# Ministry of Forests, Lands and Natural Resource Operations - 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 trained subject to funding allocation | Drivers trained subject to funding allocation. | 2010 | 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 | Implementation of government wide anti-idling procedures in place. | Ongoing reviews and corrective action as required. | 2010 | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | All staff are encouraged to carpool when and where possible. | Ongoing - will continue to encourage staff. | 2010 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Promote alternatives when feasible for staff (in locations where this is feasible). | Will continue to encourage staff. | 2010 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | Replaced 10 vehicles. Disposed of 95 2006 F250 Heavy Duties. | Over the next 3 fiscal years FLNRO is expected to have significant capital acquisitions. As we move through the acquisition process efforts will be made to bring in efficiencies and get rid of heavy duty F250's. | 2010 | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles | Ongoing/In Progress | Disposed of 95 heavy duty F250s and brought in 10 more fuel efficient vehicles. | Replacements will be based on consultation with the client to ensure critical business needs of the ministry are met and that correct tools are in place to meet goals. | 2010 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | Vehicles are serviced every 5,000 kms and also in accordance with manufacturers recommended maintenance schedule. | Ongoing maintenance. | 2010 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | Ongoing awareness to improve energy efficiencies. | Ongoing awareness to improve energy efficiencies. | 2010 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | Staff (both new and old) made aware - varied participation. | ongoing | 2010 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | Signs posted in multiple offices indicating the necessity to turn off lights. | ongoing initiative. | 2010 | No End Date (Continuous) |
| Promote hot water conservation | Ongoing/In Progress | ongoing initiative. | ongoing intiative. | 2010 | No End Date (Continuous) |
| **IT power management** | | | | | |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | Ongoing/In Progress | Removed stand alone machines where possible. | Continue to remove stand alone machines where possible. | 2010 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Completed (in Reporting Year) | Settings were applied in previes year to printers, copiers and fax machines | | 2010 | 2011 |

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| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Ongoing/In Progress | Ongoing government initiative. | Ongoing government initiative. | 2010 | 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 | Ongoing initiative to provide and support staff training in the use of electronic editing programs. | ongoing | 2010 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | The use of LiveMeeting has increased in the ministry (through NRS Learning Series). This has helped to support paperless meetings. | ongoing | 2010 | 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) |
| **Paper Type** | | | | | |
| Purchase 40% post-consumer recycled paper | Ongoing/In Progress | Approximate amout of paper purchased that is post-consumer recycled paper. | Ongoing initiative to increase % of paper purchased to post-consumer recycled paper. | 2010 | 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 Forests, Lands and Natural Resource Operations - 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 staff on an as needed basis. | Will continue ongoing training. | 2010 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | staff are highly encouraged to attend virtual livemeetings where applicable. | ongoing encouragement. | 2010 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | Staff are encouraged to carpool where applicable. | Continue to encourage carpooling. | 2010 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | Staff are encouraged to participate in bike to work week. | ongoing | 2010 | No End Date (Continuous) |
| **Policy and budgeting** | | | | | |
| Create a low-carbon travel policy or travel reduction goal | Ongoing/In Progress | Increased use of livemeetings over 2012 has supported reducing our carbon footprint. | Continually promote use of livemeeting and video conferencing in replace of travel. | 2011 | 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 | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Ongoing/In Progress | FLNRO has the most video conferencing units of the Natural Resource Ministries. Approximately 80. | Ongoing - dependent on budget. | 2010 | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | In Development | Green team was on hold for 2012. | look to reinstate green team subject to resourcing. | 2010 | 2012 |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | In Development | Green Team was established in 2011 - based on resourcing pressures the team was put on hold for 2012. | Review resources and look to reinstate green team. | 2010 | No End Date (Continuous) |