

# Ministry of Labour Carbon Neutral Action Report

Ministry of Labour

2009



The Ministry of Labour's Green Action Items in support of the B.C. Government's Carbon Neutral goals.

# Background

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The Ministry of Labour provides services to employees, employers, unions, and businesses in British Columbia to support a modern work environment, while ensuring that all of Labour's interactions with clients and stakeholders uphold the highest standards of government-wide, citizen-centred service commitments.

Labour sets the framework within which effective, mutually beneficial, healthy labour and employment relationships can flourish. In this context, Labour has overall responsibility for British Columbia's labour and employment statutes – including the *Labour Relations Code*, the *Employment Standards Act*, and the *Workers' Compensation Act* – and for the effective administration and enforcement of those statutes. Three independent tribunals – the Labour Relations Board, the Employment Standards Tribunal, and the Workers' Compensation Appeals Tribunal – also fall within the Ministry's overall responsibility in the administration and enforcement of these statutes. Labour places significant emphasis on fairness and balance, and actively promotes mutually beneficial relationships by seeking out alternatives to traditional adjudication and dispute resolution, where appropriate.

At a corporate level, Labour's Green Actions focus on education, awareness and team based challenges across the province. We have introduced a corporate-wide 100 percent recycled paper procurement policy, invested in technology to support collaboration and minimize travel, and empowered all staff to act as green ambassadors in their workplace. This has resulted in regional recycling, turn-it-off programs, and a sustainability mindset that encourages green solutions in the day-to-day operations of the ministry.

## 2009 Actions: What We Did

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### Communications

Ongoing education and awareness is central to Labour's green strategy. By offering weekly "Enviro Tips", communicated through the ministry intranet site, staff are encouraged to seek out green solutions for everything from office products to transportation. These weekly Enviro-Tips also support staff in regions seeking to propose green solutions in their own workplace by demonstrating support at a corporate level.



### Technology

Fifty-six percent of Labour staff are not on the government network server creating significant technology/communication challenges. At Labour we seek out technology innovations that will improve collaboration and communication across the networks. Some of these initiatives are:

- Three video conferencing systems installed in three key regions to provide travel alternatives and support collaboration. An additional video conferencing system will be installed in a fourth region in 2010. These systems will reduce the amount of travel required between regional staff and head office.
- All staff received LiveMeeting training, delivered in small groups, facilitated by subject matter experts. Because of different computer operating systems between program networks, two versions of LiveMeeting training were offered.
- Forty-four percent of program staff received desktop video cameras to promote travel alternatives and improved collaboration.
- SharePoint is available to all staff and used extensively by the program areas as a document sharing website, improving efficiencies, minimizing emails and creating a team environment despite geographic distances.
- Staff were encouraged to participate in the “Workstation Tune-Up Tool”. To support participation, the Ministry distributed electric power bars to all offices for efficiencies in power usage.



## Travel

- Staff are encouraged to use LiveMeeting, Video Conferencing and teleconferencing in lieu of travel, and where possible to car pool to meetings.
- When travelling, emphasis is on the use of lower carbon emission modes of travel (i.e. float plane vs. Helijet).
- Green Key hotels are encouraged for overnight travel accommodations.

## Engagement

- Annual support of staff participation in Bike to Work Week. At Labour, we assemble a “provincial team”.
- Ministry-wide “flexible work options” policy supports telecommuting.
- Encouraged behaviour changes through team challenges such as “Labour’s Green Challenge” in which staff earned points for their green activities. This was a six week program that promoted/supported green actions. High participation rates across the province and a legacy of green awareness.
- The recent launch of Labour’s Orientation site included a section dedicated to Labour’s green actions and promoted green activities as part of the ministry culture.

## Procurement

The Ministry established a 100 percent recycled paper procurement policy in 2008 and that policy continues to be in place. We have also promoted double-sided printing and the

purchasing of green office supplies through government's Office Products Distribution Centre.

