



Where green ideas work

Ministry of Aboriginal Relations and Reconciliation

2009 Carbon Neutral Action Report

Executive Summary

The Ministry of Aboriginal Relations and Reconciliation (MARR) is actively engaged in meeting government's goal of reducing greenhouse gas (GHG) emissions to be part of a carbon neutral public sector. The ministry began to reduce its corporate carbon footprint in July 2007 through reductions in travel, more efficient energy use in its office space, enhanced recycling and composting, and other operational and procedural changes. Those actions that generated climate change benefits that continue to grow. In addition, this ministry has been, and will continue to be, committed to working with line agencies, Canada, First Nations, Crown Corporations and other organizations to advance this government's green agenda.

Building upon MARR's many successes since our Green Team was established in 2007, we will continue our journey to reduce our ministry's emissions. This Carbon Neutral Action Report outlines the actions that our ministry has taken and will continue to take to save money and reduce our carbon footprint. Our key areas of focus will be on reducing business travel and developing carbon neutral related initiatives with respect to office supplies and employee engagement, while continuing to improve our buildings and facilities by encouraging staff behaviour changes. As the ministry's green champion, I will ensure that our climate action objectives are met to the best of our abilities, with the support of our Climate Change Analyst, our Green Team leads, and all of our employees.

I would like to thank all those involved in green initiatives for our ministry and I encourage all staff at MARR to actively deliver on the goals of this plan. It is through your support and commitment that we will continue to expand our leadership in environmental sustainability and carbon neutral action.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob de Faye".

Bob de Faye,

Deputy Minister & Green Team Champion
Minister of Aboriginal Relations and Reconciliation

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

Operational Changes in 2009

Buildings and Facilities:

MARR currently occupies 7390 gross square meters within its building portfolio where the majority of MARR's day-to-day operations occur. Of this space 55% is leased and is 100% BOMA Go Green. The remaining 45% space, located in Hutda Lake, is owned by MARR on behalf of government and, to date is not BOMA Go Green. This site has numerous vacant buildings and is only occupied by one couple living there as camp attendants in one building.

Many of MARR's reductions were in part due to the earlier building upgrades that were received over the 2007/2008 calendar years along with various other technological enhancements that have been adopted to improve energy efficiency and reduce energy use in the buildings as described in the attached workbook.

Procurement:

The ministry began ordering 100% recycled paper in 2007, with minimal exceptions; the exceptions being coloured paper, where the only option is 30% recycled, and when 100% recycled paper is not available. The attached workbook describes the various actions that have been taken and the new actions that are planned for future years.

Travel:

Travel is one of MARR's highest sources of GHG emissions. MARR implemented an internal travel policy in 2007 which was approved by Executive and committed staff to reducing division travel. In 2008 and 2009 the MARR Green Team reviewed and revised the internal ministry travel policy to include new reduction targets and various opportunities for staff to reduce their travel. In 2009 the ministry's executive committed to decrease division travel emissions by 10% and were successful in doing so. The numbers provided via SmartTOOL show an overall reduction of 28% for ministry business travel.

Fleet:

Fleet emissions are no longer applicable to MARR; as of January 2009, the ministry no longer has a fleet.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

Internationally, nationally and provincially we are still facing tough economic times. Provincial revenues are predicted to continue to decline in the near term due to the current global economic recession. As a result the Province will still have to be fiscally cautious in relation to all expenditures.

MARR will be expected to continue working within these constraints and look at new innovations and business transformation to deliver on our service plan goals. The ministry is not anticipating further declines in our Full Time Employees (FTEs) below those projected in our 2010/11 to 2011/12 Service Plan. The ministry will, however, be focusing on finding innovative ways to deliver government services with fewer overall resources. In many respects, these objectives are compatible with the actions outlined in our ministry Carbon Neutral Action Report, such as reducing office supply expenditures and to continue looking at opportunities to decrease our business travel. One opportunity to reduce our travel for the 2010 calendar year will be the purchase of two Polycom CX5000 (also known as RoundTables). These RoundTables will allow for negotiations to continue without the need of sending provincial staff to all of the meeting tables, for example:

Pre RoundTables – All staff travelled to the community	RoundTables – Staff travel with RoundTable
MARR Chief Negotiator	In the community - MARR Chief Negotiator
MARR Negotiator	In the community - MARR Negotiator
MARR Analyst	Victoria - MARR Analyst
MARR Fiscal/Tax	Victoria – MARR Fiscal/Tax
MAG	Victoria - MAG
MFR	Victoria - MFR
MoE	Victoria - MoE

Conclusion:

All members of our staff have been instrumental in our successes to date. It is through our collective dedication and hard work that we can proudly stand by our undertakings and accomplishments and know that we have made a difference in terms of greenhouse gas (GHG) emission reduction and environmental sustainability.

In addition, MARR has been intimately connected with its surrounding community, including First Nations, suppliers, other ministries, non-governmental organizations and the public. MARR is aiming to create and improve upon our relationships with our community in order to build on our collective wisdom and arrive at collaborative solutions to mutual challenges related to climate change and environmental sustainability.

The actions outlined in this Plan continue to demonstrate MARR's commitment to meeting and exceeding the provincial government's carbon neutral standards and our ministry's vision to be an organizational leader. In the future, we plan to build on the successes that we have achieved both within our internal work and our external work with other line agencies, BC Crown Corporations, First Nations and industry.

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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)							
This section is not applicable to this organization							
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 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		SSBC 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							
Establish energy performance baseline for owned buildings	Ongoing/In Progress	0	% of owned buildings have an established energy performance baseline	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	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Ongoing/In Progress	0	% of owned buildings have operations and maintenance labelling/certification	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

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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 commercial interiors of owned buildings (e.g., LEED CI)	Ongoing/In Progress	0	% of commercial interiors in owned buildings have labelling	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	No End Date (Continuous)
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	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
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	0	% of owned buildings have undergone energy retrofits since start year indicated	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	Complete	100	% of leased buildings have an established energy performance baseline	As of May 2009 MARR only occupies leased space that is not BOMA Go Green, LEED certified.	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.	2008	2010
Lease space with operations and maintenance performance labelling/certification (e.g., LEED EB:O&M)	Ongoing/In Progress	100	% of leased buildings have operations and maintenance labelling/certification	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	100	% of leased buildings have commercial interiors labelling/certification	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)	Complete	100	% of leased buildings have new construction performance labelling/certification	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

