



2017-2020

DEPARTMENTAL SUSTAINABLE DEVELOPMENT STRATEGY

– Winter 2019 update

Winter 2019 update

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List of acronyms

ABW	Activity-based workplace
ADM	Assistant Deputy Minister
BGIS	Brookfield Global Integrated Solutions
BIXI	Bicycle sharing system
BOMA	Building Owners and Managers Association
CCI	Canadian Conservation Institute
CEAA	Canadian Environmental Assessment Agency
CGG	Centre for Greening Government
DG	Director General
DSDS	Departmental Sustainable Development Strategy
ECCC	Environment and Climate Change Canada
FSDS	Federal Sustainable Development Strategy
GC	Government of Canada
GHG	Greenhouse gas
LGE	Litre per Gasoline Equivalent
LGE/100km	Litre per Gasoline Equivalent per one hundred kilometers
MC	Memoranda to Cabinet
NOTE	Take note
PCH	Canadian Heritage
PSPC	Public Services and Procurement Canada
QAR	Quality Assurance Review
SDG	Sustainable Development Goals
SDO	Sustainable Development Office
SEA	Strategic Environmental Assessment
SSC	Shared Services Canada
TB	Treasury Board
TBS	Treasury Board Secretariat
UN	United Nations

Section 1. Context for the Departmental Sustainable Development Strategy

The [2016–2019 Federal Sustainable Development Strategy](#) (FSDS):

- sets out the Government of Canada’s sustainable development priorities
- establishes goals and targets
- identifies actions to achieve them, as required by the [Federal Sustainable Development Act](#)

In keeping with the objectives of the Act to make environmental decision-making more transparent and accountable to Parliament, the Department of Canadian Heritage (PCH) supports reporting on the implementation of the FSDS and its Departmental Sustainable Development Strategy (DSDS) through the activities described in this supplementary information table.

Section 2. Sustainable Development in the Department of Canadian Heritage

The Department of Canadian Heritage Departmental Sustainable Development Strategy for 2017 to 2020 describes the department’s actions in support of achieving the FSDS goal of Low Carbon Government. Last year’s supplementary information table is posted on the [department’s website](#). This year, PCH is also noting which UN Sustainable Development Goal target each departmental action contributes to achieving.

Section 3. Departmental performance by FSDS goal

FSDS Goal: Low Carbon Government – The Government of Canada leads by example by making its operations low-carbon.

The Department of Canadian Heritage supports the *Federal Sustainable Development Act* and the goals and targets of the Federal Sustainable Development Strategy (FSDS) that govern carbon emissions in Canada. However, all departmental facilities are owned by Public Services and Procurement Canada (PSPC) with the exception of the building that houses the Canadian Conservation Institute (CCI), all remaining custodial responsibilities rest with PSPC.

Canadian Heritage actively encourages sustainable workplace practices that support reduced carbon emissions. For example, the Department has implemented measures fully aligned with the federal *Policy on Green Procurement* to the extent that environmental provisions are included in all departmental tender documents. In order to further reduce the Department’s carbon footprint, a policy of “one device per user” has been implemented where each employee is encouraged to use one primary source of technology such as a laptop or tablet, rather than use multiple devices. The Department’s Printer Strategy eliminated personal printers so now an average of eight employees share one printer instead of four to one. The Mobile Workforce Initiative encourages employees to attend meetings with only their mobile devices to avoid excessive use of paper, and the Department’s videoconferencing project promotes the use of teleconferences and videoconferences over face to face meetings in order to reduce travel and the subsequent burning of fossil fuels.

The Department of Canadian Heritage’s actions directly support the following Sustainable Development Goals (SDG) and targets of the UN’s 2030 Agenda for Sustainable Development:

Goal 12 – Responsible Consumption and Production

Target 12.7 - Promote public procurement practices that are sustainable, in accordance with national policies and priorities.

