# Ministry of Jobs, Tourism and Innovation - 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 | Drivers of fleet vehicles are encouraged to use fuel efficient driving practices. | The ministry will continue to encourage fleet vehicle drivers to use fuel efficient driving practices, including anti-idling. | 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 | Drivers of fleet vehicles are encouraged to use fuel efficient driving practices. | The Ministry will continue to promote efficient driving practices, including anti-idling for those using fleet vehicles. | 2008 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | Carpooling in fleet vehicles is encouraged where possible (e.g. team events etc.). | Carpooling in fleet vehicles will continue to be encouraged where possible. | 2012 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | The Ministry has reduced use of fleet vehicles and a number of vehicles may be retired in coming years as a result. | The Ministry will promote alternatives to use of fleet vehicles when appropriate and anticipates reduction in fleet size in coming years to reflect reduced use. | 2012 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | No vehicles were replaced in 2012. | If vehicles are replaced in future, consideration will be given to the use of hybrid replacements where appropriate. | 2012 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | No vehicles were replaced in 2012. | In future years, right-sizing principles will guide decision making about the replacement or retention of vehicles. | 2012 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | In 2012, regular maintenance of vehicles supported optimal fuel efficiency. | The ministry will ensure that regular maintenance of vehicles is performed to support optimal fuel efficiency. | 2012 | 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 continued to promote the Workstation Tune-up Tool and held information sessions during Earth Week on reducing energy consumption at work. | The Ministry will continue to promote the Workstation Tune-up Tool and to provide information on how staff can reduce energy consumption at work during different campaigns such as Earth Week and the Hibernation Challenge. | 2011 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | The Ministry continues to encourage unplugging electrical equipment or switching off power bars where possible. During 2012, this was promoted during the Hibernation Challenge and is also promoted on the Green Tips at Work online resource. | The Ministry will continue to encourage unplugging electrical equipment or switching off power bars where possible. Promoting power conservation during the Hibernation Challenge and through the Green Tips at Work online resource. | 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 continued to promote closing the blind at the end of the day, through promotional campaigns such as the Hibernation Challenge in 2012. | The Ministry will continue to promote closing the blind at the end of the day, through promotional campaigns such as the Hibernation Challenge and on web-based promotions such as the Green Tips at Work resource. | 2008 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | Where dishwashers are used, staff are encouraged to use the most energy efficient settings. | The Ministry will continue, where dishwashers are used, to encourage staff to use the most energy efficient settings. | 2009 | 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 provides tips to staff on saving energy in the office while working outside of regular business hours via an intranet energy saving tip sheet. | The Ministry will continue to provide tips to staff on saving energy in the office while working outside of regular business hours via awareness raising campaigns and through online promotions such as the Green Tips at Work resource. | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | The Ministry continued to promote the use of stairs instead of elevators through signage and initiatives such as the Hibernation Challenge in 2012. | The Ministry will continue to promote the use of stairs instead of elevators through signage, awareness raising campaigns and through online promotions such as the Green Tips at Work resource. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Efficient use of lighting was promoted during various campaigns such as Earth Week in 2012 and stickers/signage are in place in a number of worksites. Maintenance staff implemented a new 'lights off' check during evening cleaning rounds in 2012. | The Ministry will continue to promote the efficient use of lighting during various campaigns such as Earth Week, Earth Hour and through stickers/signage in a number of worksites. Also, will continue to request that Maintenance staff perform a 'lights off' check during | 2008 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | | evening cleaning rounds. | | |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Ongoing/In Progress | Server virtualization in 2012 resulted in a total of 70% of the Ministry servers being virtualized. | Continue to explore opportunities for server virtualization with a target of 100% in future years. | 2012 | 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 | In 2012, the Ministry installed new devices which were multi-function devices (not replacements). | The Ministry will continue to use multi-function devices, and will see a reduction in the number of devices overall as government rolls out the Managed Print Service strategy. | 2009 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Ongoing/In Progress | The Ministry printers, fax machines and multi-function devices are set to auto-sleep settings wherever possible. | New and existing printers, fax machines and multi-function devices will continue to be set to auto-sleep settings wherever possible. | 2009 | No End Date (Continuous) |
| **Other Stationary Fuel Combustion** | | | | | |