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Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Complete	100	% of leases negotiated since start year indicated have included green features	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.		2008	No End Date (Continuous)
IT power management							
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 which powers them down outside of regular business hours; and the same software was applied to any new workstations acquired in 2009.	All new workstations that are acquired will have the same power management software installed.	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.	The MARR Green Team will plan some initiatives to remind staff to turn their monitors off when they leave their workstation.	2009	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	16	% reduction in printers, copiers and/or fax machines since start year indicated	The Corporate Services/IT within MARR has reduced the number of fax machines by 3 The Corporate Services/IT within MARR has reduced the number of printers by 4	The Corporate Services/IT within MARR will continue removing printers/faxes as they complete their life. MARR still has 32 printers, 6 MFD, 22 label printers, 5 fax machines, 2 plotters and 1 scanner.	2009	2009
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress			Completed within the ministry.	The Corporate Services/IT within MARR will continue removing printers/faxes as they complete their life and replace with models that have auto-sleep settings. MARR still has 32 printers, 6 MFD, 22 label printers, 5 fax machines, 2 plotters and 1 scanner.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	This occurred during the summer 2009.	The MARR Green Team will continue encouraging staff to turn their monitors off.	2009	2009
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	80	% of fridges are ENERGY STAR rated	As of 2009 those fridges that required maintenance or replaced were removed and replaced with ENERGY STAR rated fridges by the Corporate Services Division.	There are only 2 mini fridges within MARR that are not ENERGY STAR rated and will not be replaced until they require maintenance or replacing.	2009	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	40	% of dishwashers are ENERGY STAR rated	When MARR moved into Carey Road the appliances installed were ENERGY STAR rated.		2008	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Complete				The MARR Green Team will provide some additional communication to staff for at home.	2007	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	28	% of current staff have completed a workstation tune-up	The MARR Green Team has offered lunch & learns to review ways of reducing the energy consumption in their workstation.	The MARR Green Team will hold more WorkStation Tune-Ups in 2010.	2009	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
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			The MARR Green Team provided education to staff related to workplace energy conservation through signage, workstation tune-ups and lunch & learns.	The Green Team will continue to promote the workstation tune-ups and continue educating staff on workplace energy conservation.	2009	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			The MARR Green Teams have been educating staff related to workplace energy conservation through signage, workstation tune-ups and lunch & learns.	The Green Team will continue to promote the workstation tune-ups and continue educating staff on workplace energy conservation.	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Complete			Completed within the ministry.	Complete within the ministry however communication is required for staff at home.	2007	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			The MARR Green Team has been the driving force behind the continuous communication.	The MARR Green Team will communicate and hold another round of workstation tune-ups.	2007	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			The MARR Green Team has been the driving force behind the continuous communication.	May 2010 - the MARR Green Team plans to work with the Health & Wellness Committee on "Stairway to Health" campaign	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Complete			The MARR Green Team has been the driving force behind the continuous communication.	This item was completed by the MARR Green Team but there is always room for improvement & communication among the new staff.	2007	No End Date (Continuous)
Promote hot water conservation	In Development			When our leased building went under a retrofit we had an on-demand water heater installed.	The MARR Green Team will look at communicating more information to staff, possibly via workshop or lunch & learn.	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	10	% 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%	The Corporate Services Division will continue to order 30% recycled paper as colour papered is required.	2007	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	90	% 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.	The Corporate Services Division will continue to order 100% recycled paper when it is available.	2007	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			2007	2009
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress			Preliminary steps have been taken by SSBC in order to establish basic guidelines.	The MARR Green Team to initiate the discussion with Corporate Services regarding the implementation of this function when using ministry printers.	2010	2010
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			The MARR Climate Change Analyst has provided a sample document that was briefly discussed with Executive Services staff but further discussions are required.	The Climate Change Analyst to continue the discussion with Executive Services regarding the reduction of margins on some of the ministry templates.	2009	2010
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	The computer refresh that occurred in 2009 included Groove for all employees.	Currently there are no plans for installing other programs on staff computers however it will be evaluated as required.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			The MARR Records branch has been preparing to switch over to Total Records information Management (TRIM)	The MARR Records branch expect the implementation to occur in fiscal 2010/2011.	2007	2010

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Post materials online that were previously printed	Ongoing/In Progress			The new ministry intranet site was launched in 2009 by the Communications Committee and there are now many items held here instead of being printed.	MARR Green Team will continue to direct/guide staff to review documents online instead of printing them.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of staff do not receive payroll notification slips unless they are on long-term leave, maternity, parental leave, etc.	Cross-government initiative.		2008	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	33	% of staff currently have received collaborative software training	The MARR Green Team/IT have been providing training on a request basis; however there have been online courses offered outside of the ministry and these have been communicated by the Climate Change Analyst and Green Team members. I believe that the percentage provided is a modest number.	The MARR Green Team is the driving force to launch the new communication package on using the new Collaboration Tools; which will include training to use Groove.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			This was a step taken in 2007 by the MARR Green Team.	The Climate Change Analyst will be reopening this item for discussion with Executive Services regarding the paperless meetings.	2007	No End Date (Continuous)
Encourage re-use of scrap paper	In Development				The MARR Green Team plans to review the process on how other ministries are re-using their recycled paper to build notebooks.	2010	2010
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Complete			The 2008 policy was reviewed and adjusted by the Green Team for 2009 and approved by Executive.	The MARR Green Team has reviewed the current policy and adjusted the policy as needed for 2010, still to be approved by Executive.	2007	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100	% of computers have web-conferencing software installed	Green Team provided information to all staff regarding training sessions on using all of these various computer applications and continuous support from the Green Team and MARR IT when assistance was required to schedule meetings using these various applications.	The MARR Green Team recognizes that in order to encourage the ministry to adopt the collaboration tools that ongoing education and ministry support are integral to the success.	2008	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	47	% of staff have access to a desktop web-camera	The MARR refresh included 58 standard laptops for staff and 25 tablets with built-in cameras, we also have 6 webcams available for staff use.	The MARR Green Team and Corporate Service plan to order some additional headsets and webcams for staff use. Corporate Services/IT currently have 11 headsets available for staff to use at their desk when participating in meetings via Live Meeting and/or webinars.	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	0	% of meeting rooms have access to video-conferencing equipment	The MARR Climate Change Analyst completed a Decision Note for the DM's approval to support the purchase of a Polycom CX500 (aka a RoundTable). Approval was received.	The note developed by the ministry's Climate Change Analyst in 2009/10 has been approved and MARR will be purchasing to RoundTables in Fiscal 2010/11 once three quotes have been received and the number of RoundTables was increased to 2.	2010	No End Date (Continuous)
Behaviour change program							

