

**Carbon Neutral Action Report
Ministry of Aboriginal Relations and Reconciliation**

Executive Summary

Climate change is a challenge of our era. Addressing this challenge is a long-term commitment requiring adequate resources, time, and innovative effort. As we move forward, the Ministry of Aboriginal Relations and Reconciliation (MARR) is committed to support and champion innovative solutions that will reduce our ministry's carbon footprint and continue to foster behavioural change at work and at home in support of environmental sustainability.

The actions outlined in this report demonstrate MARR's commitment to meeting and exceeding the provincial government's carbon neutral standards and our ministry's vision of continuing to be an organizational leader in reducing our ministry's GHG emissions. In the future, we plan to build on the successes we have already achieved, including implementing a new 'purchase less initiative', further developing our business travel reduction efforts (including rolling out our Video Conferencing site at the Carey Road building), and putting on more employee engagement events, such as workshops on sustainable purchasing.

Objectives

This rolling three-year plan has been designed as a living document. It will be updated annually as our ministry continues to evolve and demonstrate the strategies that we will pursue to reduce our overall carbon footprint with regards to our greenhouse gas emissions from our building/facilities, procurement/supplies and travel. We will also focus on employee empowerment and engagement with respect to reducing carbon emissions.

The plan will report on the actions we will take to reduce our GHG emissions in travel, buildings and facilities, procurement and supplies as well as increasing employee empowerment and engagement, and how we plan to continue to be an organization leader by developing innovative strategies in order to meet and exceed the BC Government's legislated carbon neutral commitments. The plan will be used as a tool to engage our staff, to educate and demonstrate ways that employees reduce their impact on climate change, and assist in reaching our ministry's target for greenhouse gas reduction.

Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview

First ministry to pilot the SMARTTEC (travel emissions calculator);

The implementation of Live Meeting and other similar technologies to decrease business travel as well as developing a ministry travel policy;

Achieving Building Owners Management Association (BOMA) Go Green Plus Certification for both our Carey Road and Jutland buildings with support from Jawl Properties;

Equipping the Carey Road facility with cradle-to-cradle (100% recycled and recyclable) office furniture;

Implementing a 7-tier recycling program (this includes organic composting, paper/cardboard, soft/hard plastics, cans, glass and battery recycling) across the entire ministry which includes our kitchens, washrooms, offices, and boardrooms;

Initiating administrative improvements, such as using 100% post consumer Forest Stewardship Council (FSC) Certified paper, changing over to double sided printing, and using environmentally-friendly cleaning products; and,

Engaging all employees to participate in environmental initiatives both at work and at home, such as putting on the Deputy Minister's Bike to Work Week pancake breakfast, providing employee access to bus tickets, and supporting some of the safety costs for bicycle and pedestrian commuters.

1.1. Mobile Fuel Combustion

Prior to January 2009, the ministry had one fleet vehicle. Currently, the ministry does not have a fleet.

To encourage staff to find alternatives to travel to/from work we have offered the following:

- The ministry has bus tickets available for staff to travel to/from meetings as well as 2 additional tickets for staff to try the public transit system to/from work.
- The entire ministry were advised that they could take part in a bicycle safety course that was offered by the BCPSA
- The Green Team offered \$20 bicycle safety gear rebates to staff who purchased new safety gear.
- The Deputy Minister and Green Team co-sponsored a pancake breakfast with additional prizes to staff who participated in Bike-to-Work-Week 2008.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Established anti-idling behaviour change program (e.g., signs, stickers, messages)	In progress		This has been discussed with the building owner. They have decided that they will not be putting up anti-idling signs at present.
Encouraged use of public transit/active transportation	In progress	Staff are encouraged to use alternative types of travel (this is included in our Ministry Travel Policy), and the ministry offers bus tickets to staff to travel to/from meetings as well as tickets to try the bus system to/from work.	All of this information has been delivered by e-mail, Intranet site and verbally at all of the division/branch/team meetings.
Established travel reduction goals	Complete	Our travel reduction goals have been adopted by our Ministry Travel Policy.	The ministry has provided the following - Provided all Administrative Support with licences so that they can set-up meetings for their team via Live Meetings. - Bus tickets to staff to travel to/from meetings - The opportunity to choose a hybrid vehicle when a rental is required - The opportunity to choose a green hotel over another
Adopted a travel policy	Complete	Travel Policy outlines what reductions are required by each Division and will hold the ADM responsible to ensure that reductions occur. The travel policy also outlines many alternatives to travel or ways of reducing the ministry's footprint when travel is required.	See above.
Encourage and approve staff to use hybrid rental vehicles whenever they are available.	Complete	20% of rental vehicles requested were hybrids. This has been included in the ministry travel policy.	Currently there are many companies within BC which are in the process of turning their inventories over to hybrid vehicles.

