



## School District No.84 (Vancouver Island West)

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### 2012 Carbon Neutral Action Report

#### Executive Summary

School District No. 84 (Vancouver Island West) has been contributing to carbon neutrality through equipment replacement and upgrades, building renovation and upgrades, and working with employees and students to reduce energy consumption. The key initiative in 2012 has been the approval from the Ministry of Education to replacing an aging school in Zeballos. The completion of this school replacement is planned for January 2013. Other initiatives included the installation of a document management system for storing documents in an electronic format, and replacement of three vehicles with newer energy efficient vehicles.

School District No.84 (Vancouver Island West) is educating employees and students to recognize opportunities to contribute to environmental sustainability. By modeling energy conservation and introducing environmental awareness programs in all workplaces, we hope to enable staff and students alike to feel empowered that they can personally make a difference for our shared environment. Unfortunately from the beginning of September 2011 to the end of June 2013, due to teachers strike actions, the school district made minimal progress with education of its employees with energy conservation.

#### 2012 Greenhouse Gas Emissions

##### Scope 1 (Direct) Emissions

• Mobile Fuel Combustion (Fleet and other mobile equipment) =	60.00 tonnes CO <sub>2</sub> e
• Stationary Fuel Combustion and Electricity (Building) =	144.00 tonnes CO <sub>2</sub> e
• Supplies (Paper) =	0.00 tonnes CO <sub>2</sub> e
• Fugitive Emissions =	0.00 tonnes CO <sub>2</sub> e

##### Scope 2 (Indirect) Emissions

• Purchased Energy, Reported =	45.00 tonnes CO <sub>2</sub> e
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**Total 2012 Greenhouse Gas Emission** 249.00 tonnes CO<sub>2</sub>e

It was estimated that stationary fugitive emissions from cooling do not comprise more than 0.01% of School District 84's total emissions and an ongoing effort to collect or estimate emissions from this source would be disproportionately onerous. For this reason, emissions from this source have been deemed out-of-scope and have not been included in School District 84's total greenhouse gas emissions profile.

### Offset Applied to Become Carbon Neutral in 2012

• Total 2012 Greenhouse Gas Emissions =	249.00 tonnes CO2e
• Emission Which Do Not Require Offsets =	<28.00> tonnes CO2e
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<u>Total Offset Purchased (refer to appendix A)</u>	<u>221.00 tonnes CO2e</u>
• Adjustment to Offset purchased in 2011 =	<0.00> tonnes CO2e
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<u>Total Offset Investment (before taxes)</u>	<u>\$5,525.00 cdn</u>


As required by section 5 of the Carbon Neutral Government Regulation, 28.0 tonnes CO2e of emissions resulting from the operation of school buses of were reported as part of our greenhouse gas emissions profile 2012. However, they were not offset as they are out-of-scope under section 4 (2)(c) of the Carbon Neutral Government Regulation.

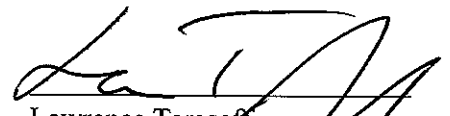
### Action Taken to Reduce Greenhouse Gas Emission Activities in 2012

- Completed replace of old school with new school in the community of Zeballos.
- Continue upgrade of fleet with more energy efficient and rights size vehicles.
- Continue replacement of computers and peripherals with energy star units.
- Continue to increase the percentage of 30% and 100% recycled content paper purchased.
- Continue lighting upgraded inside and outside of buildings, and in parking areas.
- Completed installation of video conferencing equipments.

### Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2014

- Continue to look for opportunities to reduce the number of stand alone printers, copiers fax machines as well as non Energy Star fridges.
- Complete post lights out reminders in remaining schools.
- Evaluate implementation of "Team Custodian" cleaning opportunities.
- Increase the percentage of 30% and 100% recycled content paper purchased.
- Continue to explore opportunities to right-size district vehicles as they are replaced.
- Complete replacement of new school in Zeballos in 2013.
- Expand use of document management system for retaining payroll, and HR records.
- Implement Accounts Payable Invoice document work flow approval system

  
Carol Donaldson  
Chairperson

  
Lawrence Tarasoff  
Superintendent/Secretary Treasurer

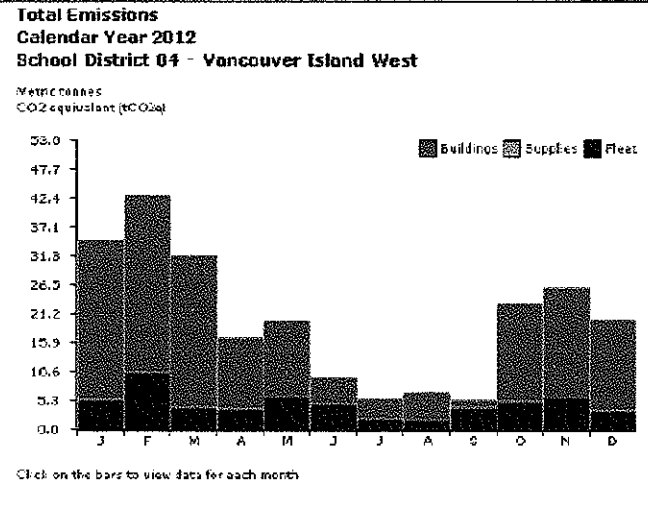
# Appendix A



[@ Work](#)   [Green Ideas Home](#)   [Make A Difference](#)   [CNAR](#)   [SMARTTEC](#)   [SMARTTool](#)

