



CARBON NEUTRAL ACTION REPORT 2009

FOR THE

MINISTRY OF HEALTHY LIVING
AND SPORT



APRIL 2010

Ministry of Healthy Living and Sport 2009 Carbon Neutral Action Report

Executive Summary

The Ministry of Healthy Living and Sport (MHLS) was formed on June 23, 2008, and consists of staff and programs that were formerly part of the Ministries of Health Services; Community Development; Environment; and Tourism, Sport and the Arts. Our staff continue to be co-located with Health Services (1515 Blanshard) and Community Development/Tourism, Culture and the Arts (800 Johnson). As such, MHLS has no direct control over buildings, fleet vehicles or supplies.

The MHLS Green Team was formed in November 2008. During 2009, the Team expanded in order to increase representation of other program areas and buildings. MHLS Green Team activities focus on supporting both government's commitment to carbon neutrality and the Ministry's mandate of healthy living. These include:

1. Employee Engagement – Increasing employee morale, attraction and retention by focusing on the urgent public priority of climate change.
2. Healthier Communities – Promoting healthier communities (active transportation and cleaner air) and workplaces.
3. Double Wins – Identifying and promoting green initiatives that are also healthy living initiatives.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Part A: Actions Taken Towards Carbon Neutrality

In 2009, MHLS undertook a variety of behaviour change programs to move towards carbon neutrality. The Green Team conducted the first annual MHLS Green Practices Survey, which established baseline data and raised awareness about eco-friendly behaviours. The results revealed that MHLS employees regularly exhibit green practices that are also healthy practices, such as using the stairs, and walking or biking to meetings. Furthermore, all members of the Green Team pledged to add a green goal to their Employee Performance and Development Plans (EPDP).

In addition, MHLS supported and participated in a variety of actions towards carbon neutrality that were initiated by other organizations. For example, Workplace Technology Services (WTS) implemented several IT power management measures and installed collaboration tools (i.e., Live Meeting, Groove and Communicator) on all workstations. With regards to supplies (specifically paper), MHLS uses those purchased by the Ministries of Health Services, Community Development, and Tourism, Culture and the Arts. These Ministries have been ordering 100% recycled content office paper since 2008.

Part B: Actions to Reduce Provincial Emissions and Improve Sustainability

Throughout 2009, the MHLS Green Team implemented diverse education, awareness and engagement initiatives. The Green Team wrote four sets of Green Tips and two Green Team e-newsletters, and disseminated them via the MHLS Intranet. Green Team events included two 100-mile potlucks and two events to raise awareness about the Enhanced Recycling Program. MHLS had high participation rates for government-wide events that promoted sustainable modes of transportation, including Bike to Work Week, Bike to Work Day and iWalk Day. MHLS was named the Greenest Ministry in the Target Green Streets challenge and had the second highest participation rate of any ministry in the province.

Operational Changes in 2009

MHLS had significant reductions in travel in 2009. As a result, GHG emissions related to travel were significantly reduced.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

MHLS will continue to seek out and implement initiatives that support both government's commitment to carbon neutrality and the Ministry's mandate of healthy living. The Green Team will encourage staff to maintain sustainable travel practices through annual promotion of Bike to Work Week, Bike to Work Day, iWalk Day and the MHLS Green Practices Survey. In 2010, the Team will request that Ministry executive encourage all MHLS staff to adopt green goals in their EPDPs. A new question will be added to the 2010 MHLS Green Practices Survey to gather baseline data on the use of green goals. Starting in 2010, there will be an increased emphasis on cross-government Green Team initiatives, and MHLS will participate in events such as the Workstation Tune-Up Challenge. Starting in 2010, MHLS will also promote use of the collaboration tools (i.e., Live Meeting, Groove and Communicator) through workshops, Intranet posts and email. A co-op student is hired every four months (0.5 FTE directed towards Green Team activities), and each one completes at least one education event, one set of Green Tips and one e-newsletter. This ensures that these activities occur a minimum of three times per year.

