

Carbon Neutral Action Report Ministry of Energy, Mines and Petroleum Resources

Executive Summary

The Ministry of Energy, Mines, and Petroleum Resources (MEMPR) has been on the path to carbon neutrality since 2005. Significant research was done by the MEMPR Green Team from 2007 to 2008 on opportunities for GHG reduction and energy conservation within MEMPR. The Green Team implemented 'quick win' projects to yield immediate emission reductions. Now, in 2009, we are poised to move forward on projects we have identified as having large impacts on reducing our emissions.

While we have identified opportunities for GHG reductions in each of these categories, and those that are out of scope of this footprint, the largest opportunity for emission reductions comes from reducing business travel. It is in this area we will be focusing our efforts in 2009.

In all categories, we aim to work with MEMPR staff to develop a culture of conservation, so that sustainable decisions are made at all levels of business, eliminating the need for a Green Team.

Areas we will be focusing on include

Fleet – improving fuel efficiency through driver training emphasizing efficient driving techniques, combining trips, reduced idling; using remote communication tools when possible; matching vehicle types with use.

Energy from Buildings – retrofitting lighting at 1810 Blanshard; reducing standby loss; turning lights off; working with ARES to optimize building energy systems; investigating alternative energy sources (district heating system, solar thermal); researching energy conservation opportunities throughout the MEMPR building portfolio.

Supplies – reducing overall purchase of supplies; increasing percent of supplies purchased that are 'green'; defaulting all printers to double sided printing; reducing the amount of paper used; moving to online filing systems/ processes; buying 100% post consumer recycled paper.

Business Travel - overall travel reductions; training and engaging employees on using collaboration tools provided to them through the U2 Refresh; promotion of taking the bus/plug-in hybrid/cycling/walking to/from airport/ferries/meetings; installation of 2 videoconference sites at the JDB and accessibility of videoconference sites at all regional office via other Ministry shared units.

Employee Engagement – developing and promoting the "Workstation Tune Up" Program to educate employees on how they can reduce energy consumption and GHGs at work; involving employees in decision making processes; developing a communication plan to keep employees informed and interested in the progress of the CNAP; hosting events, presentations, games, contests all focused on educating employees how they can reduce their GHGs and energy consumption at work and at home, and engaging them in actions that will yield lower MEMPR carbon emissions and energy use.

Sustainability (out of scope) – increasing uptake of existing recycling programs in all offices; improving recycling programs for regional offices; reducing waste generated from meetings, facility operations, and daily behaviours.