[SMARTLoad](#)  
[Help](#)  
[Exports](#)  
[SMARTTool Home](#)  
 April 24, 2013  
 Reporting Unit:

School District 84 - Vancouver Island West   [Calendar Year 2012](#)   [Show Report](#)



## Totals Calendar Year 2012, School District 84 - Vancouver Island West

### Greenhouse Gases in Tonnes

	Measure	Quantity	CO <sub>2</sub>	BioCO <sub>2</sub>	CH <sub>4</sub>	H <sub>2</sub> O	tCO <sub>2</sub> e <sup>1</sup>
<b>Scope 1 (Direct) Emissions</b>							
Mobile Combustion (Fleet)	Litres	23,714.35	54.64	1.96	0.00	0.01	59.69
Stationary Combustion, Reported <sup>3</sup>	Giga-Joules	2,075.96	138.26	5.11	0.00	0.00	144.15
<b>Scope 2 (Indirect) Emissions</b>							
Purchased Energy, Reported <sup>3</sup>	Giga-Joules	6,576.26	45.38	0.00	0.00	0.00	45.38
<b>Total Emissions, Calendar Year 2012</b>			<b>238.28</b>	<b>7.07</b>	<b>0.01</b>	<b>0.01</b>	<b>249</b>
<b>Carbon Neutral or Offset Exempt</b>			<b>20.55</b>	<b>7.07</b>	<b>0.00</b>	<b>0.00</b>	<b>28</b>
<b>Total for Offsets<sup>4</sup></b>			<b>217.73</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>	<b>221</b>

Each greenhouse gas has been converted to a standard measurement (tCO<sub>2</sub>e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide (CO<sub>2</sub>) from both anthropogenic and biogenic sources is 1; methane (CH<sub>4</sub>) is 21, and nitrous oxide (N<sub>2</sub>O) is 310. The Totals for tCO<sub>2</sub>e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO<sub>2</sub>e can be purchased for offsets.

2. Estimated data has been calculated based on the methods described in the Methodology Document.

3. Reported data refers to consumption which has been directly billed to the organization.

4. Report the tCO<sub>2</sub>e value from the "Total for Offsets" line, to the Pacific Carbon Trust.

## School District 84 Vancouver Island West - 2012 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	Steps Taken	Steps Planned	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other)</b>					
<b>Behaviour change program</b> Provide fleet driver training to reduce fuel use	Ongoing/In Progress	Continue to provide new bus driving employees with appropriate training and orientations.	Ongoing and continuing practice.	2008	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	Continue to adhere to provincial legislation on "Anti idling".	Ongoing and continuing practice, and reminder to employees. Anti idling signages are posted at all work locations.	2010	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Continue to encourage car pooling to out of town meetings as much as possible and where feasible.	Ongoing and continuing practice.	2008	No End Date (Continuous)
<b>Vehicle fuel efficiency</b>					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	One maintenance vehicle was replaced in 2012 with a more fuel efficient vehicle of comparable size. All vehicles purchases includes fuel efficiency as a part of the selection criteria.	Plan to replace one vehicle as budget permits in each of 2013 and 2014. Continue to consider fuel efficiency when purchasing replacement vehicles. On going, the district has a replacement plan to replace all vehicles on a 7 - 10 year life cycle.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	Replaced One maintenance vehicle. Also review the use of the vehicle, will it be used on paved and gravel roads, or paved roads only.	To replace one bus in 2013. Continue to consider right-sizing when purchasing replacement vehicles	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	All vehicles were subject to regular maintenance for fuel efficiency	Ongoing and continuing practice	2008	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity</b>					
<b>Behaviour change program</b> Help staff reduce personal energy use through "workstation tune-ups"	In Development	Refer to 2013-14	to Investigate workstation tune-ups	2013	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	continue to encourage employees to unplug electrical equipments and turn off power bars when not used.	To continue to encourage employees to unplug electrical equipments and turn off power bars when not used.	2010	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	continue to encourage employees to unplug electrical equipments and turn off power bars when not used.	To continue to encourage employees to unplug electrical equipments and turn off power bars when not used.	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Continue to ask and remind staff of close blinds at end of work day.	To Continue to ask and remind staff of close blinds at end of work day.	2011	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Not Yet Evaluated				No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development	Have investigated the reducing after hours occupancy of schools by employees. Will investigate the viability of "Team Custodial" cleaning.	Will need to negotiate behaviour changes in Collective Bargaining Agreement and reduced access to schools after hours, and Team Custodian concepts.	2011	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Continue to place stickers placed in schools and worksites.	To continue to place and replace stickers placed in schools and worksites.	2008	No End Date (Continuous)
Promote hot water conservation	In Development	Evaluate hot water conservation	Continue to evaluate hot water conservation and to communicate behaviour change to employees and students.	2012	No End Date (Continuous)
<b>IT power management</b> Install power management software which shuts down computers outside of regular business hours	In Development	Review existing practices	Will determine what available technological options are available. To be completed in this time frame	2011	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	Virtualized all servers	Will continue to virtualize any new servers installed in the organization	2010	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	Continue to setup new computers and monitors with auto sleep	Will Continue to setup new computers and monitors with auto sleep	2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install	Ongoing/In Progress	Continue to reduce stand alone printers	To Continue to reduce stand alone printers	2008	No End Date (Continuous)