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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
Mobile Fuel Combustion (Fleet and other mobile equipment)						
Behaviour change program						
Provide fleet driver training to reduce fuel use	In Development			Green Team will encourage staff to use DriveSmart online training tool.	2010	2011
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress		Green Team posted signage at all high-idling locations at 1515 Blanshard. 18 staff from MHLS have taken the online anti-idling pledge. (http://www.bcairquality.ca/topics/idling/idle-reduction-pledge.html). MHLS is in 5th place for participation.	Green Team will post signage at 800 Johnson.	2008	2011
Encourage carpooling in fleet vehicles	Complete	2	% of staff carpool to meetings When signing out a vehicle, staff are asked if other staff are attending the event and carpooling is encouraged. The 2009 MHLS Green Practices Survey showed that 10% of staff travel to meetings by car/taxi, 1% use a ministry hybrid and 2% carpool. 63% walk, bike or use public transit and an additional 24% do not travel to meetings.		2009	2009
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Baseline data on forms of travel was gathered through the 2009 MHLS Green Practices Survey. Results revealed that only 10% of MHLS employees drive or take a taxi as their most frequent mode of transportation to business meetings. 57% walk, 4% bike, 2% take public transit, 2% carpool and 1% use a Ministry of Health Services hybrid vehicle. In addition, only 13% of MHLS employees use in-person attendance as their most common way of participating in business meetings, whereas 61% use telephone conferencing, 3% use LiveMeeting and 1% use video conferencing. Four work bikes are available for travel to meetings.	Green Team will conduct annual MHLS Green Practices Survey to identify areas to target for improvement. MHLS will maintain or improve green commuting options.	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Planning/management						
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 develop a database for the Green Up initiative. Utility data from eight buildings were included in the initiative.	By December 2010 SSBC will be working with WSI to develop a per building cost associated with enlisting in CaGBC's Green Up program and an implementation strategy that aligns with the new funding model as appropriate (i.e. SSBC voted appropriation, cost recoverable or a blend).	2009	No End Date (Continuous)
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
Owned buildings						

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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	2010
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. Otherwise, two landowners of buildings where government employees are accommodated have recognized the Province's interest in third party verification of government space. The eight buildings included in the pilot include: the Jack Davis Building (78333), Richard Blanshard Building (11221), Selkirk (78325), Robert Kerr (92150), Environmental Regional Building - Kamloops (49932), 3350 Douglas (63883), Kutenai Place (78217) and the PGOB in Quesnel (31526).	A LEED EB-OM attainment strategy is included as a recommended policy items within a draft Pacific Green High Performance Building Policy. The recommended policy items will be brought to cabinet for approval or otherwise incorporated into other existing policies once a green funding mechanism is established under a separate initiative, expected to be complete in Q3 2010.	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.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	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.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010
Incorporate integrated design process into new construction or during renovations of owned buildings	In Development		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

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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
Leased buildings						
Establish energy performance baseline for leased buildings	Ongoing/In Progress		The same building level energy performance target setting exercise that is being applied to owned buildings is also being rolled out to leased facilities. The results of this initiative will enable WSI operations and management teams to better monitor and manage energy performance where they have influence, 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, lease terms, and energy accounting data where known. Issues related to tenant behaviour that may have a significant impact on the goal BEPI is also 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	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) includes: 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).	Once these projects are complete, no other certifications are being sought at this time, nor has SSBC been notified of any certifications pending by other landowners.	2008	2010
Lease space with commercial interiors performance labelling/certification (e.g., LEED CI)	Ongoing/In Progress		LEED CI certification was registered for only one building within SSBC's portfolio. Energy, Mines and Petroleum Resources initiated certification for 976 Meares Street in Victoria. The pursuit of certification was abandoned when the space was deemed surplus by the customer toward the end of the application process. The space remains eligible for completion of the LEED CI application process should another tenant decide to continue with the project.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	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.	Once these projects are complete, no other LEED CI certifications are being sought at this time.	2008	2010