Objectives	<p>The following objectives will guide MEMPR as we move towards reducing our environmental impact:</p> <ul style="list-style-type: none"> - Reduce emissions from business travel through increased use of collaborative technologies, and conservative behaviour when travel is necessary - Work with regional staff to increase the fuel efficiency (km/L) of vehicles - Improve energy efficiency of buildings - Increase the purchase of green office supplies - Create a culture of conservation within the ministry - Engage staff in all regional offices in carbon neutral initiatives - Offset 2009 emissions through investing in projects to further reduce our emissions
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Part 1 Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview	<p>MEMPR has been making a significant effort to reduce its emissions for the past five years. The following actions were taken in 2008:</p> <p>Fleet Integration of hybrid vehicles into fleet; extensive consultations with regional staff and the fleet coordinator to determine opportunities for reducing emissions from fleet; completion of a Transportation Demand Management plan for the Ministry, emphasizing education on efficient driving techniques, combining trips, reduced idling, use of remote communication tools when possible and matching vehicle types with use.</p> <p>Energy from buildings lighting retrofit at 1810 Blanshard; replacement of EnergyStar refrigerators; reduction of standby power through delivering the Workstation Tune Up program</p> <p>Supplies: All MEMPR printers have been defaulted to double-sided printing; purchase of recycled paper when possible</p> <p>Business Travel: Upgrade of all computers with Microsoft Office 2007 that includes Live Meeting (web conferencing tool that allows for remote communication/collaboration); plug-in Hybrid vehicle for staff use in Victoria; training on videoconferencing and live meeting; promotion of taking the bus/cycling/walking to/from airport/ferries/meetings</p> <p>Employee Engagement: developing and promoting the “Workstation Tune Up” Program to educate employees on how they can reduce energy consumption and GHGs at work; involving employees in decision making processes; hosting events, presentations, games, contests all focused on educating employees how they can reduce their GHGs and energy consumption at work and at home, and engaging them in actions that will yield lower MEMPR carbon emissions and energy use.</p> <p>Sustainability (out of scope) Integration of Enhanced Waste Diversion Initiative at 1810 Blanshard St; upgrading carpet at 1810 Blanshard with LEED certified carpet; purchase of cradle to cradle office chairs; provision of cloth shopping bags for employee use at 1810 Blanshard.</p>
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1.1 Mobile Fuel Combustion			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In Progress	% of vehicles that could be converted to hybrids, where hybrids are the best choice.	11 Hybrids in fleet Further purchased if deemed appropriate.
Encouraged car pooling in fleet vehicles	In Progress		employees seek carpooling whenever possible, both for mine inspections and use of pool vehicles for in-town travel
Encouraged use of public transit/active transportation	In Progress	Number of bus tickets used per year for trips to meetings; Number of taxi trips reduced per year due to bus tickets use.	Bus tickets for in-town meetings available to all Victoria MEMPR staff.
Encouraged alternatives to travel in fleet vehicles – bicycles, scooters, electric cars	In Progress	Number of round trips by bike per business week; Number of taxi trips reduced per year by Ministry bike use. Number of km travelled on bikes where trucks would have been used for GSB fieldwork in 2008.	4 Ministry Bicycles for in-town meetings available to all Victoria MEMPR staff; use of mountain bikes in place of trucks for some field work in the Geological Survey Branch.
Adopted a travel policy	In Progress	Completion of study; Integration of recommendations for reducing emissions from fleet use into key decision making.	Conducted Transportation Demand Management (TDM) Research for Fleet use. Development of a travel policy was a key recommendation and is in the process of being adopted by the ministry. The policy includes both Fleet and Business Travel guidelines.
1.2 Stationary fuel combustion and electricity			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Undertaken workstation tune-ups to help staff understand what they can do to reduce personal energy use	In progress	63% of staff have participated in WSTUs	Conducted WSTUs with 200 employees in Victoria and all Regional offices; WSTUs will be delivered or promoted as part of the Green Team's ongoing objective
Supplied power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress	63% of staff have participated in WSTUs	supplied power bars where necessary, and when supply was available. This is part of the WSTU program.
Asked staff to close blinds daily	In progress	63% of staff have participated in WSTUs; no measure for how many people have started to close their blinds.	This is part of the WSTU
Turned off lights in unused rooms	In progress	turn off the lights' signs posted in all boardrooms/rooms that are switched. Installation of light switches on the 5th floor of 1810 Blanshard.	Signs have been posted in all boardrooms asking for lights to be turned off after meetings. As part of the Lighting Retrofit Pilot Project at 1810 Blanshard, light switches were installed on 5th floor - employees can now turn off lights when they're not needed.
Replaced Refrigerators (EnergyStar rated appliance)	Completed	100% of refrigerators in 1810 Blanshard are now Energy Star	6 new Energy Star refrigerators were installed at 1810 Blanshard St, Victoria.
Replaced standard bulbs with CFLs	In progress	63% of staff have participated in WSTUs; no measure for how many CFLs have been installed.	part of the WSTU replace task light bulbs with CFLs
Installed motion activated lights		installation of dimming ballasts and occupancy sensors on 4, 7 and 8 floors of 1810 Blanshard.	Lighting Retrofit Pilot Project 1810 Blanshard (installation of dimmable ballasts & occupancy sensors in lunchrooms and washrooms)

