

SCHOOL DISTRICT NO. 40

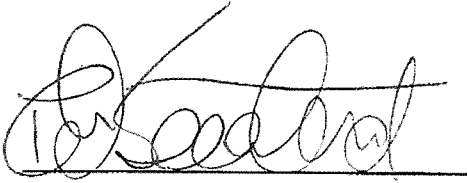
NEW WESTMINSTER

2011

Carbon Neutral Action Report

Executive Summary

School District No. 40 (New Westminster) continues to actively work towards carbon neutrality. The School District believes that all stakeholders play a key role individually and collectively in this endeavour. The Board believes district staff has a responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management. We believe each employee, student and school volunteer, should be encouraged to actively participate in district sustainability programs to the point that acting in a sustainable manner will be “second nature” for everyone.



Brian Sommerfeldt, Secretary Treasurer

2011 Greenhouse Gas Emissions

- 2011 Greenhouse Gas (GHG) Emissions: 2081 tonnes of CO₂e

Offsets Applied to Become Carbon Neutral in 2011

- As required by section 5 of the Carbon Neutral Government Regulation, .49 tonnes CO₂e of emissions = 2080.14 tonnes of total offsets, resulting from the operation of heavy duty maintenance vehicles were reported as part of our greenhouse gas emissions profile in 2011. However, they were not offset as they are out-of-scope under section 4(2)© of the Carbon Neutral Government Regulation.
- Following the public release of the School District 40 New Westminster’s 2010 Carbon Neutral Action Report, it was determined that the total offsets for the 2010 calendar year were under-reported by 2 tonnes CO₂e. The difference in offsets required have been purchased and applied against our 2010 emissions.

Changes to Greenhouse Gas Emissions and offsets Reporting from Previous Years

- Replacement of stand-alone print devices with multi-function units
- Replacement of maintenance vehicles with vehicles that consume bio-diesel
- Electronic distribution of meeting materials
- Public documents available electronically through the school district's web site
- Re-cycling programs in place throughout the district
- Anti-idling policy for school district maintenance vehicles
- Implementation of regular fleet maintenance schedule
- DDC controls for mechanical systems at three elementary schools
- Vehicle replacement with new more fuel efficient models

Emissions Reduction Activities

- Continue to manage energy management software on computers
- Continue to manage default duplex printing on print devices
- Continue to manage employee awareness campaigns on energy conservation to change practice/behaviour
- Initiated an energy management program district wide
- Continue to install and upgrade DDC systems

Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014

School District #40, New Westminster has grown by 1760 sq. meters and with this in mind we are looking to reduce our greenhouse emissions in the next three years as follows:

- We are entering an Energy Management Program and plan to reduce gas emissions by introducing a DDC program and installing HVAC equipment upgrades.
- The school district is implementing a vehicle replacement program that will replace current vehicles with newer efficient models. Please note we will be adding additional vehicles to the fleet as we hire additional staff.
- With regards to paper emissions, the district is encouraging the staff to use electronic messages and to use re-cycled paper.

