



SCHOOL DISTRICT NO. 87

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School District No. 87 (Stikine) - 2009 Carbon Neutral Action Report

Executive Summary

School District No. 87 (Stikine) has been contributing towards carbon neutrality for a number of years by actively investing in equipment and lighting retrofits and working with employees, building systems to improve overall systems performance and reduce energy consumption. Over the past few years we have completed heating and lighting energy improvements through a partnership with BC Hydro in the Power Smart program. We have upgraded 2 schools and are working towards improving our facilities mechanical and control systems which will provide for more economical operations and more comfortable facilities for occupants. We will be working with our employees and students to minimize waste in the schools. We will continue with our vehicle purchase and preventive maintenance programs including carpooling and our anti-idling program. We are also planning to move toward using sustainable products for cleaning and building maintenance.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

During 2009 we continued implementing several measures started in 2008. These measures include the areas of mobile fuel combustion, stationary fuel combustion, supplies, travel, paperless meetings and sustainable actions. We purchased another dual fuel vehicle that is more environmentally oriented and more efficient. We improved on our already good fleet maintenance program and continued to require car pooling of all staff destined for the same location. Lights were continually being turned off in unused rooms, equipment was being unplugged when not in use and we started to buy "Energy Star" appliance. We increased the use of 100% recycled paper used throughout the district. The district continues to reuse furniture and equipment when it is practical to do so. We have started using Live Meetings in the district the School Board also instituted paperless meetings. We have instituted sustainable measures of low flow taps & showers, not running dishwashers until they are full, using glass plates, cups and glasses and instituting a recycling program in the district. We completed a full district lighting retrofit to change all of our lights to energy efficient bulbs utilizing BC Hydro and their Power Smart Program.

Operational Changes in 2009

The district disposed of 1 SUV vehicle during 2009 which impacted its GHG emissions profile in 2009 and future years.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

The district hired an HVAC consultant in 2009 to provide us with a report on our heating system in 2 schools. We submitted these reports to the Ministry of Education and are waiting for their approval to proceed. The district will be continually reviewing its' operations with a goal of reducing its' carbon output. We will also be educating our employees and students so that they will make carbon output reduction part of their life style.

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	86	% of vehicles are fuel- efficient models	Replaced 1 vehicle with a dual fuel vehicle - there are no hybrid vehicles available for the terrain in this district	Replace or deduce 1 more vehicle with a dual fuel vehicle	2006	2012
Perform regular fleet maintenance to improve fuel-efficiency	Complete	100	% of vehicles are subject to regular maintenance for fuel efficiency	We have instituted a regular maintenance program in this district for all of our vehicles		2008	2009
Replace small maintenance vehicles with more fuel-efficient models	Complete			Replaced 3 lawn tractors with more fuel efficient models		2008	2009
Behaviour change program							
Provide fleet driver training to reduce fuel use	In Development			Looking at instituting training in the district but the cost is extreme due to the distances of travel to get the training or have someone come into the district	Review the costs in light of budget cuts	2009	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Raised awareness of anti idling vehicles - in winter it is more difficult due to extremely cold weather and potential of freeze up	Continue promoting and ensuring the guidelines are followed	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Complete	100	All employees are required to car pool when they are travelling to the same site.	All employees are required to car pool when they are travelling to the same site or they do not receive travel costs from the district		2009	2009
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Complete energy retrofits on existing, owned buildings	Complete	100	% of owned buildings have undergone energy retrofits since start year indicated	We did an entire district lighting retro-fit in 2009 using the BC Hydro Smart Program	We will be replacing 2 schools heating systems when we receive approval from the ministry. All the rest of the district was completed in previous years	2007	2011
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	50	% of retrofits (captured above) had heating, cooling, and ventilation systems upgrades	Planning	Replace furnaces in Atlin School and boilers in Tahltan School	2010	2011
Upgrade lighting systems during retrofits	Complete			We did an entire district lighting retro-fit in 2009 using the BC Hydro Smart Program		2009	2009
Upgrade/adjust control systems during retrofits	Ongoing/In Progress			Planning	Replace furnaces and install DDC in Atlin School	2010	2011
IT power management							
Install power management software which shuts down computers outside of regular business hours	Complete	80	% of computers shut down automatically outside of regular business hours	Using scheduled tasks to run a script that shuts down the computers nightly on all servers except 1 school.		2008	2009