Goal 13 – Climate Action

Target 13.2 - Integrate climate change measures into national policies, strategies and Planning

Furthermore, the Department’s sustainable development activities support international agreements and initiatives including the North American Climate, Clean Energy and Environment Partnership, which is an action plan announced by Prime Minister Justin Trudeau, former U.S. President Barack Obama, and former President Enrique Peña Nieto of Mexico. This Action Plan identifies the deliverables to be achieved and activities to be pursued by the three countries as part of an enduring Partnership.

Commitments for the Department of Canadian Heritage

Low-carbon government: the Government of Canada leads by example by making its operations low-carbon

Responsible Minister: all ministers

Canadian Heritage will contribute to the following FSDS target:

Reduce (GHG) emissions from federal government buildings and fleets by 40% below 2005 levels by 2030, with an aspiration to achieve this reduction by 2025.

Canadian Heritage has identified five FSDS contributing actions:

Contribution action 1: improve the energy efficiency of our buildings/operations

Program in which the departmental actions will occur: internal services

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Continue to make readings of utilities (gas, water usage and electricity) for the only real property facility in the PCH portfolio, the Canadian Conservation Institute (CCI) building on Innes Road, Ottawa, aim towards efficiencies and avoid waste; and, elect to use clean energy, when possible. NOTE: “Clean” energy is inevitably bound by existing financial/budgetary commitments and the tenets of the current federal contract bidding and awards process.	This action, along with the use of clean energy, reduces demand for energy and increases operational efficiency which leads to marked reductions in GHG emissions. This action supports UN Sustainable Development Goal target 13.2	Readings continue to be collected and show efficiencies over time. Clean energy is used (when possible).

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
<p>Implementation of a modern Workplace for the new public service. The GC Workplace fit-up standards—Activity-based workplace (ABW).</p> <p>Les Terrasses de la Chaudière complex in Gatineau, built in 1978, is launching major renovations that will take place over the next several years. The government will take advantage of this and will convert its allocated space to a GC Workplace fit-up Standards—Activity-based workplace (ABW).</p>	<p>This action helps to reduce GHG emissions and enables public servants to work in a smarter, greener and healthier way.</p> <p>This action supports UN Sustainable Development Goal target 13.2</p>	<p>Number and percentage increase in workplace Fit-up projects.</p>
<p>Improve the sustainability of workplace operations by endorsing and promoting information management practices that enforce the disposition of transitory information -paper, mail, network drives - in line with the Treasury Board Secretariat’s (TBS) Directive on Recordkeeping.</p>	<p>This action increases operational efficiency by reducing the size of repositories of information of business value and when combined with the move to digitization, reduces the use of paper products that are a prime source of greenhouse gas emissions.</p> <p>This action supports UN Sustainable Development Goal target 13.2</p>	<p>Percentage of planned disposition for paper information resources records completed. (TBS)</p> <p>Percentage of unstructured electronic information resources records maintained in designated corporate repositories. (TBS)</p>
<p>Dispose of all e-waste in an environmentally sound and secure manner in accordance with the Directive on Disposal of Surplus Material.</p>	<p>This action supports the reduction of GHG emissions by increasing levels of reuse, recycling and recovery of electronic waste like discarded computers, electronic office equipment and mobile phones.</p> <p>This action supports UN Sustainable Development Goal target 13.2</p>	<p>Percentage of planned disposal of waste.</p>

