tune-up component. "Green Tips" have also been distributed to staff explaining best energy effeciency practices. | JAG will will continue to participate in future annual campaigns that focus on "Workstation tune-ups" | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | JAG took part in the Hibernation Challenge in 2012, which focuses on this for a week. | JAG will take part in future annual campaigns that focus on this | 2008 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | JAG took part in the Hibernation Challenge in 2012, which focuses on this for a week | JAG will also take part in future annual campaigns that focus on this | 2008 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | The opportunity for energy savings from using air dry settings on dishwashers was brought to the green teams attention and signage | Signage will be distributed to offices that have dishwashers and will be accompanied by a 'Green Tip' | 2010 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | is in the process of being developed. | | | |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | This issue was addressed during the week of the hibernation Challenge along with "Green Tips" emails to staff on this topic | Repeat "Green Tip" emails will be sent out at later dates and partcipation in the annual hibernation challenge will continue | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Staff are encouraged to take the stairs by signs located near the elevator and stairwells. | Staff will continue to be encouraged to take the stairs | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | There are signs located near most lightswitches reminding staff to turn off the light when not in use. JAG participated in the Hibernation Challenge which focused on this topic. | More signage and stickers will be displayed in high traffic areas as well as continued information sharing in the Hibernation Challenge. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | In Development | Information signage and a 'Green Tip' are being developed for future distribution to staff | Signage to be posted near sources of hot water and a 'Green Tip' will be distributed | 2010 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | Ministry of Justice is involved in the Virtualization and Migration project which is a 5 year process in which many of our servers will be virtualized | All servers that can be virtualized will and some will be eliminated | 2010 | 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 | JAG has 501 multi-function devices or MFDs | Stand alone devices will be replaced with MFDs as they come to the end of their lifespan | 2008 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Owned buildings** | | | | | |
| Achieve LEED NC Gold certification at a minimum for new construction or major renovations | Ongoing/In Progress | All new JAG correctional facilities will be built to LEED Gold standards | All new JAG correctional facilities will be built to LEED Gold standards | 2008 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | Currently through utilization of Leading Work Strategies (LWS) and other planning techniques. JAG is in the process of increasing the density and usability of office space. This will create flexible spaces approaching 100% or better utilization and achieving densities of 15.2um2/person (usable square meters per person) | SSBC is currently designing to 14.5um2/person and 100% utilization of office locations. | 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 | Selfpaced online training is available at any time | In person training sessions will continue, and a 'Green Tip' email will be distributed to remind staff of available online resources | 2008 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | 'Green Tip' email sent out to staff with link to "Easy Green Guide" which covers this topic | 'Green Tip' email will be sent out with 'Green Meetings' info that staff can attach to their meeting invites | 2008 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | Staff access to Groove and Sharepoint for filing common documents | self paced training is available online at any time | 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 Justice - 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 | Self-paced online training courses have been created for Microsoft Live Meeting and Groove, as well as many others | Training sessions will continue, and staff will be notified of available online training resources | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | Meeting invitations increasingly have an 'attend via Live Meeting' option, at the discretion fo the meeting organizer | Staff will be encouraged to increase their use of Live Meeting and other virtual conferencing technology as it becomes available | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | Due to personnel turn over 'Target Green Streets' commuter challenge was not completed this year. A 'Green Tip' was distributed with information on carpooling | Looking to participate in 'Target Green Streets' commuter challenge as as well as repeat 'Green Tip' to be sent in the future | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | A 'Green Tip" was sent out with information on sustainable commuting | Will participate in upcoming campaigns such as "Target Green Streets" commuter challenge. Future 'Green Tips' on the subject to be distributed | 2008 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | Employees are encouraged to follow the "Green Key" guide when choosing accomodations and methods of travel. Staff are also encouraged to use Live Meeting when it is appropriate as a substitute for travel. | Ministry will look to maintain travel reduction standards. Staff will continue to be encourage to use the "Green Key" guide and Live Meeting | 2008 | 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 | Current generation of laptops come equipped with web-cameras, and some workstations have webcams available at their desktops. | Web cameras will be provided to staff as budget allows | 2008 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Other Education, Awareness, and Engage** | | | | | |
| Hosted by Green Team as a tool for education and egagement | Ongoing/In Progress | Green Team Lunch & Learns were held in some offices. The Lunch & Learns consisted of watching vidoes on various environmental topics with the aim to educate and spark conversation | Lunch and Learns will continue in 2013 | 2011 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | A concerted effort was put in to have the Call2Recycle battery recycling program set up in JAG offices. Many offices that did not previously have battery recycling are now set up across the province | Increase battery recycling awareness | 2012 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | Sent out regular Green Tips via email focused on easy actions that employees could do to reduce their carbon footprint | Will continue to send out regular Green Tips | 2008 | No End Date (Continuous) |