1.2 Stationary fuel combustion and electricity

Building and facility emissions accounted for 20% of MARR's CO₂e emissions footprint. In 2007 MARR occupied 3667.31 m² of space in 4 locations in Victoria. Please see Appendix F for a complete overview of MARR's Building profile for 2008 which includes a total 3240 m² market leased space in 5 locations in Victoria and one special purpose property in Prince George with a total of 45 m² space. The majority of MARR's buildings are leased by Accommodation and Real Estate Services (ARES) on behalf of the ministry. The Ministry plans to continue to work with Jawl Properties to identify new opportunities related to building improvements. These improvements will be funded by both the Ministry and Jawl Properties. (NOTE: Currently the ministry is working with LCS/ARES to determine the correct number of GHG emissions emitted by the MARR buildings. LCS/ARES are currently basing our ministry's emission on the square footage of another building that is not a BOMA Go Green Certified building.)

SMARTTool tracks the following information on energy consumption in all Ministry buildings: electricity, natural gas, propane, steam and fuel oil usage. Building emissions are based on both direct emissions from natural gas used for heating and indirect emissions from electricity.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Undertaken Monitor turn-off challenge	In Progress	To further reduce our ministry's building emissions.	Staff are currently concerned with privacy. This will be further discussed in the next fiscal.
Used air dry setting on dishwashers	Complete	To further reduce our ministry's building emissions.	This step was just completed by Green Team staff.
Encouraged staff to use stairs	In progress	To further reduce our ministry's building emissions.	Signage has been placed but this will always be an ongoing communication piece. This is a team effort between the Green Team and the Health and Wellness Committee
Turned off lights in unused rooms	In progress	To further reduce our ministry's building emissions.	We have had sensor light switches added to our washrooms at Jutland and throughout the office space at our Carey Road offices. The Green Team would like to pursue additional opportunities to install light switches. Signage/stickers have been posted on all light switches
Replaced Refrigerators (EnergyStar rated appliance)	Complete	To further reduce our ministry's building emissions.	Carey Road has all EnergyStar appliances since the ministry moved into the new building. Jutland has just had 2 large fridges and 3 mini-fridges replaced throughout the building. The 2 large fridges that were not replaced are only 3 years old.
Replaced other appliances (with EnergyStar rated appliance)	In progress	To further reduce our ministry's building emissions.	Looking at replacing the dishwashers in Fiscal 2009/10

