# Ministry of Social 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 | Fleet driver information provides tips to reduce fuel use. | Fleet driver information will continue to provide tips to reduce fuel use. | 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 | All ministry vehicles have an anti-idling sticker.<br><br>Government internet site "Where Green Ideas Work" provides information and raises awareness on government's anti-idling policies. | The ministry will continue to support government's anti-idling policies through the intranet site and maintaining the anti-idling stickers in fleet vehicles. | 2008 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | Ministry staff are encouraged to use log books and to carpool whenever possible. | The ministry will continue to encourage fleet carpooling. | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Supervisors encourage staff to use alternate means of travel. | The ministry will continue to encourage alternate means of travel. | 2008 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | Underutilized vehicles are reassigned to where they are needed or disposed of at lease expiry. Total fleet has reduced and percentage of hybrid and fuel-efficient vehicles increased by 6%. 69% of our fleet is hybrid vehicles. Capital dollars were unavailable to replace existing older vehicles with new hybrid vehicles both fiscal 2012/13 and 2013/14.<br><br>Activity started prior to 2008. | All non-hybrid vehicles are owned by the ministry. Any new vehicles purchased or leased will be hybrids as capital dollars allow. | 2008 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | The ministry undertakes scheduled maintenance on fleet vehicles based on vehicle mileage and maintenance requirements as per PHH Vehicle Management Services.<br><br>Activity started before 2008. | Continue to ensure regular maintenance schedules are followed. | 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 | The ministry's Green Team developed 'turnkey' projects for offices to implement. A Workstation Tune-Up challenge is one of these projects. Details are available on the ministry's Green Team website and on Where Green Ideas Work website.<br><br>Green team members were reminded of the Workstation Tune-Up during the bi-monthly team conference calls. | The ministry will continue to encourage staff to complete a workstation tune-up through its website and reminders to the Green Team. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | The ministry encouraged staff in 100+ offices to reduce their plugload by participating in the Hibernation Challenge. | The ministry will conintue to encourage staff to reduce their work-related greenhouse gas emissions. | 2009 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | The ministry encouraged staff in 100+ offices to reduce their unplug/switch off by participating in the Hibernation Challenge. | The ministry will continue to encourage staff to reduce their work-related greenhouse gas emissions. | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | The ministry encouraged staff in 100+ offices to reduce their close their blinds by participating in the Hibernation Challenge. | The ministry will continue to encourage staff to reduce their work-related greenhouse gas emissions. | 2009 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside | Ongoing/In | The ministry organized an occupancy schedule review in eleven | The ministry will continue to seek opportunities to reduce its | 2009 | No End Date |

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| of regular business hours | Progress | ministry buildings. During the review, the lighting and HVAC (heating, ventilation and air conditioning) system schedules were adjusted to match that of staff working in the building. | greenhouse gas emissions. | | (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | The ministry encouraged staff in 100+ offices to use the stairs during the Hibernation Challenge. | The ministry will continue to encourage staff to reduce their work-related greenhouse gas emissions. | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | The ministry encouraged staff in 100+ offices to turn off lights during the Hibernation Challenge.<br><br>Many offices have stickers by light switches reminding staff to turn off lights when they leave the room.<br><br>Some buildings have motion-sensor lights that turn off when the room is empty. | The ministry will continue to encourage staff to reduce their work-related greenhouse gas emissions. | 2009 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | As a best practice, server virtualization will be considered before any additional servers are purchased. As server leases expire, servers will be virtualized across government where practical and cost effective. Generally, Integrated Case Management does not use virtualized servers, as the size of the system and the required number of fully dedicated servers does not lend the system to server virtualization. This initiative is led by Shared Services BC. | The ministry will continue to support Shared Services BC in virtualizing servers as leases expire and where practical and cost effective. Approximately 30 servers will be virtualized in 2013/14.<br><br>Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | 2009 | 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 | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Ongoing/In Progress | There were no MFD replacements or changes to features in 2012, due to budget considerations.<br><br>Start year unknown. | SSBC is leading a project to replace all multi-function devices. All new multifunction devices will include an auto-sleep feature. New multifunction devices will be energy efficient. | 2009 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | Over fiscals 2010/11 & 2011/12 the ministry reduced leased space by 3,300 m2 saving annual lease payments of $.53 million.<br><br>In fiscal 2012/13 Leading Workplace Strategies was implemented in the Management Services Division and with the Office of Housing and Construction Standards, bringing 150 staff onto two floors and eliminating 2 leases. One for each of the 2 ministries involved. For Social Development we reduced 976 m2 saving annual lease payment of $300,000.<br><br>Space rationalization continues to strategically leverage opportunities to divest leases when renewal is considered and when appropriate. | Space rationalization will continue to strategically leverage opportunities to divest leases when renewal is considered. | 2010 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | |

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| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | Collaborative software is widely used in the ministry.<br><br>Ministry staff are directed to the Public Service Agency's Learning Center for web-based training on collaborative software. | Ministry staff will continue to be directed to the Public Service Agency's Learning Center for web-based training on collaborative software. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | The ministry is supporting a culture shift towards staff mobility and a greater reliance on technology during meetings. This includes paperless meetings where handouts are available through technology, such as Live Meeting and iPads. A further extension of this culture shift is virtual meeting attendance. | The ministry will continue to support and encourage paperless meeting and virtual attendence. | 2012 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Other Paper Supplies Actions** | | | | | |
| Ministry implemented eApprovals in 2012 - a paperless, SharePoint-based approval tracking system for documents. It is estimated to save over 40 packages annually. | Completed (in Reporting Year) | The ministry implemented eApprovals - a paperless, SharePoint-based system for approving and tracking documents. eApprovals avoids the need to print to edit a document, to track approvals and to file the final version of a document. The new system saves approximately 40 reams of paper annually.<br><br>eApprovals is being adopted by other ministries and has been nominated for a Premiers Award. | | 2012 | 2012 |
| Using mobile technology to replace the need for paper-based processes. | Ongoing/In Progress | The ministry has provided select managers and executive with iPads. In an effort to reduce paper consumption, the ministry has developed a tool to allow iPad users to access Estimates briefing material from a SharePoint site.<br><br>Ministry executive and the Minister used their iPads during the 2012 Estimates debates instead of the traditional hard-copy binders. The ministry avoided approximately 9 reams of paper during one debate. | The iPad Briefcase Program is being expanded to other ministries who request it.<br><br>The program will also be used during transition, to support existing and new leaders that join the ministry in 2013. | 2012 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | The ministry encouraged offices to purchase recycled content paper and to reduce the amount of paper used. 30% recycled paper usage dropped by over 30% in 2012.<br><br>Two initiatives were implemented in 2012 that contributed to a 19% drop in overall paper consumption and a 28% drop in emissions associated with paper usage. | The ministry will continue to encourage offices to reduce the amount of paper they use and to order paper with recycled content.<br><br>The ministry will also seek out and support initiatives that will reduce overall paper consumption. | 2008 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | The ministry encouraged offices to purchase recycled content paper and to reduce the amount of paper used. 100% recycled paper orders remained at 24% of all paper orders in 2012.<br><br>Two initiatives were implemented in 2012 that contributed to a 19% drop in overall paper consumption and a 28% drop in emissions | The ministry will continue to encourage offices to reduce the amount of paper they use and to order paper with recycled content.<br><br>The ministry will also seek out and support initiatives that will reduce overall paper consumption. | 2008 | No End Date (Continuous) |

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|---|---|---|---|---|---|
| | | associated with paper usage. | | | |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed (in Previous Year) | | | | No End Date (Continuous) |

# Ministry of Social 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 | Ministry staff are directed to the Public Service Agency's Learning Center for online training in web-conferencing. | The ministry will continue to encourage staff to obtain web-conferencing training through resources available from the Public Service Agency's Learning Center. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | The ministry continued to encourage the use of and ministry executive regularly used virtual attendance/presentation tools (e.g. LiveMeeting, video-conferencing, conference calls, etc.). Information on virtual events continue to be made available via government websites and emails and ministry emails, policy, and intranet. Web-conferencing rooms and meeting rooms with roundtables are available to staff. All staff have access to LiveMeeting and conference call systems. | The ministry will continue to encourage and, where appropriate, require the use of virtual meetings (e.g. LiveMeeting, video-conferencing, conference calls, etc.). Information on virtual events will be made available via government websites and emails and ministry emails, policy, and intranet. The Leading Workforce Strategy will support staff in virtual meeting attendance. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | As part of ministry standard practice employees are encouraged to carpool to meetings. This behaviour is generally adopted across the ministry and requires few reminders.<br><br>This action started before 2008. | The ministry will 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 | As part of ministry standard practice employees are encouraged to find alternative travel arrangements to meetings, when appropriate. This behaviour is generally adopted across the ministry and requires few reminders. Virtual meeting attendance is the preferred process. | The ministry will continue to encourage staff to find alternative travel arrangements to meetings and to require two or more meetings for out-of-town travel. Virtual meeting attendance will remain the preferred process. | 2010 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | The ministry continues to adhere to the Government Travel Policy which requires staff to mitigate the production of greenhouse gas emissions. | The ministry will continue to adhere to the Government Travel Policy which requires staff to mitigate the production of greenhouse gas emissions. | 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) |
| 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** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | In Development | Green Team is investigating an opporutunity to use the ministry's recognition program to reward green activity by staff. | The Green Team plans to implement a staff recognition program for green activities in the workplace through an existing ministry program. | 2013 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | Green Team promoted Climate Insights 101 and encouraged members to offer lunch and learns to office staff. One lunch and learn was made available to staff province-wide via Live Meeting. | Green Team will continue to promote Climate Insights 101 through its 'turnkey' projects for the Green Team. | 2012 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | Staff have access to information on conversation through links on the ministry intranet. | The ministry will continue to make information on conservation accessible through the intranet site. | 2010 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | Staff have access to green tips through links on the ministry intranet site. The ministry also provided green tips to staff during green events, such as Target: Green Streets, Hibernation Challenge and | The ministry will continue to make green tips available to staff through links on the intranet site. | 2010 | No End Date (Continuous) |