## 2010 Actions: What We're Doing

### Engagement:

In 2010, the ministry will continue communicating weekly "Enviro-tips" on the intranet. Additional engagement initiatives include:

- Ministry-wide "flexible work options" policy will continue to offer telecommuting as an option for staff where operational requirements are met.
- Participating in the cross-government 2010 Earth Day initiative - Spring Greening which promotes recycling and reducing office supplies. This action is a provincial initiative.
- Annual Bike to Work week promotion and support.
- Ongoing education/awareness for new staff of Labour's green activities through the ministry orientation website.



### Travel:

Ongoing reinforcement for staff to explore alternatives when travelling, through the use of video-conferencing, LiveMeeting, etc., and when travel is necessary, to seek out modes with lower carbon emissions.

### Fleet:-

All fleet vehicles will transfer to hybrids as leases come up for renewal.

### Technology:

Labour continues to explore advancements in technology to improve collaboration between its program areas. In 2010 an additional video-conferencing system is being installed in our Kelowna region to bring the total to four. The video-conferencing systems will reduce travel for many regional staff by providing a viable alternative.

Labour is also a member of a pilot project for SharePoint Seven, which will improve collaboration functionality and further reduce travel needs.

Labour's Professional Development committee is also developing on-line, self-directed learning opportunities for staff. This will not only make learning opportunities accessible to

more staff but will have impacts on reduced travel. The sub-committee is also exploring podcasts and webinars to further improve efficiencies.

## Office Space

Labour continues to review its office space requirements and where possible is making changes to improve the amount of leased space through the amalgamation of staff and offices. In 2010, two branches were relocated to existing Labour office locations, reducing leased space.

## Procurement

Labour will continue the 100 percent Recycled Paper Procurement Policy and for branches that have printers with duplex functionality, have the printers defaulted to double-sided.

All individual printers will be phased out and MFD's installed as leases become available for renewal.

# Conclusion

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Labour received the 2009 "Being the Best" award representing the ministry with the highest employee engagement in the British Columbia government. We recognize that each region and each work unit has a unique culture and therefore empower all staff to be leaders in their workplace. We believe this approach is critical to the ministry's success in many of our initiatives including green actions. Throughout the Province each branch continues to initiate green actions specific to their individual branch needs.

Corporately, the ministry will continue to provide education and awareness and when appropriate, launch provincial sponsored initiatives, implement policies around travel and procurement, and offer support to staff as required.

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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
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
<b>Vehicle fuel efficiency</b>							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	57	% of vehicles are fuel- efficient models	Eight of 14 Employment Standards Branch fleet vehicles are hybrid models	As leases require renewal, the ministry will ensure hybrid models are leased.	2007	2010
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	All Employment Standards Branch vehicles are regularly maintained and tire pressures are regularly checked	Regular maintenance of branch vehicles to ensure optimal performance will be done on a regular basis	1998	No End Date (Continuous)
<b>Behaviour change program</b>							
Encourage carpooling in fleet vehicles	Complete			The ministry promotes and supports carpooling as a standard procedure for transporting staff		1998	No End Date (Continuous)
<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.	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
<b>Owned buildings</b>							
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

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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
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	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	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	The integrated design process will be further incorporated into procurement of new building developments as they arise.	2008	2010
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		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

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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 that have been drafted and available for use on new leases and lease renewals.		2008	No End Date (Continuous)
<b>IT power management</b>							
Install power management software which shuts down computers outside of regular business hours	Complete	100	% of computers shut down automatically outside of regular business hours	In 2008, software was applied to all Ministry computers on government network 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.		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	2012
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 on government network 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	85	% reduction in printers, copiers and/or fax machines since start year indicated	Wherever possible, the ministry is upgrading printers to MFDs	All ministry printers will be upgraded to MFDs	2007	2011
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	85	% of devices have auto-sleep settings applied	On MFDs this function is defaulted. On other printers, engagement initiatives encourage this practice.	The ministry is ensuring there is ongoing engagement/awareness initiatives to "turn it off" and where applicable have the default set to duplex on all printers.	2007	No End Date (Continuous)