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Repurpose/reallocate all reusable/recyclable materiel/assets deemed viable within the Department where needs are known. If no requirement exists items are posted for 10 days on GC transfer allowing other government departments to incorporate them into their inventory free of charge before being placed for open public bidding on Public Service and Procurement Canada (PSPC) - GC Surplus.	This action supports the reduction of GHG emissions by increasing levels of reuse, recycling and recovery. This action supports UN Sustainable Development Goal target 13.2	Number of reusable/recyclable material assets repurposed or reallocated.
Eliminate personal printers thereby increasing the ratio of number of employees per printer.	This action reduces the demand for energy and leads to a reduction in GHG emissions. This action supports UN Sustainable Development Goal target 13.2	Ratio of employees per printer.
Implement a policy of "one device per user" where each employee is encouraged to use one primary source of technology, such as a laptop or tablet, rather than multiple devices.	This action reduces the demand for energy and leads to a reduction in GHG emissions. This action supports UN Sustainable Development Goal target 13.2	Percentage of employees using one primary source of technology for day to day operations.
Encourage employees to attend meetings with only their mobile devices through the Mobile Workforce Initiative, to reduce the extensive use of paper.	To encourage employees to work digitally reduces GHG emissions by diminishing paper production which is a prime source of greenhouse gas. This action supports UN Sustainable Development Goal target 13.2	Percentage of employees able to use mobile devices rather than paper, to conduct business meetings.
Respond in an effective and timely manner to directives regarding issues of sustainable development from Public Service and Procurement Canada (PSPC), who are majority owners of Canadian Heritage facilities and fleets.	To respond in an effective and timely matter to directives from lead agencies strengthens the Department's commitment to support the goals and targets of the long-term aspirational goal of Low Carbon Government. This action supports UN Sustainable Development Goal target 13.2	Response time to action the implementation of directives from lead agencies.

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Support the Department's Strategic Environmental Assessment (SEA) process and ensure compliance with the Cabinet Directive on Policy, Plan and Program Proposals.	This action ensures that environmental considerations are incorporated into Departmental operation and decision-making processes which inevitably reduce greenhouse gas emissions. This action supports UN Sustainable Development Goal target 13.2	Percentage of MC's, TB Subs and other proposals that include environmental considerations.

Contribution action 2: modernize our fleet

Program in which the departmental actions will occur: internal services

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Track fuel consumption of the Department's fleet to ensure it's in line with the objectives of the Federal Sustainable Development Strategy (FSDS).	This action supports the FSDS target milestone to establish a complete and public inventory of federal greenhouse gas (GHG) emissions and energy use. This action supports UN Sustainable Development Goal target 13.2	Overall fuel consumption (LGE). Average fuel consumption rate (LGE/100km).
Respond in an effective and timely manner to directives regarding the modernization of government fleets from the Centre for Greening Government (CGG) who oversee all greenhouse gas (GHG) emissions activity on behalf of the Government.	To respond in an effective and timely matter to directives from lead agencies strengthens the Department's commitment to support the goals and targets of the long-term aspirational goal of Low Carbon Government. This action supports UN Sustainable Development Goal target 13.2	Response time to action the implementation of directives from lead agencies.
Purchase fuel-efficient and hybrid-electric vehicles such as the recent purchase of 2 hybrid-electric vehicles for the Minister and Deputy Minister.	Moving away from fuels that produce high levels of carbon dioxide reduces GHG emissions.	Increase in purchase of fuel-efficient and hybrid-electric vehicles as a percentage of total vehicles purchased.

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
	This action supports UN Sustainable Development Goal targets, 12.7, 13.2	
Use of the charging stations at Les Terrasses de la Chaudière under the management of BGIS / PSPC.	This action enhances the sustainability of the Department's use of clean technology while reducing GHG emissions. This action supports UN Sustainable Development Goal target 13.2	Number of active charging stations.

Contribution action 3: support the transition to a low-carbon economy through green procurement

Program in which the departmental actions will occur: internal services

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
The Quality Assurance Review (QAR) process within the Contracting and Material Management Directorate of the Department of Canadian Heritage ensures compliance, value and inclusion of clauses that support the Government's green procurement initiatives and ensures the use of the appropriate procurement instruments and templates where they exist.	This action strengthens the Department's commitment to reduce greenhouse gas (GHG) emissions by ensuring the objectives of the goal are embedded in the Department's procurement instruments and processes. This action supports UN Sustainable Development Goal targets 12.7, 13.2	Percentage of departmental procurement instruments that include environmental considerations.
Include environmental provisions in all departmental tender documents and encourage suppliers to integrate environmental considerations when submitting proposals to provide goods and services.	These actions ensure the objectives of the goal of Low Carbon Government are promoted to the extent that they're embedded in procurement instruments used by private sector stakeholders. This action supports UN Sustainable Development Goal target 12.7	Percentage of departmental tender documents that include environmental considerations.