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Installed multi-function devices (and removed stand-alone printers/faxes)	In progress	To further reduce our ministry's building emissions.	The current status is we have replaced some of the old printers with multi-purpose devices. Staff are reluctant to have older devices removed until all of the printers have been replaced with multi-function devices.
Replaced standard bulbs with CFLs	Complete	To further reduce our ministry's building emissions and ensure that our building upgrades are complete to qualify for Building LEED Recognition	
Installed motion activated lights	Complete	To further reduce our ministry's building emissions and ensure that our building upgrades are complete to qualify for Building LEED Recognition	
Undertaken lighting retrofit	Complete	To further reduce our ministry's building emissions and ensure that our building upgrades are complete to qualify for Building LEED Recognition	
Utilized desk-top power management settings on computer	Complete	To further reduce our ministry's building emissions.	Communication was sent out to all staff via e-mail.
Initiated corporate computer shut-down/wake-up for maintenance	Complete	To further reduce our ministry's building emissions.	Communication was sent out to all staff via e-mail.
Unplugged unused equipment	In progress		
Applied for LEED existing building rating	Complete	To continue finding ways to reduce our ministry's building emissions.	Achieving BOMA Go Green Plus Certification for at both MARR office buildings; Jutland Road – June 2008; Carey Road – October 2008.
Undertaken building energy audit at LOCATION(s)	Complete	To discover ways to reduce our buildings emissions.	This was completed with the assistance of Jawl Properties in September 2007.
Initiated or completed a building energy retrofit	Complete	To continue finding ways to reduce our ministry's building emissions.	The buildings undertook a large upgrade which included implementation of an energy savings program in September 2007, lighting retrofit, motion activated lights, std bulbs switched to CFLs, implemented a 7-tier recycling program, turning off the boiler in summer months, on-demand water heater, direct digital control system updates, etc.
1.3. Supplies			
	Currently procurement and supply emissions are being measured based on the number of packages of 8.5" by 11" paper ordered through Labour and Citizens' Services' Distribution Centre Victoria and the amount of recycled content in purchased paper. According to this measurement, MARR supplies account for 5% of the ministry's emissions footprint. Since July 2007, MARR has been buying local, unbleached, 100% post-consumer recycled copy paper that is certified by the Forest Stewardship Council (FSC). As we are already using the most sustainable option for paper, MARR's focus in the future will be to reduce its overall consumption of paper. The ministry will also focus on managing other supplies and procurement to be as environmentally sustainable as possible.		

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Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Committed to use 100% recycled paper	Complete	2008 there was a reduction of 338 packs of paper based on the 2007 emissions.	This commitment has been made by our Corporate Services Division
Initiated automatic double sided printing	Complete	2008 there was a reduction of 338 packs of paper based on the 2007 emissions.	Communicated with staff via email and at meetings. An additional notice will be sent out in Winter 2009 to remind staff and advise staff on how to set-up their computers to always print double-sided unless advised otherwise.
Committed to hold paperless meetings	In-progress	2008 there was a reduction of 338 packs of paper based on the 2007 emissions.	This initiative was delayed due to some faulty overhead equipment which has now been replaced. It will be re-visited at the Executive level.
Used collaborative software to edit on-line	In-progress	To further reduce our supplies emissions.	Our ministry re-refresh will be taking place in July 2009 and once this has occurred we will begin training sessions and lunch and learn sessions.
Used laptops/tablets	In-progress	To further reduce our supplies emissions.	Some of our ministry teams have already moved to the tablet and more staff will make the switch when the refresh occurs in July 2009.
Actions on non-paper related supplies			
Purchased cradle to cradle goods	In-progress	To further reduce both our supplies and building emissions	The offices at Carey Road have been completed.
Chose "Green" items from Distribution Centre	In-progress	There is no measurement on the SmartTOOL at this time but this is encouraged by both our Green Team and Corporate Services Division as long as the cost is not too high.	The Climate Change Analyst will be working with our Corporate Services Division when the new Green Guides are available to ensure that our staff can go ahead and use all of the options available. Once this meeting has been completed, the Climate Change Analyst will present the Green Guides at the next Administrative Support Meeting. The Green Guide options will be included in the administrative training manuals.
Encouraged re-use of furniture and equipment	in progress	There is no measurement on the SmartTOOL at this time but this is encouraged by both our Green Team and Corporate Services Division as long as the cost is not too high.	This is the first place that Corporate Services is encouraged to go do when replacing office furniture and equipment both as a green option and as an option due to budget constraints.