Undertaken lighting retrofit	Completed	Dimmable Ballasts, occupancy sensors installed on 4, 7 and 8 floors of 1810 Blanshard. Lights switches installed on 5th floor of 1810 Blanshard.	Lighting Retrofit Pilot Project 1810 Blanshard (installation of dimmable ballasts, photo and occupancy sensors vs. light switches).
Initiated corporate computer shut-down/wake-up for maintenance	Completed	100% of computers set to shut down after hours.	Applied in August 2008; message sent out from DM announcing the initiative.
Unplugged unused equipment	In progress	63% of staff have participated in WSTUs; no measure for how many unused devices have been unplugged.	part of the WSTU unplug all unused equipment
Applied for LEED existing building rating	Completed	Provide data for ARES to contribute to the development of LEED standards for existing buildings. 08- Construction completed. 09/10 – chosen tenants move in.	Participate in LEED for Existing Buildings Pilot Project. LEED Gold certified upgrades to leased space in Victoria (will go to either STED or MEMPR – decision dates TBD); space still to be assigned
Remove all but one vending machine at 1810 Blanshard St	Completed	Removal of vending machines on all floors of 1810 Blanshard except the 4th floor.	reduces energy consumed by vending machines.
Completed building energy studies at 1810 Blanshard St.		Complete study. Analysis of recommendations for improving energy efficiency of 1810 Blanshard. Complete HVAC system study Use feasible upgrade options to determine 1810 Blanshard actions for 2009-2011.	Zero Net Energy Building Study for 1810 Blanshard – 2005 Study of HVAC system at 1810 Blanshard for feasible upgrade options 1810 Blanshard's HVAC currently operates at a high efficiency; it is not cost effective to implement upgrades for this building. 2009 - we will look at other MEMPR occupied buildings for HVAC upgrade opportunities.

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 100% recycled paper	In Progress	% of supply purchasers who have been trained on green purchasing. % of ministry paper purchased with 100% post consumer recycled content.	Part of the WSTU Educate staff on purchasing 100% post consumer recycled paper.
Initiated automatic double sided printing	Completed	100% of all ministry printers/ multi-function devices defaulted to double sided printing where devices allow	Default double-sided printing for entire ministry
Committed to hold paperless meetings	In Progress	% of employees committed to holding paperless meetings	Some staff have done this as an individual initiative; there is no tracking being done yet.
Purchased cradle to cradle goods	In Progress	100% of new chair purchases are cradle to cradle models.	2008 - ordered 35 LEED approved task chairs for 1810 Blanshard and 1675 Douglas Ongoing – facilities policy to replace all task chairs as needed with cradle to cradle models

Chose "Green" items from Distribution Centre	In Progress	% of office supplies purchased that are 'green' increases	Some staff have done this as an individual initiative; there is no tracking being done yet.
Encouraged re-use of furniture and equipment	In Progress		Management Services Division/Facilities department does this on an ongoing basis.
1.4 Travel			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Set a X% Travel reduction goal	Completed	25% less than 2007 levels by December 31, 2009	Reduce emissions from business travel through increased use of collaborative technologies, and conservative behaviour when travel is necessary
Installed Video Conferencing facilities	Completed	# of videoconference sites installed in MEMPR Buildings; # of videoconference sites available to MEMPR Staff	3 MEMPR owned sites (2 at 1810 Blanshard Victoria installed March 2007, 1 at 3726 Alfred Ave Smithers); shared government sites available to all MEMPR offices.
Initiated Travel Policy		number of sessions offered (3); number of attendees (approx 40)	Trained staff on SMARTTEC these sessions were hands on tutorials to help employees become familiar with SMARTTEC.
Supported alternative travel (bike/skateboard/walk/transit) for meetings	In progress	Number of bus tickets used per year for trips to meetings. Number of round trips by bike per business week. Number of taxi trips reduced per year due to bus tickets and bike use.	2007 - monthly bus pass pilot - purchased commuter bike for Victoria staff; ongoing promotion and use. 2008 - bus tickets available for all Victoria Staff - assigned GSB mountain bike to 1675 Douglas, Victoria 2009 - bus tickets available in every branch for all MEMPR staff
Conduct TDM Research for Business Travel	Completed	Completion of study. Integration of recommendations for reducing business travel emissions into key decision making educate staff on Tele/video/web-conferencing; combining trips.	Recommendations are being implemented starting in 2009.
Trained staff in the use of Video Conferencing equipment	Completed	% of employees who have taken video conference training % of those trained who now use videoconferencing in place of travelling	Completed 3 sessions for Victoria offices; one session linked in Prince George and Cranbrook offices.