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Require procurement and material management specialists to complete the most current Canada School of Public Service Green Procurement course.	This action ensures the necessary level of subject matter expertise to effectively manage actions that support Low Carbon Government. This action supports UN Sustainable Development Goal target 12.7	Number and percentage of specialists in procurement and materiel management who have completed training on green procurement.
Acquire audiovisual equipment, IT hardware, and office furniture through mandatory Public Service and Procurement Canada (PSPC) acquisition mechanisms which are embedded with green procurement clauses.	This action bolsters a common approach to sustainable procurement across government in keeping with recommendations in the Federal Sustainable Development Strategy (FSDS). This action supports UN Sustainable Development Goal target 12.7	Percentage of dollar value of audio visual equipment, IT hardware, and office furniture purchased via mandatory PSPC and SSC acquisition mechanisms.
Implement the best practice of requiring acquisition card users to take training in green procurement.	This action allows the Department's functional experts in procurement to educate and inform users and carry out due diligence of sustainable development practices. This action supports UN Sustainable Development Goal target 12.7	Percentage and number of acquisition cardholders trained on green procurement.
Ensure that support of and contributions toward green procurement is included in the performance evaluation of managers and functional specialists of the Contracting and Material Management Directorate.	This action commits managers to support the objectives of green procurement as it relates to the goal of Low Carbon Government. This action supports UN Sustainable Development Goal target 12.7	Number and percentage of managers and functional heads of procurement and materiel management whose performance evaluation includes support and contribution towards green procurement in the current fiscal year.

Contribution action 4: promote sustainable travel practices

Program in which the departmental actions will occur: internal services

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Promote and encourage teleconferences, online meetings and the use of web conferencing tools such as WebEx and Skype, over face-to-face meetings.	Replacing traditional methods with those from digital platforms of engagement increases the efficient use of energy thereby reducing GHG emissions. This action supports UN Sustainable Development Goal target 13.2	Percentage of non-face-to-face meetings from an average sample size.

Contribution action 5: understand climate change impacts and build resilience (protecting assets)

Program in which the departmental actions will occur: internal services

Corresponding departmental actions	Contribution by each departmental action to the FSDS goal and target Support for UN Sustainable Development Goal target	Starting point(s), where available, targets and your choice of performance indicators for departmental actions
Renew BOMA Best certification for effective energy and environmental performance for the only real property facility in the Canadian Heritage portfolio, the Canadian Conservation Institute (CCI) building on Innes Road, Ottawa.	This action and its subsequent efficiencies reduce the demand for energy and lead to a reduction in greenhouse gas (GHG) emissions and is in keeping with efforts to guard against the long term impact of climate change. This action supports UN Sustainable Development Goal target 13.2	Renewal of BOMA Best certification for effective energy and environmental performance.

Additional departmental sustainable development activities and initiatives

Program in which the departmental actions will occur: internal services

The following departmental actions directly support goal 12 (responsible consumption and production) and goal 13 (climate action) of the UN's 2030 agenda sustainable development goals (SDG)