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Apply auto-sleep settings on computer monitors and CPUs	Complete	100	% of computers have auto-sleep settings applied	Monitors turn off after set amount of time. All CPU's go to sleep after set amount of time.		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	50	% reduction in printers, copiers, and/or fax machines since start year indicated	The photocopiers at 3 sites are setup as network printers and are used as such.	Review the balance of the photocopiers in the district and replace them with network copiers when the budget allows for such expense.	2007	2012
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	All machines go to sleep after set time.		2007	2009
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	20	% of computers are ENERGY STAR rated	Computers in 2 sites are Energy Star models.	When budget allows we will be replacing all computers with Energy Star medels. If a computer is purchased it is mandatory that it is an Energy Star model.	2007	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	75	% of fridges are ENERGY STAR rated	Replaced 2 refrigerators with Energy Star models	When purchasing new refrigerators it is mandatory in this district to purchase Energy Start models	2006	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	50		No purchases of equipment made during 2009.	When purchasing new appliances (dishwashers, etc.) it is mandatory in this district to purchase Energy Start models	2006	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluourescent (CFL) bulbs or source more efficient desk lamps for future purchases	Complete	100	% of lights are retro-fitted.	Completed with lighting retro fit in the summer of 2009		2009	2009
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	50	% of current staff have completed a workstation tune-up	Staff are doing this on an ongoing basis as time permits.	Staff will continue ongoing "workstation tune-ups".	2009	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Complete			Educated and requested staff to turn off all equipment when it isn't in use.		2008	2009
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Complete			Educated and requested staff to close all blinds when they leave for the day to preserve energy.		2008	2009
Encourage staff to use air dry setting on dishwashers	Complete			Educated and requested staff to use the most economical setting on the dishwashers.		2008	2009
Provide tips to staff on saving energy in the office while working outside of regular business hours	Complete			Educated and requested staff to turn off all equipment when it isn't in use.		2008	2009
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Educated and requested staff to turn off all lights when they leave their classrooms.	We will be purchasing stickers for all light switches.	2008	2010
Promote hot water conservation	Complete			Educated and requested staff to use cooler water to wash items including hands, dishes, etc.		2008	2009
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Complete	100	% of total paper purchased contains 30% recycled content	100% of all paper purchases includes at least 30% recycled paper		2007	2009

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	50	% of total paper purchased contains 100% recycled content	Approximately 50% of the district has started purchasing 100% recycled paper	Promote the purchase of 100% recycled paper in the district	2007	2012
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	50	% of network printers or photocopiers are set to automatic double-sided	We are promoting the use of double sided paper at all sites.	Continue promoting the use of double sided paper at all sites.	2007	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress	30	% of documents have margin sizes reduced	We have begun to promote the reduction in the size of margins on all documents.	Continue to promote the reduction in the size of margins on all documents.	2009	No End Date (Continuous)
Electronic media in place of paper							
Post materials online that were previously printed	Ongoing/In Progress			We are posting more documents on our website that were previously printed ie. Financial statement, budgets, policies, administrative procedures, etc.	Continue to review all documents that could be posted to our website or central email server.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Went to electronic payslips in 2009		2009	2009
Behaviour change program							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Complete			Went to paperless board meetings and management meetings		2009	2009
Encourage re-use of scrap paper	Complete			Promote the use of scrap paper		2009	2009

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Business Travel						
Virtual meeting technology						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress		Approximately 50% of our computers in the district have Elluminate and Webex installed.	As we purchase new computers the software will be installed.	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Complete		100% of our staff have access to a webcam		2009	2010
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete		100% of our meeting rooms have video conferencing available.		2009	2010
Behaviour change program						
Train staff in web-conferencing	Ongoing/In Progress		Approximately 30% of our staff have training in web-conferencing but we have staff at every site that is trained to assist other staff.	Continue training more staff on web-conferencing	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete		We have a Computer Technician on staff that is fully trained on video conferencing.		2008	2009
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress		We have encouraged staff to take training by way of web access. Staff are starting to use this technology.	Continue to encourage staff to take training by way of web access.	2009	No End Date (Continuous)
Encourage carpooling to meetings	Complete		All employees are required to car pool when they are travelling to the same site or they do not receive travel costs from the district		2009	No End Date (Continuous)
Education, Awareness, and Engagement						
Staff awareness/education						
Provide education to staff about the science of climate change	In Development			Looking at a process to do this as we are a very widely spread out small district.	2010	2012
Provide education to staff about the conservation of water, energy, and raw materials	In Development			Looking at a process to do this as we are a very widely spread out small district.	2010	2012
Provide green tips on staff website or in newsletters	In Development		In the process of including as part of our weekly district newsletter	To include as part of our weekly district newsletter	2010	2010
Provide sustainability education during new staff orientation	In Development		We are looking at including as part of our new staff orientation process.	We are looking at including as part of our new staff orientation process.	2011	2011
Client/public awareness/education						
Provide green tips on client/public website or in newsletters	In Development		In the process of including as part of our website	To include as part of our website	2011	2011
Other Sustainability Actions						
Procurement (non-paper supplies)						
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Complete		We reuse as much old equipment as we can			

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Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		We use as much green product as we possibly can.			
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Complete		We have educated staff to not use perfumes, etc.			