| Replace refrigerators with ENERGY STAR models | Ongoing/In Progress | All refrigerators are now ENERGY STAR models. | Future purchases of refrigerators will meet ENERGY STAR ratings. | 2010 | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact flourescent (CFL) bulbs or source more efficient desk lamps for future purchases | Ongoing/In Progress | The Ministry had previously replaced existing desk lamp incandescent bulbs with CFL bulbs and continues to discourage the use of desk lamps. | The Ministry will continue to discourage the use of desk lamps and encourage the use of efficient light bulbs where lamps are used. | 2010 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | The Ministry raised awareness and engaged in discussions about government's Leading Workplace Strategy through lunch and learn sessions. | The Ministry will continue to raise awareness about efficient space usage and will continue to explore options as the government-wide Leading Workplace Strategy as it is further implemented. | 2012 | 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 | Training is provided to staff as required on using collaborative software. | Training opportunities will continue to be offered and support provided to corporate challenges to promote the use of collaboration tools. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | SMART boards are installed in boardrooms in most meeting rooms and employees are encouraged to use Live Meeting to share presentation materials. | The Ministry will continue to encourage paperless meetings. | 2009 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Ongoing/In Progress | The Ministry has an electronic forms library for common documents. | The Ministry will continue to maintain the electronic forms library. | 2008 | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | For regular printing, 100% post-consumer recycled paper is used. | For regular printing, 100% post-consumer recycled paper will be used. | 2011 | 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 Jobs, Tourism and Innovation - 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 | Training in web conferencing is available as a standard offering through the Learning Centre and through AppsHelp. | The Ministry will continue to ensure staff access to web conferencing training. | 2011 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | The Ministry promoted virtual attendance at meetings where possible during Earth Week as well as on web-based content to promote work-based decisions to support sustainability. | The Ministry will continue to promote virtual attendance at meetings where possible during Earth Week as well as on web-based content to promote work-based decisions to support sustainability. | 2011 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | The Ministry promotes carpooling to meetings when possible as well as on web-based content to promote work-based decisions to support sustainability. | The Ministry will continue to promote carpooling to meetings when possible as well as on web-based content to promote work-based decisions to support sustainability. | 2011 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | The Ministry promotes alternative to meetings when possible as well as via web-based content to promote work-based decisions to support sustainability. | The Ministry will continue to promote alternative to meetings when possible as well as via web-based content to promote work-based decisions to support sustainability. | 2011 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | Ministry staff are encouraged only to travel when absolutely necessary and a set of Green Travel Guidelines are posted on the ministry intranet site. | Ministry staff will be encouraged only to travel when absolutely necessary and a set of Green Travel Guidelines are posted on the Ministry intranet site. | 2009 | 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 | An inventory of desktop web cameras are available for all employees to borrow through the applications help desk. | In 2013/14, the Ministry plans ot replace all employees' monitors with models that include a built-in desktop camera. | 2010 | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | Mobile video conferencing units are available for use through the Ministry Applications Helpdesk. | Mobile video conferencing units will continue to be available for use through the Ministry Applications Helpdesk. | 2008 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | Formal and informal recognition programs include recognition for green successes. | As future recognition programs are refreshed, efforts will be made to include options for recognition of green successes. | 2008 | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | Ongoing/In Progress | Employees were registered to attend the Green Teams Unite climate action forum in 2012. | The Ministry will continue to support employees taking training in climate action workshops. | 2008 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Ongoing/In Progress | Employees are encouraged to create a 'green' goal in their MyPerformance Profile. | The Ministry will continue to encourage employees to create a 'green' goal in their MyPerformance Profile. | 2008 | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | Ongoing/In Progress | Promoted understanding of Climate Change and encouraged staff to further their understanding through courses such as those offered through Climate Insights 101. | Continue to promote understanding of Climate Change and encouraged staff to further their understanding through courses such as those offered through Climate Insights 101. | 2012 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | Staff were educated throughout 2012 on a variety of topics such as: reducing and re-using raw materials, recycling, reduced consumption of raw materials, growing your own produce, and reducing consumption of fossil fuels. | The Ministry will continue to provide opportunities for employees to learn more about conservation in future. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | The Ministry has a variety of 'green' tips posted on its intranet and promoted during information campaigns. | The Ministry will continue to post a variety of 'green' tips on its intranet and to promote key messages during information campaigns. | 2008 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Provide sustainability education during new staff orientation | Ongoing/In Progress | Staff orientation includes information regarding the Green Team and how they can be an active part of supporting sustainability within their workplace. | Orientation materials will continue to include information about sustainability in the workplace. | 2008 | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | Ongoing/In Progress | The Ministry continues to maintain and refresh the Green Team for the Economy Sector in collaboration with the Ministry of Community, Sport and Cultural Development. In addition, there is a building specific Green Team at 605 Robson St. in Vancouver. | The Ministry will continue to support the Green Team for the Economy Sector. | 2008 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | The Ministry Green Team was led by a dedicated staff member with responsibility for supporting the team and coordinating green actions for implementation. | The Ministry will continue to have a staff member who dedicates a portion of their time to supporting the Green Team. | 2009 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Ongoing/In Progress | The Ministry Green Team has hosted several Lunch and Learn Sessions to employees and continues to use the Ministry Intranet to provide information. The team also has promoted corporate initiatives such as Target: Green Streets and the Hibernation Challenge during 2012. | The Ministry will continue to provide educational resources to employees and promote the use of corporate tools and initiatives to be green. | 2009 | 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 | As part of the Transformation and Technology planning process for the Economy Sector, the Ministry has begun analysis on opportunities to implement the Leading Workplace Strategies to identify opportunities to further support telework/working from home. | The Ministry will continue to offer telework options to employees while conducting further research into the possibility of incorporating LWS to identify opportunities to further support telework/working from home. | 2011 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | All included employees have the option to work a modified work week where operationally possible. | The Ministry will continue to offer the opportunity to work a modified work week to all included employees where operationally possible. | 2011 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | The Ministry promoted alternate travel to and from work through Bike to Work Week, Target: Green Streets and a limited number of low cost parking spots for carpoolers year-round (free parking was offered during target green streets). | The Ministry will continue to promote commuting via foot, bike, carpool and public transit. | 2008 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Ongoing/In Progress | The Ministry provides on site showers for employees at the 800 Johnson Street location. | The Ministry will continue to provide showers at 800 Johnson Street. | 2008 | No End Date (Continuous) |
| Provide secure bicycle storage | Ongoing/In Progress | The Ministry provides bike storage lockers at all locations. | The Ministry will continue to provide bike storage lockers. | 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, binders, toner cartridges, etc.) | In Development | No official policy in this area although at the branch level, employees are making efforts to purchase consumable non-paper supplies with recycled content. | The Ministry will identify opportunities to enhance awareness of government's Green Procurement Guidelines in 2013. | 2012 | 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 | The Ministry has established green standards for goods that are replaced infrequently. | The Ministry will continue to maintain its green standards for goods that are replaced infrequently. | 2008 | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |

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|---|---|---|---|---|---|
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | The Ministry continues to offer a battery recycling program in one building and to dispose of computer parts and monitors through Asset Investment Recovery. | The Ministry will continue to offer a battery recycling program in one building and to dispose of computer parts and monitors through Asset Investment Recovery. | 2009 | No End Date (Continuous) |
| **Water conservation** | | | | | |
| Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features | Not Yet Evaluated | | | | No End Date (Continuous) |
| Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales) | Not Yet Evaluated | | | | No End Date (Continuous) |