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| | | Earth Hour. | | | |
| 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 | Ongoing/In Progress | The ministry maintained it's province-wide Green Team, with a contact in most of the 110 offices. Levels of participation in the team varied depending on staff workload and interest. Significant staffing shortages due to hiring freeze decreased number of staff participating in Green Team and in Green Team events. | The ministry will continue to maintain a ministry-wide Green Team. Recruiting for new Green Team members is and will be an ongoing effort. Participation is expected to fluctuate as workload and staffing levels ease to normal levels. | 2010 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | The ministry continued to support a ministry-wide Green Team. The Green Team website was relaunched with a blog and an events calendar.<br><br>Green Team members were engaged to develop a strategic plan focussed on strategies to engage themselves and to reduce ministry greenhouse gas emissions. Bi-monthly conference calls provide information sharing opportunities<br><br>Executive promoted Green Team projects and initiatives. Staff were encouraged to participate as workloads permitted. | The ministry will continue encouraging Green Team participation as staff workload permits.<br><br>As the Climate Action Secretariat shifts its mandate from staff engagement and behaviour change, so to will the ministry Green Team. | 2010 | 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** | | | | | |
| Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making. | Ongoing/In Progress | Ministry staff are part of an integrated Emergency Social Services team that attends disasters, such as fire and flood. The ESS team provides information and support for up to 72 hours after the event to impacted citizens. Centralized ministry coordination supports the ESS team(s).<br><br>The ministry's office-level Business Continuity Plans take extreme weather events into consideration. The plans assess the risk of specific events and detail steps to bring offices back into operation if the event occurs. Plans also detail how to continue delivering supports and services to citizens while operations are disrupted. | The ministry will continue to participate in the Emergency Social Services team.<br><br>Staff will continue to consider extreme weather events when completing their business continuity plans. | 2008 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | One division in the ministry is implementing Leading Workplace Strategies, which provides the option for staff to work from home.<br><br>An office telework policy has not been developed given the broad spectrum of work the ministry performs. Instead, the option to telework has been considered on an individual staff basis. | In fiscal 2013-14, the minsitry will complete implementation of Leading Workplace Strategies in the Management Services Division. Based on staff preferences and the work they do, 59% staff have chosen to work part of the week from home.<br><br>No other area of the ministry has been identified to participate in Leading Workplace Strategies at the time of this report. | 2012 | 2013 |
| Offer staff a compressed work week | Ongoing/In Progress | The ministry offers staff the option of a compressed work week where appropriate. | The ministry will continue to offer staff the option of a compressed work week where appropriate. | 2009 | No End Date (Continuous) |

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| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | The ministry supported Bike to Work Week and participated in Target: Green Streets. The ministry continued to provide information on alternative commuting choices by referencing LiveSmartBC. | The ministry will continue to support and encourage staff across the province to participate in Bike to Work Week and other commuter challenges; the ministry will continue to provide information on alternative commuting choices by referencing LiveSmartBC and by providing information via email. | 2008 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | Shower and locker facilities are available at some offices. Although not a requirement, the provision of showers and bike locking facilities is a consideration of providing accommodations to ministry customers by Shared Services BC.<br><br>Strategy started before 2008. | Shower and locker facilities may be added to some buildings as facilities are upgraded. Adding shower and locker facilities are dependant on Shared Services BC and landlord approval. | 2008 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | Secure bicycle storage facilities are provided at some offices across the province. Although not a requirement, the provision of bike storage is a consideration of providing accommodations to ministry customers by Shared Services BC.<br><br>Action started before 2008. | Secure bicycle storage facilities may be added to some buildings as facilities are upgraded. Adding secure bicycle storage is dependant on Shared Services BC and landlord approval. | 2008 | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| Staff share office supplies | Ongoing/In Progress | Many ministry offices around the province centralize their office supplies in order to minimize the quantity of supplies need and the frequency of orders. Offices do not have redundant items, such as staplers, scissors or hole-punches. | Ministry offices will continue to centralize offices supplies. | 2012 | 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.) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | Some buildings in the ministry have a staff-led battery recycling program.<br><br>Computer and electronics are disposed through SSBC; contractors hired during renovations despose of any paints. | The ministry will continue to encourage staff to organize battery recycling programs.<br><br>The ministry will continue to ensure that hazardous materials are disposed in a responsible manner. | 2010 | No End Date (Continuous) |