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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 that have been drafted and available for use on new leases and lease renewals.		2008	No End Date (Continuous)
IT power management							
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 which 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 acquired between 2010 – 2010 have power management software installed.	2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress			Shared Services BC committed to virtualizing 65% of core government servers over 5 years between 2009 and 2014. As part of this initiative, an number of Ministry servers were virtualized in 2009.	As a best practice, server virtualization will be considered before any additional servers are added core government's data warehouse.	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	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	Ongoing/In Progress			Reduced desktop printer policy implemented by Population and Public Health Division. Initiative began prior to government commitment to carbon neutral public service.	Inventory number of remaining desktop printers. Develop a plan to minimize use of remaining desktop printers.	2004	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete			Automated upon installation of multi-function devices.		2004	2009
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	99	% of computers are ENERGY STAR rated	All Ministry workstations 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)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	In Development			Intranet article and Green Team e-Newsletter encouraged staff to take advantage of Workstation Tune-Up Tool.	Participate in cross-government Workstation Tune-Up Challenge, which is driven by Green Teams.	2009	2010
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development				Participate in cross-government Workstation Tune-Up Challenge, which is driven by Green Teams.	2010	2011
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Seasonal Green Tips provided: "Back to School" and "Winter Holiday Season" by e-Newsletter; "Summer" and "Fall" tips by Intranet Post.	Seasonal Green Tips to be posted (mix 3x per year) via Intranet Posting and Green e-Newsletter.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	62	% of staff who take stairs more frequently than elevator	New updated Stairway to Health posters posted encouraging staff to use stairs instead of elevator. This behaviour was measured in the 2009 MHLS Green Practices Survey.	Continue to encourage stair use. Conduct annual MHLS Green Practices Survey.	2004	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Complete			In cooperation with the Ministry of Health Services, put up "turn off the lights" prompts in break rooms and bathrooms. In one random check, lights turned off 75% of the time.		2008	2009

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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
Supplies (Paper)							
Paper Type							
Purchase 100% post-consumer recycled paper	Complete	100	% of total paper purchased contains 100% recycled content	Implemented the use of 100% recycled content office paper.		2008	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Complete	100	% of network printers or photocopiers are set to automatic double-sided	All printers have been defaulted to print double-sided at 1515 Blanshard and at 800 Johnson.		2004	2009
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress			At 1515 Blanshard, this is standard practice as part of new staff orientation.	Green Team will work with staff at 800 Johnson to include this practice in new staff orientation.	2004	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	In Development			Educational article in Winter Green Team e-Newsletter, encouraging staff to adopt smaller margins.	Green Team will continue to address with correspondence policy makers.	2009	2012
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Complete	100	% of staff workstations with software installed	All staff have access to Groove, LiveMeeting, Communicator and SharePoint.		2009	2009
Use electronic document library for filing common documents	Complete			As a rule, common documents are stored electronically on the Local Area Network (LAN), the Intranet or the Internet.		2008	2009
Post materials online that were previously printed	Complete			As a rule, common documents are stored electronically on the Local Area Network (LAN), the Intranet or the Internet.		2008	2009
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			As of January 1, 2009, an electronic payroll notification system was implemented across the BC Public Service.		2008	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			Computer upgrades allowing for use of collaboration tools completed in December 2009.	Promote training for collaboration tools (Lunch and Learn, online training, hands-on sessions, identifying champions) through email and Intranet. Hold Live Meeting Challenge as an engagement activity. Include question on annual MHLS Green Practices Survey to measure uptake of training.	2009	2010
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			As a rule, employees forward handouts and agendas electronically.	The Green Team will continue to lead by example and encourage this behaviour.	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			800 Johnson uses scrap paper for prize draws at meetings. Behaviour established.	The Green Team will use outdated letterhead to create notebooks to give away as prizes and to promote the work of the Green Team and reuse of scrap paper.	2008	No End Date (Continuous)
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			MHLS Green Travel Policy drafted.	Ministry to review draft policy to ensure it aligns with potential cross-government travel policy.	2009	2011
Virtual meeting technology							

