

2009

# Carbon Neutral Action Report



Photo courtesy of Brian Price

Ministry of Community and Rural  
Development  
Province of British Columbia

# Ministry of Community & Rural Development 2009 Carbon Neutral Action Report



Ministry of  
Community and  
Rural Development

## Executive Summary

“Climate change” has emerged as what many believe to be this century’s biggest global environmental threat. All British Columbians have a stake in how climate change will affect us and the world at large. The B.C. government is making the problem of global warming and climate change a top priority, <sup>1</sup> aiming to make our own operations carbon neutral by 2010.

The Ministry of Community and Rural Development has been working to reduce its carbon emissions for the past couple of years, and has continued to make progress towards our goal of becoming carbon neutral during 2009.

One of the most significant initiatives the Ministry undertook in 2009 was to begin the process of submitting a LEED-Existing Buildings: Operation & Maintenance certification application for its Victoria-based location situated at 800 Johnson Street. Part of this process includes establishing building energy benchmarking. When application is submitted in 2010, it is expected that the building will receive a rating of gold.

As reducing business travel was a key goal of our Carbon Neutral Action Plan, another major focus for the Ministry’s activities in 2009 was creating and promoting alternatives to travelling. A couple of the ways the Ministry supported this key focus was to purchase video-conferencing equipment, as well as developing Ministry Green Travel Guidelines to assist employees when making decisions about travelling.

To sustain the Ministry’s Carbon Neutral momentum, the Ministry assigned a resource to lead a Green Team responsible for promoting staff awareness of environmental issues. The Green Team continued their work to promote awareness through activities ranging from lunch and learn sessions, to online tips and information on the Ministry Climate Action website, as well as annual Earth Week activities.



Our Ministry’s commitment to environmental sustainability and carbon neutral action is firm and with the support of all our staff, I am confident we will continue to see positive changes to our operations into the future.

Dale Wall  
Deputy Minister, Community and Rural Development

<sup>1</sup> <https://www.whereregreenideaswork.gov.bc.ca/understand.html>

### Actions Taken to Reduce Greenhouse Gas Emissions in 2009

While the Ministry has already accomplished many of its goals, we were able to continue making progress towards carbon neutrality during 2009. The Ministry experienced very little operational change during the year in the way of employee numbers or fleet enhancements that would positively or negatively affect our GHG emissions, and therefore our Carbon Neutral Action plan did not change substantially from the previous year.

In the fall of 2009, the Ministry began the process to apply for LEED- Existing Buildings: Operation & Maintenance certification at its 800 Johnson Street, Victoria location. Consultants were hired to begin gathering the documentation required to proceed with the certification application. As part of the certification process, building energy benchmarking will be completed. The Ministry is also looking into installing a Pulse Connectivity Connection and has contacted BC Hydro to initiate this process. This tool will provide the Ministry with valuable information on the energy consumption for the building at any point in time to assist us in better managing our energy usage. The Ministry will also explore how we can share this information with our employees to help promote energy conservation at work.

As the greatest opportunity for the Ministry to decrease its carbon emissions is through reducing travel, the Ministry made reductions in this area. In 2009, the Ministry invested in video-conferencing equipment. There are now two Roundtable cameras available in our Victoria office and one available in our Kamloops office. In addition, all of our regional employees now have web cameras at their desks. The Ministry actively promoted the use of LiveMeeting and our Information Systems Branch provided support to our employees in using these tools.

To assist our employees in making environmentally-responsible travel decisions, the Ministry developed and implemented "Green Travel Guidelines" in the summer of 2009. These and other efforts to promote the reduction of travel have helped the Ministry reduce its travel emissions by 20 tonnes in 2009 when compared to the travel emissions for 2008 (note that the actual reduction was even greater than 20 tonnes as travel emissions data was not available for the first three months of 2008).

The Green Team continued to promote awareness of environmental issues. Last year the Green Team organized Earth Week events based on the theme of Energy Conservation and Reducing Consumerism, and organized a team for Bike to Work Week.

The Workstation Tune-up was promoted and several lunch and learn sessions were held with topics such as Home Retrofit Grants, and movies such as *Addicted to Plastic*. The Ministry also participated in cross-government initiatives such as *Green Streets*.