1.5 Employee Engagement			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Provided climate change education	Complete	Number of lunch and learns (minimum 4); number of employees in attendance (200 - guy dance; 20 - Matt Price; 15 - bike safety; 15 - BC CAS update)	Earth Day lunch and learn with Guy Dauncey; Matt Price from Environmental Defence, spoke on the environmental impact of tar sands; Bike safety L&L; Climate Action Secretariat update; many other educational presentations delivered at division meetings that cannot be tracked.
		Number of presentations delivered to ministry staff on government and ministry climate change initiatives. (2 delivered to cross ministry audience).	Provided education on government and ministry climate action initiatives MEMPR Carbon Neutral presentation at Regional staff conference and Ministry at All Staff Day.
		Number of events (5); number of attendees at each event (average. 100/event)	Held events to educate and engage staff on green topics 'join team power smart' (Jan); kick off (Feb); Bike to Work Week (May); waste reduction week/recycling program launch (Oct); greening your holidays (Dec).
		Percent of regional offices engaged with (100%); percent of regional staff who attended/participated in brainstorming sessions (approx 75%)	Engaged Regional staff in Climate Action decision making process, education, and behaviour change initiatives. March 2008 Green Team attended a Regional Conference to present on Ministry Green Team initiatives and consult with regional staff on challenges to reducing emissions from Fleet and Business Travel; Nov/Dec 2008 Green Team travelled to all regional offices to discuss TDM options, energy conservation
Provided conservation education	Completed	Number of people who joined Team PowerSmart	25% of MEMPR joined Team Power Smart (Highest % in government.)
Held contests to change behaviour/make pledges	Completed	Number of entries (11); broad ministry exposure to winning stories (posted on intranet and email announcement re winners was sent out)	"Quest for the Great Climate Action" getting employees to share stories of how they reduce their footprint at work and at home.
Developed Green Teams	Completed	% of Employees participating in Green Team Events.	Green Team established 2007, currently has 40 members in Victoria
Supported Green Teams (resources)	Completed	# of FTEs dedicated to Green Team; existence of a Green Team budget.	1 FTE - to lead the Green Team + 1 coop position; executive welcome and support the pitch for a Green Team budget; however budget must be applied for annually.
Provided green tips	In Progress	Frequency that Green Tips are on the Intranet site; Number of people that have a Green Tip in their email signature	There is a Green Tip button on the MEMPR Intranet that cycles through different Green Tips. There are at least 2 people in the ministry that have a Green Tip email signature; no formal tracking is being done yet.

1.6 Sustainability Actions (others)			
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Reduced/replaced bottled water with filtered or refrigerated water	Completed	100% replacement of all bottled water coolers with plumbed filtered water at 1810 Blanshard; 100% removal of bottled water from vending machine at 1810 Blanshard.	Replacement of water coolers with plumbed filtered water (no bottles); Removal of bottled water from the only vending machine at 1810 Blanshard.
Improved recycling measures	Complete	% of waste being recycled and composted vs. waste that is put in the garbage on random audit days (TBD). Reduced % of waste contamination. Battery recycling bins in place in all offices kg of batteries being recycled every quarter	Oct 2008 – install recycling bins in 1810 Blanshard for the Enhanced Waste Diversion Initiative and educate staff on what can/cannot be recycled/composted Ensure all offices have a battery recycling process.
Supported composting	Complete	% of waste being composted vs. waste that is put in the garbage on random audit days (TBD). Reduced % of waste contamination.	Enhanced Waste Diversion Initiative Oct 2008 – install composting bins in 1810 Blanshard and educate staff on what can/cannot be composted to reduce contamination.
Used re-usable dishes	In Progress	# of disposable dishes being purchased	Some staff use reusable dishes an individual initiative; there is no tracking being done yet.
Purchased green cleaning products	In Progress	Employ a cleaning company that uses eco-friendly cleaning supplies	1810 Blanshard - began contract in 2007 with Bee Clean cleaners who use 100% Eco-Max brand cleaning supplies. Regional office involvement TBD.
Supported sustainable procurement practices	In Progress	100% of carpet replacements are done with LEED certified carpet tile. Number of times cloth bags are used by staff in place of plastic bags per year.	Carpet replacement with LEED certified carpet tile (Shaw or Interface) - 06/07 FY – 5th floor 1810 Blanshard - 07/08 FY – 6th and 8th floors 1810 Blanshard - Ongoing - facilities policy to replace all carpet as needed with LEED certified tile Provision of cloth shopping bags for general staff use at 1810 Blanshard bags located in the lobby and have been donated by staff.