School District #40, New Westminster - 2011 Carbon Neutral Action Report

Actions Towards Carbon Neutrality

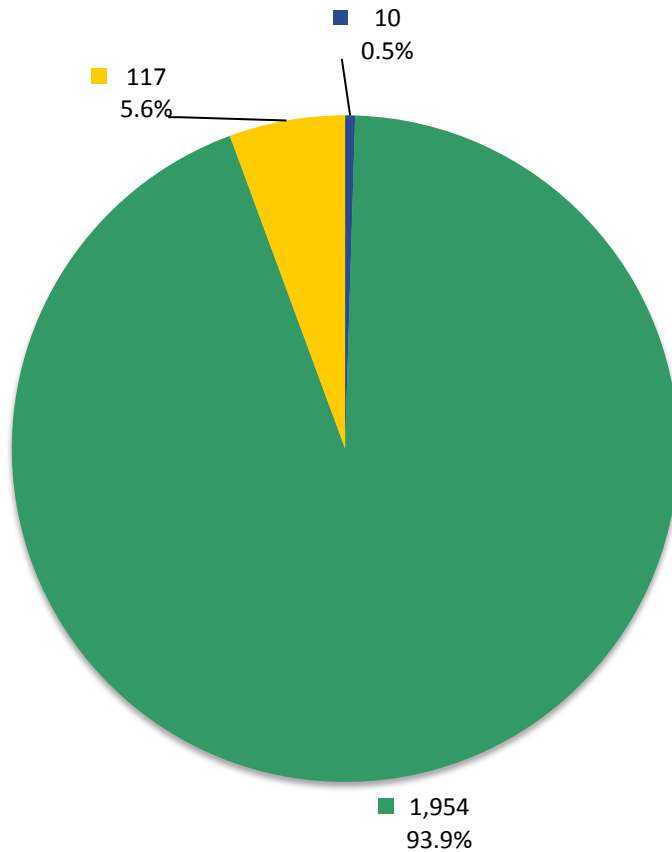
The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	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		Purchased 2002 Dodge Caravan	Purchased 2011 Chevrolet Silverado Truck and 2004 Dodge Caravan. Target aging vehicles and replace as budget allows.	2012	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	In Development			Plan to purchase 2 smaller vehicles to replace our larger vehicles as budget allows.	2012	No End Date (Continuous)
Perform regular fleet maintenance specifically to improve fuel-efficiency	Ongoing/In Progress		Oil changes and filters every 6 months and completion by maintenance the regular weekly vehicle inspection reports.	Continue to schedule regular fleet maintenance	2012	No End Date (Continuous)
Behaviour change program						
Provide fleet driver training to reduce fuel use	Ongoing/In Progress		Driver training scheduled for April/12	Continue to schedule driver training	2012	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Retrofitting owned buildings						
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Completed in 2011		Replaced boiler at Lord Tweedsmuir with upgraded model		2011	2011
Upgrade lighting systems during retrofits	Ongoing/In Progress		Meeting with BC Hydro Energy Management Dept. in co-operation with Burnaby School District to upgrade lighting systems.	Continue to meet with BC Hydro and Burnaby School District.	2011	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress		Replaced DDC at FW Howay - energy efficient	Upgrade DDC at Hume Park, Richard McBride and Herbert Soencer	2011	2012
Appliances and electronic devices						
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		Replaced dishwasher with energy efficient models			
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress					
Behaviour change program						
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Encourage staff to be energy efficient	Continue to encourage	2012	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress		Installing efficient faucets in most schools	Coontinue to install efficient hot water supply systems	2011	No End Date (Continuous)
Supplies (Paper)						
Paper Type						

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Action	Status (as of 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Purchase 30% post-consumer recycled paper	Ongoing/In Progress		Coloured Paper purchased@ 30% re-cycled and at this time white paper is not re-cycled due to cost.	Continue to purchase coloured paper @ 30% re-cycled and will re-evaluate the purchase of white paper dependant on price.	2012	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	In Development		Not purchased at this time due to cost.	Re-evaluate the purchase of white paper dependant on price.	2012	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	In Development		Not purchased at this time due to cost.	Re-evaluate the purchase of white paper dependant on price.	2012	No End Date (Continuous)
Printer/document settings						
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress		A group of employees do practice this procedure and we encourage all remaining district staff to follow this practice.	Continue to encourage employees to follow practice	2011	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress		A group of employees do practice this procedure and we encourage all remaining district staff to follow this practice.	Continue to encourage employees to follow practice	2011	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress		A group of employees do practice this procedure and we encourage all remaining district staff to follow this practice.	Continue to encourage employees to follow practice	2011	No End Date (Continuous)
Electronic media in place of paper						
Post materials online that were previously printed	Ongoing/In Progress		District web site is daily updated.			
Behaviour change program						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress					
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress					
Encourage re-use of scrap paper	Ongoing/In Progress		District staff use scrap paper for note taking and to-do lists.			

**School District 40 - New Westminster
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 2,081

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 12:09 PM)

Total offsets required: **2,080**. Total offset investment: **\$52,000**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.