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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
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% 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.		2008	2010
<b>Appliances and electronic devices</b>							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Complete	100	% of fridges are ENERGY STAR rated	Refrigerators were upgraded as part of a ministry-wide initiative.	This initiative is now complete, however, any future procurement of refrigerators will ensure they are energy star	2008	2010
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	In Development				This initiative is part of the ministry's "greening the office" strategy.	2009	No End Date (Continuous)
<b>Behaviour change program</b>							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	75	% of current staff have completed a workstation tune-up	As an incentive to participate in the workstation tune up, participants were offered free power bars to all staff if they took the workstation tune-up	The ministry will continue to promote this tool on ministry intranet site	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Provide weekly Enviro-tips on ministry Intranet. The ministry also empowers Green team members to promote within their own workplaces/regions.	Continue to provide weekly Enviro-tips on ministry Intranet. The ministry's new orientation website also promotes green initiatives to new and current staff.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development				This initiative will be promoted on the ministry intranet site	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			Weekly intranet enviro-tips	This initiative will be promoted on the ministry intranet site	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Weekly intranet enviro-tips and wellness tips	This initiative will be promoted on the ministry intranet site	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Weekly intranet enviro-tips; empower staff to turn off coworkers lights, etc.	This initiative will be promoted on the ministry intranet site	2008	No End Date (Continuous)
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 30% post-consumer recycled paper	Complete	34	% of total paper purchased contains 30% recycled content	Reduced overall office paper usage by 12.4% in 2009 vs. 2008 and usage of virgin paper (0% recycled content) by 26.8% while increasing the usage of 30% recycled content paper by 3.1%		2008	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Complete	66	% of total paper purchased contains 100% recycled content	Increased the usage of 100% recycled content office paper by almost 200% while reducing overall office paper usage by 12.4% in 2009 vs. 2008.		2008	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	75	% of network printers or photocopiers are set to automatic double-sided	This initiative is part of Labour's paper procurement policy, to switch to auto duplex. However, some printers did not have this function.	Continue to upgraded to MFDs and presetting duplex printing	2007	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	Sharepoint and Live Meeting are installed on all staff computers		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
Use electronic document library for filing common documents	Ongoing/In Progress			Ministry SharePoint used for common storage of documents for some of Labour's program areas.	The ministry will continue with ongoing document sharing/distribution through SharePoint	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			The Ministry is moving toward more document sharing via Groove and Sharepoint and Intranet	The ministry will continue with ongoing document sharing/distribution through SharePoint and Groove	2005	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			All ministry staff use the electronic payroll notification system.		2005	2009
<b>Behaviour change program</b>							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff currently have received collaborative software training	All staff received Live Meeting Training and are currently being offered training in Groove. All staff use Sharepoint for collaboration and document sharing.	The ministry will continue to promote courses offered through Learning Services and ensure new staff receive necessary training.	2008	No End Date (Continuous)
<b>Other Paper Supplies Actions</b>							
Paper Procurement Policy - All photocopy paper must be recycled	Ongoing/In Progress			Ongoing support/promotion of paper procurement policy. Some printers cannot accept 100% recycled paper. In those offices they have switched to 30% recycled paper.	When possible, printers will be upgraded to accommodate 100% recycled paper.	2008	2010
<b>Business Travel</b>							
<b>Policy and budgeting</b>							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			The ministry supports reduced travel and when required and supports directives to seek out travel options with lower carbon emissions.	Ongoing implementation of reduced travel and travel options with lower carbon emissions.	2008	No End Date (Continuous)
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Through the government-wide Vista upgrades upgrades web conferencing software is available to all staff		2009	2009
Make desktop web-cameras available to staff	Complete	30	% of staff have access to a desktop web-camera	The ministry procured web cameras so staff could benefit from attending virtual meetings		2009	2009
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	30	% of meeting rooms have access to video-conferencing equipment	The ministry purchased and installed three video conference units in regional offices	The ministry is installing an additional video conferencing unit in regional office bringing the total to four units in regions	2009	2010
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress	100	% of staff trained are in web-conferencing	The ministry provided in-house one-on-one training in LiveMeeting throughout province.	As part of our ongoing Learning needs assessments, it will be identified if additional training is required. We promote government-offered web-conferencing training through Ministry intranet.	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	100	% of staff are trained in video-conferencing or have access to technical support	All applicable staff in regions where video conferencing service is available have been trained and have access to technical support as needed.	To support the new video conferencing system installed in Kelowna, training to staff will be provided.	2008	2011
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			All ministry staff are encouraged to participate in meetings via LiveMeeting/Video Conferencing or teleconference.	The ministry will be considering other uses for LiveMeeting and Video conferencing and podcasts for staff unable to attend meetings	2008	No End Date (Continuous)