1.4 Travel			
<p>MARR business travel exceeds any other sources of greenhouse gas emissions for the ministry, accounting for 73% of the ministry's CO2e emissions footprint SMARTTool tracks the following GHG emissions information from employees on travel status : modes of transportation (e.g. airplane, ferry, bus, and taxi), distance travelled, and length of stay at a travel accommodation.</p>			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Set a X% Travel reduction goal	Complete	The completed travel policy requested a 10% travel education from 2008 baseline to 2009.	Completed a Travel Policy that is to be updated on an annual basis - please see the attached revised policy for 2009-10. <i>See appendix B .</i>
Trained staff in the use of Live Meeting (or other desktop collaborative software)	In-progress	Trained staff, provided lunch and learns, division demos and provided Administrative Support with Bell Conferencing Live Meeting licences so that they can set-up Live Meetings for their team members and begin using the program in August 2008.	This item is still considered to be in-progress because of the upcoming ministry refresh; however in August 2008 the ministry launched a series of training sessions which included purchasing licenses for all Admin Support and training staff on how to use the 2005 version of LiveMeeting. There will be additional training sessions once the refresh has occurred and staff have access to the new 2007 version as well as Groove and the Communicator.
Initiated Travel Policy	Complete	Completed, approved and implemented in January 2008, revised in the fall of 2008 and again revised again in April 2009.	This document will be considered a live document and will be updated annually (and more if directed by government)
Mandated car pooling to government meetings	In-progress	To further reduce our ministry's ghg emissions when travelling to/from meetings, both with staff within the ministry and outside of the ministry.	The ministry travel policy which is posted on the MARR intranet.
Supported alternative travel	Complete	Staff are encouraged to use alternative types of travel, the ministry offers bus tickets to staff to travel to/from meetings as well as tickets to try the bus system to/from work. Cycling and walking is encouraged by the ministry in 2 ways by supporting the bicycle safety skills course and offering staff \$20 rebates on safety equipment. Currently we have distributed over \$500 in cash rebates to MARR staff.	All of this information has been delivered by e-mail, Intranet site and verbally at all of the division/branch/team meetings. The Green Team has arranged bike convoys for staff when travelling to events outside the ministry.

1.5 Employee Engagement

The Climate Change Analyst and MARR's Green Team have been responsible for ministry-wide efforts in fostering staff empowerment and engagement with respect to green initiatives. These efforts include communication and reporting strategies such as Greet Team Meetings, reporting out at executive, division and branch meetings, email/website notifications, ministry-wide workshops, and one-on-one communication. We are well aware that employee engagement is the key to the success of this plan.

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Provided climate change education	in progress	To bring awareness to MARR staff both at work and at home and to share the information with both their friends and family, with regards to what you can do.	<p>The ministry has provided the following internal workshops</p> <ul style="list-style-type: none"> - Composting at Home - 1/2 Day Climate Change Workshop (this included the pilot launch for SmartTEC) - Recycling at Work - Compost Video w/ Captain Compost (this debuted on the @Work Site) - Live Meeting
Developed Green Teams	Complete	To ensure that we have dedicated staff to assist in the development and communication to all staff throughout the ministry.	<p>Establish consistent communication between ministry staff and the Green Team via Bi-Weekly Green Team meetings.</p> <p>This committee requires one staff member from each branch to be a part of Green Team meetings and report out about Green Team developments to branch and division meetings.</p> <p>The Green Team Committee Chair sends out a request for agenda items to committee members a week prior to the meeting to ensure that all staff requests are heard.</p> <p>The Chair prepares agendas and meeting minutes and distributes them on the MARR Intranet.</p> <p>All Green Team initiatives are posted on the MARR Intranet.</p> <p>The Green Team has established a Terms of Reference, Strategic Plan, Budget for 2009/10; as well as MARR reps on the various Green Team working groups.</p>

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Supported Green Teams (resources)	Complete	The ministry has been successful in supporting the Green Team for the following reasons <ul style="list-style-type: none"> - Hiring a full-time employees - approving/providing a budget - ensuring that there was both dedicated staff and executive attendance at all of the Green Team meetings. 	
Provided green tips	In progress	To bring awareness to MARR staff both at work and at home and to share the information with both their friends and family, with regards to what they can do to reduce their emissions.	Currently the ministry has launched a new Intranet site. The Green Team hopes to have a dedicated section where Green Tips can be added and updated on a bi-weekly or weekly basis.
Supported professional development	in progress	The ministry does have a budget to support our staff with professional development.	Ministry staff have participated in the following <ul style="list-style-type: none"> - CO2 Introductory Training Course & Offset Project Development Training Course with Point Carbon - CanWEA 2008 Fast Forward to Wind Annual Conference and Trade Show - Greenhouse Gas Validation using ISO 14064 - October 2008 - Greenhouse Gas Verification using ISO 14064 - October 2008 - ISO 14064-1 Essentials - Greenhouse Gas Inventories - October 2008 - ISO 14064-2 Essentials - Greenhouse Gas Projects - October 2008
Hired a FTE - Climate Change Analyst	Complete	The Climate Change Analyst is responsible for chairing the Green Team meetings, Green/Climate Change communication to staff, providing assistance to staff with regards to alternatives to travel, the ministry travel policy and ministry Carbon Neutral Action Plan, the 3-Year Plan, the reporting documents and implementation.	Completed a job description and had it approved by the BCPSA.
Volunteered to take part in the Advanced Communication and Collaboration Services (ACCS) Early Adopter Project for Green Team	Complete	To further reduce travel emissions as well as provide employees with an alternative to travel and provide opportunities towards work/life balance.	The ministry had the following branches participate <ul style="list-style-type: none"> - Treaty Team, Negotiations Division - Strategic HR, Corporate Services Division - IT/Facilities, Corporate Services Division <p>The branches listed above were provided with the application 'Office Communicator (OCS). The OCS application enables web-chat, file sharing and Live Meeting</p>