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

Overview	<p>The following is a summary of actions planned for 2009 - 2011.</p> <p>Fleet training and combining trips.</p> <p>Energy from buildings reducing standby loss, turning lights off, working with ARES to adjust the thermostat temperatures down (i.e., optimizing building energy systems); investigating alternative energy sources (district heating system, solar thermal); completing an energy study of regional offices.</p>
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2.1 Mobile Fuel Combustion				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In Progress	% of vehicles that could be converted to hybrids, where hybrids are the best choice.	11 Hybrids in fleet Further purchased if deemed appropriate.	ongoing
Provide driver training to reduce fuel use	Planned	Number of high-mileage drivers who have completed the driver training. Km/L of fuel reduced in fleet use.	Business case under development	Nov-09
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	Planned	Km/L of fuel reduced in fleet use.	may tie in with Idle-Free BC campaign	Nov-09
Encourage use of public transit/active transportation	In Progress	Number of bus tickets used per year for trips to meetings; Number of taxi trips reduced per year due to bus tickets use.	Ministry provides bus tickets for in-town meetings available to all Victoria MEMPR staff. Ministry supports government-wide efforts on transit mode shift.	ongoing
Encourage alternatives to travel in fleet vehicles – bicycles, scooters, electric cars	In Progress	Number of round trips by bike per business week; Number of taxi trips reduced per year by Ministry bike use. Number of km travelled on bikes where trucks would have been used for GSB fieldwork in 2008.	4 Ministry Bicycles for in-town meetings available to all Victoria MEMPR staff; use of mountain bikes in place of trucks for some field work in the Geological Survey Branch.	ongoing
2.2. Stationary Fuel Combustion (including electricity)				
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	In Progress	Number of employees who have gone through the WSTU online tool	we will promote the WSTU Online Tool, and track how many ministry employees view the online checklist.	ongoing
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In Progress		we will supply as necessary. Power bars are available through Facilities.	ongoing
Replace # computers with EnergyStar models	In Progress	% of computers that have been replaced with Energy Star models.	by April 30, 2009, all EMPR computers should be Energy Star	Jan - April 2009
Ask staff to close blinds daily	In Progress		part of ongoing WSTU communication	ongoing
Encourage staff to use stairs	Completed	Number of 'take the stairs' contest participants	Event planned for Earth Day challenging employees to take the stairs.	April 2009
		Number of people who commit to 'taking the stairs' in the Electricity and Alternative Energy Division's Green Pledge	Green pledge asks people to commit to one action per month, and report out on their progress.	ongoing
Turn off lights in unused rooms	In Progress		part of ongoing WSTU communication	ongoing
Replace Refrigerators (EnergyStar rated appliance)	Planned	100% of refrigerators in MEMPR offices will be Energy Star	inventory for all MEMPR offices except 1810 Blanshard needs to be assessed	2010
Replace other appliances (with EnergyStar rated appliance)				
Install multi-function devices (and remove stand-alone printers/faxes)	In Progress	# of MFDs replacing stand-alone printers/faxes	MFDs have replaced printers when possible and will continue to be used in the future.	ongoing
Replace standard bulbs with CFLs	In Progress		part of ongoing WSTU communication	ongoing
Install motion activated lights			To be considered following energy assessment May - Aug 2009.	
Undertake lighting retrofit			To be considered following energy assessment May - Aug 2009.	

