# Ministry of Community 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 | Raised general staff awareness through ongoing briefing opportunities for new and existing staff. | Raise staff awareness re: idling and fuel use. | 2011 | 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 | Raised general staff awareness through ongoing briefing opportunities for new and existing staff. | Raise staff awareness re: idling and fuel use. | 2011 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | Promoted car-pooling when using fleet vehicles for travel where possible. | Continue encouraging staff to carpool when using fleet vehicles. | 2011 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Promoted alternatives to use of fleet vehicles wherever possible. | Continue to promote alternatives to use of fleet vehicles wherever possible. | 2011 | No End Date (Continuous) |
| **Other Mobile Fuel Combustion Actions** | | | | | |
| Replace diesel fuel pump as soon as is practical with newer pump. | Ongoing/In Progress | N/A | Consideration is being given to replacement of an older diesel fuel pump as soon as is practical which is expected to reduce emissions. | 2013 | 2014 |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | None were replaced in 2012. | Consideration is being given to the purchase of hybrid vehicles (1-2 vehicles may be replaced in future years). | 2009 | 2013 |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Regular fleet maintenance was performed, supporting continued fuel efficiency. | The ministry will continue to perform regular maintenance on our vehicles, supporting continued fuel efficiency. | 2011 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | Workstation Tune-ups were promoted through the Green pages on the ministry intranet. | Continue to promote use of the Workstation Tune-up on the intranet and during other awareness-raising campaigns. | 2012 | 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 and cleaning and maintenance staff have been given direction to unplug items at the end of the day should staff forget. | Continue to promote unplugging of electrical equipment through the ministry intranet pages and future campaigns. | | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | The Ministry continues to promote closing the blind at the end of the day, highlighted during Hybernation Challenge in 2012. | Continue to promote during future awareness-raising campaigns. | 2011 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | Where dishwashers are used, staff were encouraged to use the most energy efficient settings. | Where dishwashers are used, staff will be encouraged to use the most energy efficient settings. | 2011 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | Tip sheets and links to external Green advice web pages were provided online as part of the Hibernation Challenge communication materials. | As part of the annual Hibernation Challenge, the Ministry plans to continue to provide tips to staff on saving energy in the office. | 2008 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | The Ministry has permanent signs promoting stair use in the 800 Johnson Street Location | The Ministry intends to continue to promote the use of stairs instead of elevators during sustainability promotions as well as workplace health initiatives. | 2008 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | The Ministry installed auto light sensors in common areas of 800 Johnson Street prior to 2011 and has also placed posters and stickers around the building to promote turning off lights. | Stickers and posters reminding employees to turn off lights will continue to be posted/replaced/updated as needed. As part of the annual Hibernation Challenge, the Ministry plans to encourage employees to explore changes in building energy usage through the Pulse Energy Monitoring System at 800 Johnson. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | Water conservation was promoted generally in 2012 through an on-line tips sheet. | Conservation of hot water will be encouraged in 2013 during the Hibernation Challenge and through on-line energy-saving tip sheets. | 2012 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Implement server virtualization | Completed (in | | | | No End Date |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | Previous Year) | | | | (Continuous) |
| Apply auto-sleep settings on computer monitors and CPUs | Ongoing/In Progress | 100% of devices have auto-sleep settings (standard default setting) | Maintain and ensure that all new devices are defaulted to auto-sleep | 2008 | 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 | In Development | A number of new multi-unit devices were ordered in 2012 however these were not replacements | Roll out of the Managed Print Service initiative (Shared Services BC) will result in a net reduction in the number of devices in the ministry | 2012 | 2014 |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Replace computers with ENERGY STAR models during regular computer upgrades | Ongoing/In Progress | Any replacements made were models that were ENERGY STAR rated. | The Ministry will ensure that replacement computers will be models that are ENERGY STAR rated. | 2008 | No End Date (Continuous) |
| **Leased buildings** | | | | | |
| Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M) | Ongoing/In Progress | Recommended retrofits were implemented in 2012. The initiative resulted in 184,800 Kw/H annual savings or a 19% reduction as a proportion of total energy consumption. As a result of these projects, the Mazda Building has achieved an impressively low energy intensity of 500 MJ per square metre by the end of 2012. | Going forward, the focus will be on further reducing energy consumption by addressing residual opportunities, and on ensuring the savings are maintained. | 2009 | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | Engaged in discussions about Leading Workplace Strategies and engaged staff in learning about the strategy. | Continue to explore opportunities to make the most efficient use of office space possible. | 2012 | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | |
| **Paper Type** | | | | | |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | The Ministry used 100% post-consumer recycled paper in all printers, copiers and multi-function devices. | The Ministry is continued to using 100% post-consumer recycled paper in printers, copiers and multi-function devices. | 2008 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Ongoing/In Progress | Networked printers and photocopiers are all automatically defaulted to double-sided printing. | The Ministry will continue to ensure that networked printers and photocopiers are all automatically defaulted to double-sided printing. | 2008 | No End Date (Continuous) |