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1.6 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Actions Taken
Ran dishwasher only when full	Complete	To further reduce building emissions.	
Reduced/replaced bottled water with filtered or refrigerated water	Complete	Behaviour change first and foremost.	We have provided jugs for water service at meetings as well as glassware
Improved recycling measures	Complete	Adopt a 7-Tier Recycling Program This program includes 1. Organic Composting 2. Paper/Cardboards 3. Hard Plastics 4. Glass/Tin 5. Waste 6. Soft plastics 7. Batteries	This program was implemented on a stage by stage basis.
Supported composting	Complete	Adopt a 7-Tier Recycling Program This program includes 1. Organic Composting 2. Paper/Cardboards 3. Hard Plastics 4. Glass/Tin 5. Waste 6. Soft plastics 7. Batteries	This program was implemented on a stage by stage basis.
Used re-usable dishes	Complete	Reduction in waste.	The ministry has both re-usable dishes and compostable dishes available when needed.
Purchased green cleaning products	Complete	The use of environmentally friendly cleaning supplies such as all-purpose wipes, dishwashing detergent, dish soap, hand soap in the washrooms and cleaners used when cleaning desks, boardrooms, etc. Side benefits include using this initiative as a tool to advise staff of the options for at home cleaners.	The ministry removed the "non-green" cleaning products from the building and have provided green dish soap, dishwasher soap and most recently has begun providing compostable, non-toxic, 100% bamboo all-purpose wipes to clean their workstation.
Supported sustainable procurement practices	In progress	To reduce paper consumption.	Currently the ministry is purchasing 100% recycled paper and staff are supported when they purchase green office supplies. This is considered as in-progress because currently there are green pages being implemented by LCS and CAS and once they are available they will be presented to Corporate Services/Facilities and Administrative Support. to ensure that the green options are supported by the ministry.

Part 2 Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

Overview

As part of our plan, we will target emissions by doing the following

- To adopt financially feasible technological enhancements to improve the energy efficiency and reduce the energy use in the buildings.
- Increase building water conservation through technological enhancements and education.
- Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use
- Undertake a monitor turn-off challenge
- Turn off lights in unused rooms
- Re-use non-confidential scrap paper
- Continue communication to staff using the new MARR intranet, possibly a green tips section for staff.
- Run dishwasher only when full
- Continue encouraging low emission travel when travelling for work and outside of work.

2.1. Mobile Fuel Combustion

1. To reduce our ministry travel within Greater Victoria.
2. To reduce our ministry travel by more than 10% less than our 2008 emissions.

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Encourage use of public transit/active transportation	Planned	To reduce travel emissions within the Greater Victoria area.	The ministry Green Team will continue to purchase bus tickets for staff to use and support bicycle transportation.	To be continued from last fiscal.
Establish travel reduction goals	Planned	To decrease the ministry travel emissions by 10% below our actual 2008 emissions for 2009 and by 10% each year thereafter.	Updated the ministry travel policy which provides additional opportunities to reduce our ministry emissions.	To be continued from last fiscal.

2.2. Stationary Fuel Combustion (including electricity)

1. To adopt financially feasible technological enhancements to improve the energy efficiency and reduce the energy use in the buildings.
2. Increase total energy savings due to conservation and efficiency improvements.
3. Increase building water conservation through technological enhancements.