Additional departmental sustainable development activities and initiatives	Starting point(s) where available, targets and applicable performance indicators for each departmental action
<p>GroupEco is a group of employees at Canadian Heritage, dedicated to the promotion of day to day behaviors that can contribute to the reduction of the environmental footprint at work (and at home). Activities include, "point in time" promotions such as green Christmas, recycling of writing instruments & small electronics, and the use of reusable food containers. The group's major annual event is "Canadian Environment Week" where, in collaboration with different external parties (including the cities of Gatineau and Ottawa), they promote a myriad of sustainable activities.</p>	<p>Number of on-line visits to GroupEco intranet page.</p>
<p>Develop and implement an interactive outreach plan to inform and educate employees about effective workplace sustainable development practices, in support of environmentally aware change management.</p>	<p>A sustainable development outreach plan is developed and implemented.</p>
<p>Increase awareness and support alternative work arrangements such as teleworking. Support the use of environment-friendly transportation like the BIXI cycle system, which is in keeping with the range of new technologies that are changing the way we work.</p>	<p>Increase in the number of employees choosing to work under alternative work arrangements.</p> <p>Increase in the number of employees using environment-friendly modes of transportation.</p>
<p>Include clauses related to environmental considerations in the performance objectives of key managers.</p>	<p>Number and percentage of key managers with clauses relating to issues of the environment.</p>
<p>Actively participate in Interdepartmental Assistant Deputy Minister (ADM) and Director General Meetings and forums that support the Federal Sustainable Development Strategy (FSDS) and the greening of government.</p>	<p>Participation at ADM and DG committee meetings and forums that support the objectives of the Federal Sustainable Development Strategy (FSDS).</p>
<p>Active participation as a member of the Strategic Environmental Assessment (SEA) Working Group, SEA Working Group Tiger Team and the SEA Community of Practice.</p>	<p>Participation in SEA Working Groups, Tiger Teams and the SEA Community of Practice.</p>

Section 4. Integrating sustainable development

The Department of Canadian Heritage has integrated environmental considerations into its operational processes and instruments to the extent that key templates and delivery mechanisms, such as common-use procurement tools and the approval process for Memoranda to Cabinet (MC), are embedded with a requirement to consider issues of the environment and sustainable development. By strict adherence to the directives of the lead environmental authorities: the Treasury Board's Centre for Greening Government (CGG); the Sustainable Development Office (SDO) at Environment and Climate Change Canada (ECCC); and, the Canadian Environmental Assessment Agency (CEAA), the Department endeavours to stay true to its commitment to the objectives of the Federal Sustainable Development Strategy (FSDS).

Strategic Environmental Assessments (SEA)

The Department continues to track and monitor Strategic Environmental Assessments (SEA) and has recently updated its SEA process to ensure that decision-making invariably includes consideration of the goals and targets of the Federal Sustainable Development Strategy (FSDS). In a recent performance audit of Departmental Progress in Implementing Sustainable Development Strategies it was reported that Canadian Heritage "...demonstrated considerable improvement..." since the last audit in 2015, with a compliance rate of almost 90 percent¹.

The Department's step by step SEA process has proven to be an effective analytical tool to assess the environmental impact of policy, plan and program proposals. Consequently, decision makers are well informed of the potential positive and negative issues regarding sustainable development. The SEA process is led by the Strategic Planning Directorate in conjunction with the Cabinet and Parliamentary Affairs group and the Financial Management Branch who deal specifically with Treasury Board submissions.

The Department of Canadian Heritage will continue to ensure that environmental considerations and responsibilities are clearly outlined in contribution agreements and partnership agreements governing a range of projects and initiatives such as the hosting of sporting events, like the Canada Games, and festivals and celebrations including Canada Day. Funding agreements for infrastructure projects that deal with a variety of subjects including, support for creative hubs and provincial/territorial educational infrastructure in official language minority communities, will also include commitments to the goals and targets of the Federal Sustainable Development Strategy (FSDS).

Public statements on the results of the Department of Canadian Heritage's assessments are made public when an initiative that has undergone a detailed SEA is announced. The purpose of the public statement is to demonstrate that the environmental effects, including the impacts on achieving the FSDS goals and targets, of the approved policy, plan or program have been considered during proposal development and decision making.

¹ Fall 2018 Reports of the Commissioner of the Environment and Sustainable Development