## **Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012**

The Ministry remains committed to its goal of being carbon neutral and will continue its efforts to find ways to reduce its GHG emissions. As the Ministry has already done much to address climate action, and due to the current budgetary pressures, a key focus for the year ahead will be to maintain existing programs and campaigns. In particular, we will look for cost-effective ways of continuing to reduce our emissions, as well as raising the awareness of Ministry employees.

In 2010, the Ministry will submit its application for LEED- Existing Buildings: Operation & Maintenance certification for its 800 Johnson Street location. The majority of the work has now been completed and a rating of gold is expected.

The Green Team has once again planned its annual Earth Week events in our locations across the province, using the theme Eating Green. This year, the Ministry is also looking to expand its Green Team, which jointly operates with members from the Ministry of Tourism, Culture and the Arts. In May 2010, the Green Team begins planning activities for the remainder of 2010/11.

The University Endowment Lands (UEL) plans to replace two of their vehicles with more fuel-efficient/hybrid vehicles in fiscal 2010/2011. In early 2010, UEL will replace old gas pumps with new ones, which is expected to reduce the emissions associated with fuelling vehicles.

As a best practice, server virtualization will be considered before any additional servers are added to core government's data warehouse. The virtualization of the Ministry's servers is not expected to happen until 2012 or 2013 when our servers are expected to require replacement.

Finally, as there is still opportunity to further reduce emissions related to travel, the Ministry plans to continue its work to help our employees find alternatives to traveling. Effort will also be focused on training more people on the use of video-conferencing equipment and the use of electronic tools such as LiveMeeting, SharePoint and Groove.



# Ministry of Community and Rural Development - 2009 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 (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year	
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
<b>Vehicle fuel efficiency</b>							
Replace vehicles with more fuel-efficient models	In Development			The University Endowment Lands (UEL) is planning to replace two of their vehicles with more fuel-efficient/hybrid vehicles in fiscal 2010/2011.  Note: The Ministry's only fleet vehicles are owned by the University Endowment Lands and these account for 0.2% of our carbon emissions.	2010	2011	
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	The University Endowment Lands (UEL) performs regular maintenance on their vehicles (a mechanic is on staff) to keep their vehicles in top running order.	UEL plans to continue performing regular maintenance on their vehicles in the future.	1990	No End Date (Continuous)
<b>Other Mobile Fuel Combustion Actions</b>							
Replacing old gas pumps with new ones.	In Development				UEL is planning to replace their old gas pumps (2) with new ones, which is expected to reduce emissions associated with fuelling vehicles.	2010	2010
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Planning/management</b>							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress			Shared Services BC partnered with the Canada Green Building Council to contribute to an energy benchmarking database for the Green Up initiative. Utility data from eight buildings were included in the initiative.	The benchmarking will be completed in 2010.	2009	2010
Reduce office space (square meters) per employee	Ongoing/In Progress			Shared Services BC launched a portfolio-wide building and space rationalization initiative in 2009 to reconcile workspace allocations with government office space standards, and to consolidate customer workspaces where appropriate and available.	Space rationalization will continue through 2010 to strategically leverage opportunities to divest leases when renewal is considered and when appropriate.	2009	2012
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	In Development			The Ministry is looking into installing a Pulse Connectivity Connection and has contacted BC Hydro to initiate this process. This tool will provide the Ministry with valuable information on the energy consumption for the building at any point in time to assist us in better managing our energy usage.	The Ministry plans to complete the installation of the Pulse Connectivity Connection in 2010 and will begin real-time monitoring. The Ministry will also explore how this information can be shared with our employees to help promote energy conservation at work.	2009	No End Date (Continuous)
<b>Owned buildings</b>							