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	Planned	To further reduce our building GHG emissions.	The WTSU link has been posted on the MARR Intranet site, it has been emailed and the project will be initiated by the Green Team in the spring.	April/May 2009
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	Planned	To further reduce our building GHG emissions.	This will be part of the Workstation Tune-up.	April/May 2009

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Undertaken Monitor turn-off challenge	Planned	To further reduce our building GHG emissions.	This will be part of the Workstation Tune-up as well as a competition after the completion of the WSTU.	Summer 2008
Replace # computers with EnergyStar models	Planned	To further reduce our building GHG emissions.	This action is part of the government refresh taking place during 2009	Aug-09
Ask staff to close blinds daily	Planned	To further reduce our building GHG emissions.	This will be part of the Workstation Tune-up.	April/May 2009
Use air dry setting on dishwashers	In Progress			April/May 2009
Encourage staff to use stairs	Planned	To further reduce our building GHG emissions.	Looking at doing a contest.	Summer 2008
Turn off lights in unused rooms	Planned	To further reduce our building GHG emissions.	Discussions are still required	tba
Replace other appliances (with EnergyStar rated appliance)	Planned	To further reduce our building GHG emissions.	Discussions are still required with regards to the replacement of the dishwashers.	Fall 2009
Install multi-function devices (and remove stand-alone printers/faxes)	Planned	To further reduce our building GHG emissions.	Ongoing and further discussions required to remove additional printers and copiers that require additional energy to run.	Summer 2009
Replace standard bulbs with CFLs	In Progress			tba
Undertake building energy audit at LOCATION(s)	Planned	Looking for additional ways to reduce our ministry's building emissions.	Discussions are still required.	tba

2.3. Supplies

	<ol style="list-style-type: none"> 1. Reduce the purchasing of new workplace supplies (i.e.. paper and other office products). 2. Increase the proportion of green office supplies available. 3. Reduce the environmental and carbon impacts of our contracted services (i.e. - hotels, conference space, instructors, car rentals, etc.) 			
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	In Progress			
Initiate automatic double sided printing	In Progress			
Change document template margins	Planned	To reduce our ministry's procurement emissions.	No discussions at this point	
Commit to hold paperless meetings	Planned	To reduce our ministry's procurement emissions.	No discussions at this point; however this is to be revisited over the summer.	tba

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Develop document library (online and one printed copy) for large documents	Planned	To reduce our ministry's procurement emissions.	There is currently a potential pilot project happening in the Executive Office.	
Use collaborative software to edit on-line	Planned	To reduce our ministry's procurement emissions.	The ministry will soon have a new application available called Groove which will allow for on-line edits.	Spring 2009
Re-use non-confidential scrap paper	Planned	To reduce our ministry's procurement emissions.	No discussions at this point	Summer 2009
Use laptops/tablets	Planned	To reduce our ministry's procurement emissions.	With the ministry refresh there will be more tablets available.	tba
Actions on non-paper related supplies				Summer 2009
Purchase cradle to cradle goods		MARR has purchased cradle to cradle furniture for the new Carey Road offices.	This will only happen in the future if we need to order new furniture.	
Choose "Green" items from Distribution Centre	Planned	To reduce our ministry's procurement emissions.	Once the green guides are available the Climate Change Analyst will be reviewing them with the Corporate Services Division and Administrative Support to ensure that they are supported by the ministry.	no plans
Encourage re-use of furniture and equipment	In Progress			Spring 2009
Looking at possibly starting a pilot; The Paperless Office.	Planned	Find a baseline on the average paper-use of a ministry employee and review.	Currently we have a ministry Executive staff member who is willing to pilot the project.	

2.4 Travel

	<ol style="list-style-type: none"> 1. Reduce ministry GHG emissions from business travel. 2. Increase use of collaborative technologies for meetings that would otherwise require travel. 3. Increase staff participation in sustainable transportation options both to/from meetings and to/from work. 			
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	In Progress	To further reduce our ministry travel emissions. 10% reduction goal.	Update the Travel Policy and provide training as new technology is available both to staff and FNs if required; as well as utilizing Carbon Neutral travel companies.	Updated as required.