Utilize desk-top power management settings on computer	In Progress	% of computers that utilize power saving settings defaulted as per computer refresh (upgrade 2.0)	Jan - April 2009
Initiate corporate computer shut-down/wake-up for maintenance	In Progress		WTS implemented cross-government ongoing
Unplug unused equipment	In Progress		part of ongoing WSTU communication ongoing
Undertake building energy audit at LOCATION(s)	Planned	# of MEMPR offices assessed	May - Aug coop student will identify energy saving opportunities in regional office buildings May - Aug 2009
Initiate or complete a building energy retrofit			To be considered following energy assessment May - Aug 2009.
Other			
Connect 1810 Blanshard with geothermal district heating system (Save-On-Food Memorial Arena & 2 Townline Homes developments on Herald St.)	Planned	1810 Blanshard is connected with a district heating system. Reduction of GWh at the JDB; amount of GWh put back into the grid as a result of the district heating system.	Currently in conversation with ARES, Townline, and Terasen Gas re the potential of this project. 2009-2010
Monitor Lighting Retrofit for effectiveness of automated features and light switches.	In Progress	% reduction in 2009 electricity consumption from retrofits.	Complete license agreement and contract with Small Energy Group for monitoring and reporting capabilities; Liaise with ARES and WSI on potential improvements. March 2009 – Complete first year of monitoring March 2010 – complete second year monitoring

2.3 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned	2009 - 80% of paper purchased for the Ministry is 100% post consumer recycled 2010 – 100% of paper purchased is 100% post consumer recycled	June - Sept 2009 will run a campaign focusing on paper purchase targeting main purchasers in the ministry.	2009 - 2010
Use collaborative software to edit on-line	In Progress	Number of employees that replace hard copy editing with soft copy editing (to be determined via survey)	part of collaboration tool communication; no campaign specifically on this action item.	ongoing
Re-use non-confidential scrap paper	In Progress	Number of pieces of scrap paper that get reused.	Energy Efficiency Branch is currently binding notebooks using non-confidential scrap paper	2009 - ongoing
Purchase cradle to cradle goods	In Progress	100% of new office furniture purchases are cradle to cradle models.	Facilities policy to replace all task chairs as needed with cradle to cradle models	ongoing
Choose "Green" items from Distribution Centre	Planned	% of green office supplies increases	Increase the purchase of green office supplies	2010
Other				
Decrease purchase of supplies	Planned	% of paper purchased by the Ministry is reduced; Cost of office supplies purchased by the Ministry is reduced .	Reduce the amount of unnecessary office supplies (i.e. reusing and repairing old items first, rethinking the need for certain supplies etc.)	2010
100% direct deposit for entire ministry	Planned	% of Ministry employees registered for direct deposit	Includes direct deposit for paycheques and iexpense reimbursements	Sep-09

2.4 Travel				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned	% of employees who have been trained on collaboration tools	Training provided/coordinated by the Information Management Branch	Jan - Dec 2009
Support alternative travel (bike/skateboard/walk/transit) for meetings	In Progress	Number of bus tickets used per year for trips to meetings; Number of offices that have access to a commuter bicycle for in-town meeting use. Number of taxi trips reduced per year due to bus tickets and bicycle use. Number of MEMPR offices with secure bike racks.	Future actions will include continued support and promotion for bus tickets and the ministry bicycles. More secure bike racks in all regional offices Suggested by regional staff as a way to promote cycling to in town meetings and for commuting.	ongoing 2010
Other				
Procurement of Polycom CX5000 web camera for use in all MEMPR offices	In Progress	Number of Polycom CX5000s purchased; Number of MEMPR offices that have access to a Polycom CX5000; Number of offices actively using Polycom CS5000	7 Polycoms were purchased March 2009 and will be deployed to MEMPR offices in Victoria, Vancouver, Smithers, Prince George, Kamloops, and Cranbrook. Training on equipment will happen at a date TBD.	March - June 2009
2.5 Employee Engagement				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	Planned	Number of education initiatives (lunch and learns, workshops, education campaigns; number of communication channels used); Number of employees reached Training format and resources are completed	'Climate change education' is defined as providing information on a specific topic. We plan to deliver education in a way that resonates with employees by using community based social marketing. Carbon Neutral training for new employees All new employees will be trained or briefed on MEMPR's climate action initiatives, goals, and the resources and tools available. (i.e. Video conferencing, Live Meeting, ministry bike/bus tickets etc)	ongoing Aug 2009
Provide conservation education	In Progress	Number of education initiatives (lunch and learns, workshops, education campaigns; number of communication channels used); Number of employees reached LiveSmart BC Energy Efficiency Program is promoted whenever energy efficiency personal action is discussed.	'climate change education' is defined as providing information on a specific topic. We plan to deliver education in a way that resonates with employees by using community based social marketing. Promoting LiveSmart BC Efficiency Incentive Program	ongoing ongoing