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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
Encourage carpooling to meetings	Ongoing/In Progress		The ministry always encourages carpooling to meetings.	As part of our ongoing Enviro-tips on ministry intranet, the green practice of car pooling to meetings will be promoted.	2007	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		On a trial bases, the ministry offered bus passes to staff so they could determine if this was a mode of transportation they would consider.	As part of our ongoing Enviro-tips on ministry intranet, alternative travel methods will be promoted.	2008	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
<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 will continue with its ongoing recruitment of green team members	The ministry will continue with its ongoing recruitment of green team members	2008	No End Date (Continuous)
<b>Staff awareness/education</b>						
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Education on this subject and others are provided through weekly enviro tips on ministry intranet	Education on this subject and others are provided through weekly enviro tips on ministry intranet	2007	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		The ministry regularly provide green tips on ministry intranet	The ministry will continue to provide green tips on intranet	2008	No End Date (Continuous)
Provide sustainability education during new staff orientation	Complete		The ministry launched new orientation website with information on carbon neutrality and ministries green policies.		2008	No End Date (Continuous)
<b>Other Education, Awareness, and Engagement Actions</b>						
The ministry supports Bike to Work Week with all staff across the province and has for a number of years now, formed a provincial team.	Ongoing/In Progress		The ministry promotes and supports staff participating in the annual Bike to Work Week across the province	The ministry will continue to support Bike to Work Week and the benefits of alternative travel.	2004	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		Shared Services BC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities.		2007	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.		2007	No End Date (Continuous)
Introduce a storm water management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Complete		Storm water 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.		2009	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	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.		2009	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.		2007	No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>						

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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)
<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	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.		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.		2007	No End Date (Continuous)
<b>Indoor air quality</b>						
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).		2007	No End Date (Continuous)
<b>Commuting to and from home</b>						
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.	2009	2011
Offer staff a compressed work week	Ongoing/In Progress		The ministry has a Flexible Work Options Policy in place in which alternative work options can be explored if they do not conflict with operational requirements.	The ministry supports Flexible Work Options for staff where operational requirements are met.	2005	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Ministry-wide promotion of Bike to Work Week and offered trial bus passes in urban areas	Ongoing promotion of Bike to Work Week and Work Life Balance Choices which include alternative ways to get to work	2005	No End Date (Continuous)
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.	No further SSBC action planned beyond consideration of Ministry requests for enhanced foot and cycling facilities.	2007	No End Date (Continuous)
Provide secure bicycle storage	Complete		Wherever possible, secure bike lock-up is provided to encourage alternative travel methods.		2007	No End Date (Continuous)
<b>Other Sustainability Actions</b>						

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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
Encourage telecommuting	Ongoing/In Progress		The ministry has a Flexible Work Options Policy in place in which alternative work options can be explored if they do not conflict with operational requirements. On a case by case basis, telecommuting is evaluated	The ministry will continue with its ongoing review and implementation of telecommuting and other alternate work options	2008	No End Date (Continuous)