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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 web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Computers upgraded to include Live Meeting.		2008	2009
Make desktop web-cameras available to staff	In Development				Green Team will build a business case for headsets with microphones and/or web-cameras.	2010	2012
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development			Traditional video-conferencing units are currently available at 1515 Blanshard. There are costs associated with their use.	Build a business case for roundtable camera for key MHLS boardrooms. Shift to use of Live Meeting, which reduces travel and has no associated cost.	2008	2012
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress			Computer upgrades allowing for use of collaboration tools completed in December 2009.	Promote training for collaboration tools (Lunch and Learn, online training, hands-on sessions, identifying champions) through email and Intranet. Hold Live Meeting Challenge as an engagement activity. Include question on annual MHLS Green Practices Survey to measure uptake of training.	2008	2010
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Computer upgrades allowing for use of collaboration tools completed in December 2009.	Promote training for collaboration tools (Lunch and Learn, online training, hands-on sessions, identifying champions) through email and Intranet. Hold Live Meeting Challenge as an engagement activity. Include question on annual MHLS Green Practices Survey to measure uptake of training.	2008	2010
Encourage carpooling to meetings	Ongoing/In Progress	2	% of staff carpool to meetings.	When signing out a vehicle, staff are asked if other staff are attending the event and carpooling is encouraged. The 2009 MHLS Green Practices Survey showed that 10% of staff travel to meetings by car/taxi, 1% use a ministry hybrid and 2% carpool. 63% walk, bike or use public transit and an additional 24% do not travel to meetings.	Continue to encourage carpooling when staff sign out a vehicle. Include carpooling as a green tip in an Intranet posting.	2009	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Baseline data on forms of travel was gathered through the 2009 MHLS Green Practices Survey. Results revealed that only 10% of MHLS employees drive or take a taxi as their most frequent mode of transportation to business meetings. 57% walk, 4% bike, 2% take public transit, 2% carpool and 1% use a Ministry of Health Services hybrid vehicle. In addition, only 13% of MHLS employees use in-person attendance as their most common way of participating in business meetings, whereas 61% use telephone conferencing, 3% use LiveMeeting and 1% use video conferencing. Four work bikes are available for travel to meetings. Regularly reviewed the number of representatives needed at meetings to ensure there was a balance between work needs and commitment to carbon neutrality.	Green Team will conduct annual MHLS Green Practices Survey to identify areas to target for improvement. MHLS will maintain or improve green commuting options.	2009	No End Date (Continuous)

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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
Education, Awareness, and Engagement						
Team-building						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		Increased representation of other program areas/buildings within MHLS on Green Team.	MHLS Green Team will continue to be active.	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		0.5 FTE hired (Uvic Co-op Student), Participation of Green Team Members.	0.5 FTE (Uvic Co-op Student), Participation of Green Team Members. Develop budget request for 2011.	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		4 Green Tips, 2 Green Team e-Newsletters, 2 100-Mile Potluck Events, Enhanced Recycling Program (ERP) Relay/Fashion Show Event, ERP Education Campaign Engagement Events/Challenges.	Minimum of 3 Green Tips and e-Newsletters posted on Intranet, and 3 Engagement Events/Challenges.	2008	No End Date (Continuous)
Awards/Recognition						
Establish a sustainability/green awards or recognition program	Ongoing/In Progress		Four Green Award Nominations forwarded to Green Team Summit. MHLS "Green Heroes" recognized by Intranet posts, newsletters and nomination for cross-government Green Awards.	Prepare award nominations for 2011 Awards. Ministry will continue to recognize "Green Heroes" for green behaviour.	2009	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Provided opportunities for staff to participate in Annual Green Team Summit, monthly Green Team Forum, and Carbon Neutral Action Plan Community of Practice.	Continue to provide opportunities for staff to participate in Annual Green Team Summit, Green Team Forums, collaboration tools training.	2008	No End Date (Continuous)
Include green options in employee performance measurement system	Ongoing/In Progress		Green Team Members pledged to add green goal to Employee Performance and Development Planning (EPDP) and encourage others via their staff meetings.	Request that ministry executive encourage staff to adopt green goal in EPDP. Question to be added to the MHLS Green Practices Survey to obtain baseline data.	2009	2010
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Green Tips posted on Intranet, Enhanced Recycling Program (ERP) Education, 100-Mile Potluck, Newsletter, Idle-Free BC, awareness-raising event coordinated by Green team co-op.	Green Tips, Green Newsletter, Live Meeting Challenge, Workstation Tune-Up, documentary showings. Each Green team co-op holds at least one awareness-raising event.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Green Tips posted on Intranet, Enhanced Recycling Program (ERP) Education, 100-Mile Potluck, Newsletter, Idle-Free BC, awareness-raising event coordinated by Green team co-op.	Green Tips, Green Newsletter, Live Meeting Challenge, Workstation Tune-Up, documentary showings. Each Green team co-op holds at least one awareness-raising event.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Seasonal Green Tips provided: "Back to School" and "Winter Holiday Season" by e-Newsletter; "Summer" and "Fall" tips by Intranet Post.	Seasonal Green Tips to be posted (minimum 3x per year) via Intranet Posting and Green e-Newsletter.	2008	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		"Green" sections added to Employee Orientation material, Intranet Page and Ministry Workforce Plan.	Update material as necessary.	2008	No End Date (Continuous)
Client/public awareness/education						