Hold contests to change behaviour/make pledge	In progress	Number of employees who complete actions	Passport challenge employees complete a series of pre-set actions and enter to win prizes. Actions involve employees completing emission reducing behaviours.	May - June 2009
		Number of employees who complete pledged actions	"Green Pledge" Program Employees choose at least one pledge per month to either reduce travel 25%, make all their meetings 'green' meetings as per the MEMPR Green Meeting Policy, or influence others to make a change in their actions. Pledge is being piloted in the Electricity and Alternative Energy Division.	Mar 2009 - EAED start July 2009 - roll out to ministry
Develop Green Teams	In progress	Number of employees who regularly participate in green team activities (meetings, organization of events, contests, campaigns etc); number of education/development opportunities offered to Green Team members	Monthly meetings keep momentum of the Green Team going and provides opportunity for new members to join easily. Offering educational opportunities to Green Team members will help them maintain interest. Rewarding work of Green Team members shows them their volunteer efforts are noticed and appreciated.	ongoing
Support Green Teams (resources)	Planned	Number of FTEs 100% dedicated to Green Team initiatives/CNAP; % of CNAP budget funded by ministry	BC Hydro is funding a Strategic Energy Manager for MEMPR; contract ends December 2009.	
Provide green tips	Planned	Frequency that green tips are on the intranet site; number of employees who have green tips in their email signature.	Green tips are provided on the Green Team Intranet. A list of green tips have been provided to employees for them to add to their email signatures.	ongoing
Add a green work goal to performance management	Planned	Number of employees with a green work goal in their EPDP	Energy Efficiency Branch is piloting this.	
Other				
Offsetting emissions by incentivizing employees to use alternative transportation (i.e. Switch modes) for personal commuting	Planned	Number of employees that switch personal commuting mode	Business case still in development	Jul-09
2.6 Sustainability Actions (others)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Improve recycling measures	Planned	All MEMPR offices have recycling facilities that optimize that region's capacity for recycling; expand Enhanced Waste Diversion Initiative to other offices where city recycling facilities are available.	Ensure that all MEMPR offices have recycling facilities that accommodate, at the least, what the city is able to recycle (i.e. Blue box program)	Sept - Dec 2009
		% of contamination of recycle bins decreases % of garbage generated at JDB decreases	Improve proper use of Enhanced Waste Diversion Initiative at 1810 Blanshard St.	ongoing focus months April – Earth Day Oct. – Waste Reduction Week

Support composting	Planned	All MEMPR offices have composting facilities where there are human resources to maintain them and the landlords allow them.		Sept - Dec 2009
Use re-usable dishes	In progress	Number of meetings that use reusable dishes	This will be promoted with the roll out of the Green Meeting Policy; it is already happening throughout the ministry; there is no formal tracking in place yet.	2009
Purchase green cleaning products	In progress	% of offices that employee cleaners that use green cleaning products.	1810 Blanshard contracts Bee Clean, who uses Eco-Max (eco-friendly products). Will see whether regional offices are also using green cleaning products, and encourage increased use of green cleaning products.	2010
Other				
Reduce use of hard copy phone directories	Planned	% reduction of hard-copy phone directory orders	plans to reduce order each year	Nov/Dec 2009
Initiate Green Meeting Policy	In progress	Policy approved by MEMPR Executive. % of MEMPR meetings that follow Policy guidelines.	Green Meeting Policy is being piloted by the Electricity and Alternative Energy Division as part of the Green Pledge.	Mar 2009 - EAED; July 2009 - roll out to ministry
Stairwell beautification to increase use of the stairs over the elevator	Planned	Number of kw from elevator use in all buildings (where monitoring is possible) decreased	Improve the appearance of the stairwells in 1810 Blanshard with artwork/whiteboards etc. Business case still in progress.	2010