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Establish energy performance baseline for owned buildings	Ongoing/In Progress		Building level energy performance target setting was identified as one of six key priorities under an Energy Management and Conservation Strategy for core government buildings. The Strategy was completed in the spring of 2009. Shared Services BC, in partnership with government's outsource service provider for property management (BLJC-WSI) launched a building level energy performance target setting initiative in December of 2009. The results of this initiative will enable WSI operations and management teams to better monitor energy performance relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems and energy accounting data. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will be follow, to be implemented Q3 and Q4 of 2010.	2009	2011
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Ongoing/In Progress		During the first quarter of 2009, SSBC participated in the LEED Canada 2009 initiative. Eight buildings were selected to participate in a benchmarking exercise. A workshop was also conducted by the Canada Green Building Council, during which participants from BLJC-WSI and SSBC completed a LEED certification gap analysis on selected buildings. In addition, two private sector landlords of buildings where government employees are accommodated have recognized the Province's interest in third party verification of government space. The eight buildings involved in the pilot included 3350 Douglas in Victoria, a building occupied by Citizens' Services staff.	A draft LEED EB-OM attainment strategy has been developed for further review during fiscal 2010/11.	2009	2011
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Ongoing/In Progress		Two LEED CI certifications are being pursued at Robson Square in Vancouver. One is for showcase and hosting and one for the Asia Pacific Business Centre.	Other opportunities will be explored as they arise.	2008	2010
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress		Several owned buildings were considered for LEED certification during the 2009 calendar year, including the Squamish-Lil-Wat Cultural Centre, the CL3 Laboratory at the Abbotsford Agricultural Centre, the Burnaby Youth Justice Services Centre, the Revelstoke Ambulance Station, and the Capital and infrastructure projects at several Correction Centres.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	2010
Incorporate integrated design process into new construction or during renovations of owned buildings	Ongoing/In Progress		The inclusion of the Integrated Design Process in procurement documents was piloted during the 2009 calendar on an adhoc basis by Shared Services BC. Process expectations were reviewed and a plan to better incorporate IDP expectations is being considered for future procurement activities.	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress		SSBC successfully applied for retrofit funding through the Public Sector Energy Conservation Agreement to advance energy efficiency projects at several buildings, including the Prince George Courthouse (107k kWhs saved), Prince George Youth Custody Centre (800 GJ's saved), Robson Square Complex (7,460 GJs saved), BC Centre for Disease Control (2,060 GJs saved), Colony Farms Forensic Hospital (3,000 GJs saved), Abbotsford Agriculture Centre (1,600 GJs saved), and St. Anne's Academy (728 GJs saved). It is expected a significant amount of associated greenhouse gas emissions will be diverted as a result of these retrofits.	A list of potential projects has been scoped out for submission into the third PSECA funding intake. Approvals for projects are expected during Q3 2010. Projects (in some cases adding to previous retrofit measures in previous years) are proposed at Abbotsford Agricultural Centre (78612), BC Centre for Disease Control (90258), FPI Colony Farms, Port Coquitlam Courthouse (78604), Robson Square (45047,46581, 43398), Vancouver Courts 17871), and Queen's Printer (10652).	2008	2010
<b>Leased buildings</b>						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		Shared Services BC (SSBC), in partnership with government's outsource service provider for property management (BLJC-WSI), launched a building level energy performance target setting initiative in December of 2009. The results of this initiative will enable WSI operations and management teams to better monitor energy performance relative to a realistic baseline Building Energy Performance Index (BEPI) goal. The established goal BEPI is based on a combination of empirical knowledge of building-specific systems and energy accounting data. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is being flagged for follow-up with appropriate client services and green team representatives.	A summary of operational efficiency opportunities and target building energy performance index will be finalized by end of Q2 2010. An implementation strategy will follow, to be implemented Q3 and Q4 of 2010.	2009	2010
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress		The known leased spaces where a green building or energy performance label has been sought (lead by landowners) include: 818 Fort Street (BOMA BEST Level 2), 1007 Fort Street (BOMA BEST Level 2), 1405 Douglas (BOMA BEST Level 2), 1802 Douglas (BOMA BEST Level 2), 3350 Douglas (BOMA BEST Level 3), 395 Waterfront (Gatehouse BOMA BEST Level 3), and 800 Johnson (LEED Gold). The following buildings have successfully passed their audits and are awaiting official confirmation of certification by BOMA; the Belmont Building (BOMA BEST Level 2), the Robert Kerr Building (BOMA BEST Level 2) and 3960 Quadra (BOMA BEST Level 3).	Other opportunities will be explored as they arise.	2008	2010
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress		LEED CI certification was registered for one building within SSBC's portfolio (i.e., 976 Meares Street in Victoria).	Other opportunities will be explored as they arise.	2008	2010
Lease space in buildings with new construction performance labelling/certification (e.g., LEED NC)	Ongoing/In Progress		LEED certification was pursued in one new and leased building development projects, in Kamloops, occupied by the Ministry of Transportation.	Any new facilities or major renovations will be constructed to achieve LEED Gold certification.	2008	2010
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Complete		A significant amount of government's building portfolio is leased space. SSBC has focused a considerable amount of research and analysis on green lease schedules that are intended to improve performance regarding conservation of energy and water, waste reduction and recycling, and support of green team activities. Schedules have been drafted and are available for use on new leases and lease renewals.		2009	2009
<b>IT power management</b>						