# Ministry of Community 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 | Training in web-conferencing is available as a standard offering through the Learning Centre as well as AppsHelp desk. | Training in web-conferencing will be made available through the Learning Centre as well as AppsHelp desk. | 2011 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | Staff were encouraged to attend meetings virtually when possible (e.g. DM Town Halls enabled multiple buildings to host team engagement sites for a ministry-wide virtual meeting). | The Ministry will continue to encourage to attend meetings virtually when possible. | 2011 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | Staff were encouraged to carpool to meetings when possible. | The Ministry will continue to encourage people to carpool to meetings where possible. | 2011 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Staff are encouraged to use alternative travel to meetings when possible. | Staff will be encouraged to use alternative travel to meetings when possible. | 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. | The ministry will continue to encourage priority travel only, and provide Green Travel Guidelines to staff via the intranet. | 2012 | 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 with new computers including web cameras. | In 2013/14 the Ministry plans to replace all employees' monitors with models that include a built-in desktop camera. | 2008 | 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 help desk. | The Ministry will continue to provide access to mobile video conferencing calls. | 2008 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Ongoing/In Progress | The Ministry awards program provided for the opportunity to recognise employees for their green actions in 2012. | The Ministry is refreshing its recognition program and will consider various means to recognise employees for Green Actions. | 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 Victoria in 2012. | The Ministry will continue to support employees taking training in climate action workshops, seminars etc. as well as hosting lunch and learn sessions on green topics. | 2011 | 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 EPDP's. | 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 | The Ministry has promoted webinars that speak to the science of climate change. | The Ministry will continue to promote understanding and awareness of corporate information and resources on the science of climate change. | 2012 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | The Ministry held a series of webinars that speak to the conservation of water, energy and raw materials. | The Ministry will continue to offer information sessions around the conservation of water, energy and raw materials. | 2008 | No End Date (Continuous) |
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | The Ministry has built awareness and offered tools and tips through the intranet, encouraging staff to explore the site during Earth Week, Hibernation Challenge etc. | The Ministry will continue to refresh the Green Tips web-based resources with advice from Green Team Members. | 2008 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | Staff orientation includes information regarding the Green Team and ways to support sustainability in the building. | Staff orientation will continue to provide information regarding the Green Team and ways to support sustainability in the building. | 2008 | No End Date (Continuous) |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **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 Jobs, Tourism and Skills Training. | The Ministry will continue to support the Green Team for the Economy Sector. | 2012 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | Ongoing/In Progress | The Ministry continued to have a staff member who dedicates a portion of their time to leading the Green Team. | The Ministry will continue to have a staff member who dedicates a portion of their time to leading the Green Team. | 2008 | 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 provided several Lunch and Learn Sessions to employees and continues to use the Ministry Intranet to provide information. In addition, the team has promoted corporate challenges including 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 initiative to be green. | 2008 | 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 | The Ministry continued to offer telework options to employees as well as further exploring options for incorporating the Leading Workplace Strategy to identify opportunities to further support telework/working from home. | The Ministry will continue to offer telework options to employees as well as further assess options for incorporating the Leading Workplace Strategy to identify opportunities to further support telework/working from home. | 2008 | No End Date (Continuous) |
| Offer staff a compressed work week | Ongoing/In Progress | The Ministry continued to offer the opportunity to work a modified work week to all included employees where operationally possible. | The Ministry will continue to offer the opportunity to work a modified work week to all included employees where operationally possible. | 2008 | 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 free parking spots for carpoolers (free parking was offered during target green streets). | The Ministry will continue promotion of alternate travel to and from work through Bike to Work Week, Target: Green Streets and a limited number of free parking spots for carpoolers. | 2008 | 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) |
| **Other Sustainability Actions** | | | | | |
| Collect and re-stock unused office supplies and/or send larger items to Asset Investment Recovery for storage and re-distribution. | Ongoing/In Progress | During Earth Week, promoted 'Spring Greening' where employees were encouraged to collect their unused supplies and return them to a central pool of supplies (for internal use or Asset Investment Recovery). | Promote collection of unused supplies for return to a central pool of supplies (for internal use or Asset Investment Recovery). | 2011 | 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.) | Ongoing/In Progress | The Ministry promoted use of recycled content for purchasing consumable non-paper supplies. | The Ministry will continue to promote use of recycled content for purchasing consumable non-paper supplies. | 2008 | 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 | The Ministry has established green standards for goods that are replaced infrequently. | The Ministry will continue to follow 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 continued to offer a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | The Ministry will continue to offer a battery recycling program and to dispose of computer parts and monitors through Asset Investment Recovery. | 2008 | 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) |