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Train staff in web-conferencing	In Development	0		A decision note was completed by the ministry Climate Change Analyst for the DM's approval to support the purchase of a Polycom CX500 (aka a RoundTable).	Once the equipment has been approved we will begin training staff on how the equipment works, we will start with IT/Green Team then demonstrate to the Executive, train Admin Support followed by a lunch & learn session for all staff.	2010	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			The ministry Green Team has continued to encourage staff to attend meetings/presentations virtually.	The MARR Green Team will be providing additional communication once the ministry has the additional technology available to all staff. This will include the purchase of headsets for staff and 2 RoundTables.	2007	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			The various ministry retreats and events will always have a Green Team member participating in the planning of the event to ensure that carpooling, BC Transit and walking are encouraged for staff to get to/from meetings.	The MARR Green Team will continue to support and communicate the need for carpooling to meetings.	2007	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			For the last 2 years the MARR Green Team has made bus tickets available to all staff to travel to/from meetings. The ministry also promotes biking/walking to/from work by offering \$20 rebates to staff when they purchase safety equipment or gear.	The MARR Green Team will provide additional communication and plans to continue providing bus tickets and the bicycle safety rebate program in Fiscal 2010/11.	2007	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	Complete			The Green Team will be re-evaluating the GT Strategic Plan, Travel Policy and budget for 2010. The Green Team will also be looking possibly changing the name of the team this year.	2010	2010
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Each ministry division has one or two representatives attending the Green Team meetings and then reporting out at their team, branch and division meetings. The ministry also has three ministry staff members who are dedicated to assisting staff as required when using the Collaboration Tools.	The MARR Green Team & Climate Change Analyst will continue providing communication and lunch & learns. Look at improving the Green Team membership in 2010. Survey staff on what their expectations are of the Green Team.	2008	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		The MARR Green Team continued to provide initiatives, workshops and education to MARR staff on ways that they can continue to reduce their footprint and transfer the information that they have received to others outside of work.	The MARR Green Team will continue providing lunch & learns and workshops as the opportunities arise. The MARR Green Team commits to providing at least one workshop or lunch & learn every 4 - 6 weeks.	2008	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		The MARR Green Team has offered many internal lunch & learns/workshops: - Workstation Tune-Ups - Composting @ work & @ home - Bicycle Safety - Rooftop Gardening - Food Choices (food security, veg vs. Not, local vs. Organic) - Urban/Homesteading - Water Conservation @ home - Eco-Friendly Products & Gifts	The MARR Green Team has planned the following initiatives for 2010: - Spring Greening 2010 - Green cleaning supplies - The Great Paper Chase - Supporting Bike to Work Week with a DM breakfast & prizes - Workstation Tune-Ups 2010	2007	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		MARR staff participated in a Carbon Finance 2-day program offered by the University of Toronto.	The MARR Green Teams hopes to provide some outside educational opportunities to staff and First Nations to attend various conferences, seminars and courses related to carbon offsets and clean energy.	2007	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		The MARR Green Team has offered many workshops in 2009 to MARR staff and they have continuously been providing information with regards to others being offered throughout the city (see above for examples) as well as consistently updating the MARR Intranet site regarding the various workshops being offered throughout the city.	To offer workshops and promote other workshops being offered throughout other ministry's that promote energy and water conservation.	2009	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
Provide green tips on staff website or in newsletters	Ongoing/In Progress		The MARR Climate Change Analyst is consistently updating the Intranet site with new information, tips, etc.	The Climate Change Analyst will continue to update the Intranet site. No plans to implement a newsletter.	2007	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress		The Green Team Executive sponsor provided an overview of the Green Team at approximately 3 New Staff Orientation Meetings.	The MARR Green Team will continue providing overviews at New Staff Orientation Meetings.	2008	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		In 2008 /09 the MARR Green Team provided funding to the First Nations Energy and Mining Council in engage the Province with regards to climate action, energy and carbon offsets.	The MARR Climate Change Analyst will look at new opportunities to provide some funding to First Nations to encourage attendance at various climate changes workshops offered throughout the province.	2008	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		See line 21 above.	The MARR Climate Change Analyst will look at opportunities to fund to First Nations to encourage water, energy and raw material conservation.	2010	No End Date (Continuous)