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	99	% of computers shut down automatically outside of regular business hours	In 2008, software was applied to all Ministry computers that powers them down outside of regular business hours (unless they cannot be powered down due to critical business needs). The same software was applied to any new workstations acquired in 2009.	Ensure any new workstations that are acquired between 2010 and 2012 have power management software installed.	2008	No End Date (Continuous)
Implement server virtualization	In Development			Shared Services BC committed to virtualizing 65% of core government servers over 5 years between 2009 and 2014. As part of this initiative, a number of Ministry servers were virtualized in 2009.  Please note that the Ministry of Community and Rural Development (MCD) has not yet benefited from the Server Virtualization as no servers have been replaced since this initiative was put in place.	As a best practice, server virtualization will be considered before any additional servers are added to the core government's data warehouse.  The virtualization of MCD servers is not expected to happen until 2012 or 2013, when our servers are expected to be replaced.	2009	2012
Apply auto-sleep settings on computer monitors and CPUs	Complete			As part of the U2.0 upgrade, workstations had their setting applied so that after 5 minutes of inactivity, all workstation CPU go into sleep mode and each monitor displays a screen saver. After another 5 minutes the monitor goes into sleep mode as well.		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Complete			Many of the stand-alone printers, copiers, and/or fax machines were replaced by multi-function devices in 2008. Each floor in each location now has one multi-function device.		2008	2009
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	99	% of computers are ENERGY STAR rated	All Ministry workstation computers and monitors were replaced with ENERGY STAR models as part of the Government-wide U2.0 upgrade.	A few workstations that require specialized applications were not replaced during the upgrade. These will be replaced as new versions of the applications (compatible with the newer operating system) become available.	2008	No End Date (Continuous)
<b>Appliances and electronic devices</b>							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	In Development				For any future fridge replacements, the Ministry will purchase ENERGY STAR rated models.	2010	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			All recently purchased appliances (e.g., microwaves, toasters) have been ENERGY STAR rated.	As appliances need to be replaced, all new models purchased will be ENERGY STAR rated.	2007	No End Date (Continuous)
<b>Behaviour change program</b>							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress			The online "Workstation Tune-up" tool was promoted at the Ministry's Earth Week event last year, and through a document created called "B.E.I.N.G. Green at 800 Johnson Street".	We continue to promote the "Workstation Tune-up" tool through the "B.E.I.N.G. Green at 800 Johnson Street" document, which is posted to our Ministry Climate Action website.	2009	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			We continue to promote the use of stairs through permanent signs posted in the 800 Johnson Street lobby that encourage using the stairs instead of the elevator. We also hold an annual Stairway to Health challenge, which also promotes using the stairs.	The signs will remain in the lobby permanently, and we are planning to hold a Stairway to Health event in 2010	2006	No End Date (Continuous)

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Stickers have been posted around the building reminding employees to turn off lights. We also promoted turning out the lights through a document we created called "B.E.I.N.G. Green at 800 Johnson Street". Auto light sensors were installed common areas at 800 Johnson Street that shut the lights out automatically when the rooms are not in use.	The sticker reminders to shut off the lights will remain posted around the building.	2008	No End Date (Continuous)
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 100% recycled content	All the paper purchased by the Ministry is 100% post-consumer recycled.	The Ministry will continue to purchase 100% post-consumer recycled paper.	2008	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	The Ministry switched its network printers to automatically print double-sided in 2008 and continued to maintain this setting in 2009.	The Ministry will continue to have the network printer set to double-sided printing.	2008	No End Date (Continuous)
<b>Electronic media in place of paper</b>							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	The collaborative software for electronic editing has been installed (much of the software was installed with the computer refresh in spring 2009).		2009	2009
Use electronic document library for filing common documents	Ongoing/In Progress			The Ministry continues to maintain an electronic forms library on its intranet site.	The Ministry plans to continue maintaining an electronic forms library on the intranet.	2006	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			The Ministry posts many documents on our intranet or on SharePoint that were previously printed.	The Ministry plans to continue posting documents on our intranet or on SharePoint that were previously printed.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			The ministry no longer has any employees that receive paper pay stubs.		2009	2009
<b>Behaviour change program</b>							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			Some staff have received training this year on electronic editing software. In particular, the Ministry provided training sessions to staff on how to use SharePoint as part of the process to develop the Ministry Human Resource plan.	The Ministry will continue to promote collaborative software and support training for staff on using electronic editing software in future years.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Staff have been encouraged to hold paperless meetings by using the SMART Boards that are installed in most boardrooms throughout 800 Johnson Street. This promotion has been achieved through intranet articles as well as through a document created called "B.E.I.N.G. Green at 800 Johnson Street".	We continue to promote holding paperless meetings.	2009	No End Date (Continuous)
<b>Business Travel</b>							
<b>Policy and budgeting</b>							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			The Ministry developed and implemented "Green Travel Guidelines" in the summer of 2009.	The Ministry will continue to promote the "Green Travel Guidelines".	2009	No End Date (Continuous)