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Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned	To further reduce our ministry travel emissions.	MARR staff are currently trained on Live Meeting 2005 and will require further training after the 2009 computer refresh. The new office suite 2007 includes an updated version of Live Meeting, as well as Communicator and Groove.	Fall 2009 because the refresh is planned for end of summer 2009.
Install Video Conferencing facilities		No plans to install video conferencing sites within the ministry.	Our ministry will promote video conferencing at other sites around the province.	There will be various projects throughout 2009/10.
Initiate Travel Policy	In Progress	This is a living document and will be updated as required.	The policy will be updated by the Climate Change Analyst and the Green Team will review and provide the feedback.	Update to occur by the end of April 2009
Mandate car pooling to government meetings	Planned	To reduce travel emissions.	No specific actions at this time but something that will be addressed in the future. It is currently recommended in our Travel Policy.	Spring/ Summer 2009
Support alternative travel (bike/skateboard/walk/transit) for meetings	In Progress	More plans to promote/support alternative travel within the Greater Victoria area.	No specific actions at this time but something that will be addressed in the future. The Green Team continues to support cycling convoys to/from ministry retreats.	There will be various projects throughout 2009/10.
Utilize companies travel companies that are carbon neutral	Planned	To reduce GHG emissions/tonnes owed to the Pacific Carbon Trust by utilizing companies that are carbon neutral. This will also bring the awareness to staff when they are booking any personal travel requirements.	Further discussions required with CAS, LCS and other ministry Green Teams.	Fall 2009

2.5 Employee Engagement

	<ol style="list-style-type: none"> 1. Increase innovative carbon reduction behaviours of MARR staff. 2. Effectively budget for carbon offsets for 2010 and beyond. 3. Engage staff in the development and implementation of their innovative ideas for climate change mitigation. 4. Increase staff understanding and engagement on issues related to (a) energy consumption, (b) recycling and composting, (c) Climate Change, and (d) Government Climate Change Initiatives. 			
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Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In Progress	To bring awareness to staff with regards to what they can do in the office to reduce their carbon footprint at work and at home.	To be discussed.	tba

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Provide conservation education	Planned	Currently planning water conservation communication for the spring.	Communication	Spring/ Summer 2009
Hold contests to change behaviour/make pledge	Planned	To bring awareness to staff with regards to what they can do in the office to reduce their carbon footprint.	Our ministry's version of BINGO called GREEN-GO, Random Acts of Green-ness and looking at contests with the Workstation Tune-Ups, Monitor Shut-off Challenge, etc.	April/May 2009
Hold contests/support to generate ideas	Planned	Currently planning.	To be discussed.	tba
Develop Green Teams	In Progress			
Support Green Teams (resources)	In Progress			
Provide green tips	Planned	To bring awareness to staff with regards to what they can do in the office to reduce their carbon footprint at work and at home.	MARR has just launched a new Intranet site with a section dedicated to Climate Change/Green Initiatives	Spring 2009
Support professional development	Planned	To keep the staff educated and aware of green opportunities for work and at home.	The ministry currently has a budget to support ministry staff and First Nations to encourage development/education with regards to Climate Change and Green Initiatives.	As the opportunities arise.
Add a green work goal to performance management	Planned	To bring awareness to staff.	To be discussed.	tba
Building a Sacred Space/Garden on the 5th Floor at 2957 Jutland Road	Planned/In progress	To keep the staff educated on sustainability and aware of green opportunities for work and at home.	Currently we are waiting for a meeting to be confirmed between ourselves and our landlords (Jawl Properties).	End of spring/early summer 2009
2.6 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Take water conservation measures – low flow showers or toilets, fix leaks	In Progress	The installation of low-flow toilets, automatic shut-off taps in all MARR office buildings	This still requires further discussions.	tba
Run dishwasher only when full	In Progress			
Reduce/replace bottled water with filtered or refrigerated water	In Progress			
Improve recycling measures	In Progress			
Support composting	In Progress			
Use re-usable dishes	In Progress			
Purchase green cleaning products	In Progress			
Support sustainable procurement practices	Planned	To reduce emissions related to meetings (space, catering, travel too, etc.), travel and procurement.	Meeting set-up with Corporate Services/Facilities and the Administrative Support to review the Green Guides and reinforce that the ministry supports the green available.	Spring 2008