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		SSBC's Technical Standards require water efficient fixtures when new developments and major tenant improvements are undertaken in owned government facilities. MARR's Carey Road offices have been completed.	Jawl Properties will be looking at replacing the current faucets to sensor faucets but this is still to be confirmed.	2009	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.			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.			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		The MARR Green Team increased their recycling program to a 7-tier program and includes: 1. Paper & Cardboard 2. Glass & Tin 3. Hard Plastics 4. Soft Plastics 5. Organic Matter 6. Batteries 7. Waste	The MARR Green Team has no plans to increase the recycling program.	2007	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		Hazardous waste reduction and disposal is managed by SSBC in accordance with strict laws and regulations.			No End Date (Continuous)
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress		The ministry only purchases "GREEN" supplies as long as the cost is within budgets. MARR was using recycled toner however no longer because the product is inefficient.	Continue to purchase "GREEN" items whenever possible.		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
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.		No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete			In 2009, SSBC'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.			No End Date (Continuous)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	Ongoing/In Progress	40	% of the combined total food and beverage purchase (in cost) meets these requirements	There is no policy but the MARR Green Team have been communicating options for local/organic/green caters for events/meetings.	The MARR Green Team to look at the implementation of policy regarding catering.		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, SSBC requires that 80% of waste be diverted from the landfills on projects over \$80K in the Lower Mainland and Southern Vancouver Island where diversion facilities are available.			No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Complete			SSBC's Technical Standards are based on lifestyle costing. All major projects where Technical Standards are applied (e.g. Major tenant improvements are new construction) have been considered under lifestyle costing model.			No End Date (Continuous)
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Complete			Communication and education provided by the Occupational Health & Safety Committee.	Continuous communication & education to be provided by the Occupational Health & Safety Committee	2005	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete			SSBC's Technical Standards include consideration for reducing VOCs. Also, VOCs have been considered for all projects where LEED certification had been pursued.	This item is controlled by the Building Owner (JAWL Properties), they are however supportive of Green Initiatives and therefore we have no concern that the use of VOC paints and other "GREEN" materials will always be used.	2009	No End Date (Continuous)
Commuting to and from home							
Introduce telework/work from home policy	In Development			SSBC 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 the program delivery to the public by various ministry customers.	Further investigation will be conducted once the standardized share services model had been further defined and implemented, which is expected to be complete by Q4 2010.	2009	2011
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			The MARR Green Team provides \$20 rebates to staff when they purchase bicycle safety gear or walking gear. The MARR Green Team also supplies bus tickets to staff for travel to/from meetings within the Greater Victoria area.	MARR has bus tickets available to all staff to travel to/from meetings and continue the bicycle safety rebate program. When there are ministry wide meetings the Green Team always provides assistance to the organizing committee regarding carpooling and bus tickets.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Complete			Several of the MARR buildings have had the actions completed prior to 2009.	The MARR Green Team will be looking at increasing the number of day lockers available for staff.	2006	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
Provide secure bicycle storage	Complete		Several of the MARR buildings have had the actions completed prior to 2009.		2006	No End Date (Continuous)