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	All computers have web-conferencing software installed on them (LiveMeeting) and this software is being actively used throughout the Ministry.		2009	2009
Make desktop web-cameras available to staff	Ongoing/In Progress	5	% of staff have access to a desktop web-camera	All of the Ministry's regional staff have desktop web-cameras installed at their desks.	The Ministry will explore in future years the feasibility of installing more desktop web-cameras.	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete	95	% of meeting rooms have access to video-conferencing equipment	The Ministry has three Roundtable cameras to use for video-conferencing in most of the Ministry's boardrooms.		2009	2009
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress	20	% of staff are trained web-conferencing	Some of the Ministry staff have been trained on how to use web-conferencing.	The Ministry plans to train more staff on web-conferencing in future years.	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	10	% of staff are trained in video-conferencing or have access to technical support	The Ministry's Application Help Group provides technical support for video-conferencing.	The Ministry plans to train more staff on video-conferencing in future years.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Many of the presentations offered to employees in the Ministry's regional offices continue to be provided through LiveMeeting or tele-conferencing.	The Ministry plans to continue offering sessions to regional offices through LiveMeeting or tele-conferencing.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			The Ministry "Green Travel Guidelines" that were developed this year encourage the use of alternative travel to meetings (including carpooling). The Ministry also owns two work bikes for use by all Ministry staff for travelling to meetings.	The Ministry will continue to encourage the use of alternative means of travelling to meetings.	2008	No End Date (Continuous)

# Ministry of Community and Rural Development - 2009 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 organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Education, Awareness, and Engagement</b>						
<b>Team-building</b>						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		The Ministry continues to maintain its joint Green Team with the Ministry of Tourism, Culture and the Arts (established in the fall of 2007).	The Ministry plans to continue maintaining its joint Green Team with the Ministry of Tourism, Culture and the Arts.	2007	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		The Ministry has one staff member where a portion of their responsibility is to lead the Green Team	The Ministry plans to continue having a staff member who has responsibility for leading the Green Team.	2007	No End Date (Continuous)
<b>Awards/Recognition</b>						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		The Ministry has an annual formal recognition program called the APPLE Awards which has a category called Community Spirit Award that provides recognition for sustainability/green actions performed by an employee or team.	The Ministry plans to continue including the Community Spirit Award category in its annual APPLE Awards program.	2008	No End Date (Continuous)
<b>Staff Professional Development</b>						
Include green options in employee performance measurement system	Ongoing/In Progress		Ministry staff are encouraged to include a green related performance measure in their EPDPs.	The Ministry plans to continue encouraging employees to include a green related performance measure in their EPDPs.	2008	No End Date (Continuous)
<b>Staff awareness/education</b>						
Provide education to staff about the science of climate change	Ongoing/In Progress		Education on the science of climate change has been provided through lunch and learn sessions as well as information on our Ministry Climate Action website on our intranet.	The Ministry plans to continue providing education on the science of climate change.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		One of the themes for our Earth Week 2009 events was energy conservation and reducing consumerism (which relates to conservation of raw materials). We have also promoted energy and water conservation through a document created called "B.E.I.N.G. Green at 800 Johnson Street".	The Ministry plans to continue to find opportunities to promote 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		Green tips are provided on our Ministry Climate Action website on our intranet, as well as in various online advertisements and documents.	The Ministry plans to continue providing Green tips to our staff.	2008	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		Our Ministry's orientation program was enhanced this year to include information on sustainability, as well as links to other useful sustainability information.	The Ministry plans to continue including information on sustainability in its orientation program.	2009	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
<b>Water conservation</b>						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Complete	1	% of toilets and bathroom faucets with low flow or auto sensor features.	In 2008, the Ministry replaced the toilets at 800 Johnson Street with low flush models and the faucets were replaced with auto-sensor models.	2008	No End Date (Continuous)

# Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
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	Complete		Potable water management by Shared Services BC is done on a case by case basis to meet both customer programming needs and required codes and standards.			No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Complete		Stormwater management is considered on a case by case basis when determining the building site and systems design from a whole buildings perspective. Shared Services BC's Technical Standards require the consideration of indigenous plants and other water reduction strategies where appropriate.			No End Date (Continuous)
<b>Waste reduction/diversion</b>						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Our Ministry continues to promote its zero waste program. Every desk is equipped with a small desktop trash can and a mixed recycling bin. Employees empty their bins into the appropriate recycling containers in the break rooms. The Ministry also has an organics recycling program.	The Ministry plans to continue promoting its zero waste program. The Ministry will consider expanding its recycling program through the WSI contract in the future to include soft plastics and styrofoam, if budget permits.	2007	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		Hazardous waste reduction and disposal is managed by Shared Services BC in accordance with strict laws and regulations.			No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>						
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			SSBC is currently investigating an enhanced green strategy for space tenant improvements under its Climate Action Program.		
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		In 2009, Shared Services BC's outsource service contractor for property management - WSI, issued a new janitorial contract that specified the usage of Green Seal and/or Ecologo products. Performance is audited by WSI. A sustainable purchasing program for cleaning products, disposable paper products and trash bags was introduced as part of the LEED EBOM certification process.	For the first 3 months of 2010, the Ministry has been using 100% green janitorial products, and this practice will continue into the future.	2004	No End Date (Continuous)
<b>Building construction, renovation, and leasing</b>						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		The Ministry uses reusable Steelcase walls when building any new offices. Under it's Master Services Agreement with WSI, Shared Services BC requires that 80% of waste be diverted from landfills on projects over \$80k in the Lower Mainland and Southern Vancouver Island where diversion facilities are available.	The Ministry plans to continue using Steelcase walls when building any new offices.	2007	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Complete		Shared Services BC's Technical Standards are based on lifecycle costing. All major projects where the Technical Standards are applied (e.g. Major tenant improvements and new construction) have been considered under a lifecycle costing model.			No End Date (Continuous)
<b>Indoor air quality</b>						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		The Ministry has a scent-free policy in place.	The Ministry plans to continue enforcing its scent-free policy.	2007	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete		Shared Services BC's Technical Standards include consideration for reducing Volatile Organic Compounds (VOC). Also, VOCs have been considered for all projects where LEED certification has been pursued.			No End Date (Continuous)

## Ministry of Community and Rural Development - 2009 Carbon Neutral Action Report

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Commuting to and from home</b>						
Introduce telework/work from home policy	Ongoing/In Progress		The Ministry continues to offer a telework/work from home policy that is available to Ministry employees wherever operations allow for such arrangements.	The Ministry plans to continue offering a telework/work from home policy that is available to Ministry employees wherever operationally appropriate.	2007	No End Date (Continuous)
Offer staff a compressed work week	Ongoing/In Progress		The Ministry continues to offer a compressed work week option to all of its included employees.	The Ministry will continue to offer a compressed work week option to all of its included employees.	1995	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		The Ministry expanded its encouragement of commuting by foot, bicycle, carpool or public transit this year through the introduction of Ministry Green Travel Guidelines, as well as a newsletter article and an intranet article on this topic.	The Ministry plans to continue promoting commuting by foot, bicycle, carpool or public transit.	2007	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Complete		The Ministry installed showers in 2008 to encourage employees to commute by bike or foot to work.		2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		The Ministry continues to provide a large secure bicycle storage area.	The Ministry plans to continue providing a large secure bicycle storage area.	2007	No End Date (Continuous)
Modify parking fees or parking availability for staff/students	Ongoing/In Progress		The Ministry continues to offer parking spots to employee carpool groups (up to two spots available).	The Ministry plans to continue offering parking spots to employee carpool groups (up to two spots available).	2007	No End Date (Continuous)