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Provide green tips on client/public website or in newsletters	Ongoing/In Progress		Green information provided on the following websites: http://www.bcairquality.ca/ http://www.hls.gov.bc.ca/protect/environmental.html http://www.livingwatersmart.ca/http://www.hls.gov.bc.ca/protect/dw_in dex.html	Green information continues to be provided on the following websites: http://www.bcairquality.ca/ http://www.hls.gov.bc.ca/protect/environmental.html http://www.livingwatersmart.ca/http://www.hls.gov.bc.ca/protect/dw_in dex.html	2008	No End Date (Continuous)
Other Education, Awareness, and Engagement Actions						
Identify, highlight and market "green" initiatives that are directly related to the Ministry of Healthy Living and Sport's Service Plan goals of improved health, reduced illness and injury; healthier communities; and increased participation and excellence in sport and recreation	In Development		Green Team identified double wins (actions that reduce greenhouse gas emissions and promote healthy living) and recorded them on the Green Team poster on the Intranet.	Green Team will develop information on how the healthy choice can be the green choice and vice versa, and share information across government where possible.	2008	2012
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Complete		Shared Services BC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities.		2008	No End Date (Continuous)
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.		2008	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.		2008	No End Date (Continuous)
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Complete		Shared Services BC lead the development of a solid waste reduction program in 2009. Buy in to the program is at the discretion of Ministry customers. Enhanced Recycling Program (Accommodation and Real Estate Services (ARES) and Workplace Solutions Inc. (WSI)). Ceramic dishes available for staff use.		2008	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.		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			Green Team will work with purchasers to develop policy/guidelines.	2010	2012
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		Encouraged re-use of furniture and equipment.	SSBC is currently investigating an enhanced green strategy for space tenant improvements under its Climate Action Program. Encourage re-use of furniture and equipment.	2008	No End Date (Continuous)

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Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		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.		2004	No End Date (Continuous)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	In Development			Green Team will work with Healthy Eating program area to look at incorporating sustainable practices into catering requirements and the Eat Smart Meet Smart guide. Work towards eliminating bottled water in office.	2010	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Complete		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.		2008	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.		2008	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Building signage posted pre-2009.	MHLS will continue to encourage scent-free policy.	2008	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. Also, VOCs have been considered for all projects where LEED certification has been pursued (see section A2).		2008	No End Date (Continuous)
Commuting to and from home						
Introduce telework/work from home policy	In Development		Shared Services BC conducted a study on the potential for and implications of a significant and mandated teleworking strategy. While more research is needed, while environmental impacts associated with transportation to and from work were assumed to be reduced, the potential net reduction in carbon emissions was inconclusive, as was the impact on the quality of program delivery to the public by various ministry customers.	Further investigation will be conducted once the standardized shared services model has been further defined and implemented, which is expected to be complete by Q4 2010. Strategic Human Resources has identified this in Ministry Workforce Plan	2009	2011
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Baseline data gathered through the 2009 MHLS Green Practices Survey. The results revealed that 80% of MHLS employees most frequently use a green mode of transportation to commute to and from work: 28% walk, 23% take public transit, 18% bike, and 11% ride share or carpool. High level of staff participation in Bike to Work Week, Bike to Work Day, iWalk Day and Target Green Streets challenge. In cooperation with the Ministries of Community Development and Tourism, Culture and the Arts (800 Johnson), 4 spaces designated as carpool spaces.	Green Team will conduct annual MHLS Green Practices Survey.	2008	No End Date (Continuous)

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Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Although not a requirement, the provision of showers and bike locking facilities is a consideration of providing accommodations to ministry customers by Shared Services BC. Tenant improvements associated with the addition of showers and bike locking facilities that are requested and funded by Ministry customers will be reasonably considered by Shared Services where they can be provided. Shower facilities and bike cages available at 1515 Blanshard and 800 Johnson.	No further SSBC action planned beyond consideration of Ministry requests for enhanced foot and cycling facilities.	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Although not a requirement, the provision of bike storage is a consideration of providing accommodations to ministry customers by Shared Services BC. Tenant improvements associated with the addition of bike storage equipment that is requested and funded by Ministry customers will be reasonably considered by Shared Services where they can be provided. Secure bicycle storage available at 1515 Blanshard and 800 Johnson.	No further SSBC action planned beyond consideration of Ministry requests for secure bicycle storage.	2008	No End Date (Continuous)