## School District 84 Vancouver Island West - 2012 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	Steps Taken	Steps Planned	Start Year	End Year (Continuous)
multi-function devices as part of a print management strategy	Ongoing/In Progress	Continue to setup new printers, copiers, multi-functional copiers with auto sleep.	to Continue setup new printers, copiers, multi-functional copiers with auto sleep	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	All computers and peripherals are Energy Star.	to continue purchase of Energy Star computers and peripherals.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	Completed setup of Ministry SMARTTool Carbon data gathering tool, and have completed entry of CO2e for 2012.	Continual use of SMARTTools to gather CO2e data. Will be engaging energy consultants to benchmark buildings.	2009	No End Date (Continuous)
<b>Owned buildings</b>					
Establish energy performance baseline for owned buildings	Ongoing/In Progress	Have incorporated into new school being built in Zeballos where economically feasible. New school in Zeballos was occupied in December 2012.	Will incorporate into any new building constructions.	2012	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB-O&M)	Ongoing/In Progress				
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	Have incorporated, as budget permits, into new school built in Zeballos as completed in Dec 2012.	Will incorporate into any new building constructions, where funding of project permits.	2012	No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Continue with lighting and insulation upgrades for all building	Continue energy retrofits as buildings as funding permits	2008	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Not Yet Evaluated				
<b>Planning/management</b>					
Reduce office space (square meters) per employee	Ongoing/In Progress	Continued review best utilization of building space based on employees and enrollment of students per school.	To continually review best utilization of building space. Will review enrollment to classroom space, and may consider locking accessing to excess classroom space.	2008	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Not Yet Evaluated				
<b>Retrofit details for owned buildings</b>					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	In Development	Refer to steps planned in 2013-14	Will be engaging consultants to review all schools and worksite mechanical systems by utilizing Carbon Neutral Capital Planning grant received.	2013	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	Continued to upgrade lighting in buildings as funding permits. Have also started lighting upgrades for exterior parking lot lights by utilizing Carbon Neutral Capital Project grant received in 2012.	To continue lighting retrofits as buildings are upgraded and funding permits.	2008	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Completed (in Previous Year)				
Improve building insulation (including windows) during retrofits	Ongoing/In Progress	Continue with insulation upgrades for all building as funding permits.	To continue with insulation upgrades for all building as funding permits.	2010	No End Date (Continuous)
<b>Supplies (Paper)</b>					
<b>Behaviour change program</b>					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Not Yet Evaluated				
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Have completed installation of hardware and software for electronic video conferencing. Completed training on usage of video conference	To encourage further usage of video conferencing rather than in-person meeting.	2011	No End Date (Continuous)
<b>Electronic media in place of paper</b>					
Install collaborative software for electronic editing (e.g. SharePoint,	Not Yet Evaluated				

## School District 84 Vancouver Island West - 2012 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	Steps Taken	Steps Planned	Start Year	End Year (Continuous)
Groove, etc.)	Evaluated				
Use electronic document library for filing common documents	Ongoing/In Progress	Continued to scan all Accts Payable invoice, this will reduce storage space for retaining prior years invoices, and multiple copies of invoices. Continue scanning of Board Meeting Minutes	Moving forward with scanning HR/Personnel documents to Laserfiche. Investigate using Accts Payable Invoice distribution system.	2010	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Previous Year)				No End Date (Continuous)
<b>Paper Type</b>					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	Continue increased percentage of 30% recycled content paper purchased	To continue increased percentage of 30% recycled content paper purchased as price warrants	2009	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	Continue to increase percentage purchased as price warrants	To Continue to increase percentage purchased as price warrants	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	To increased percentage of 100% recycled content paper purchased	To continue to increase percentage purchased as price warrants	2009	No End Date (Continuous)
<b>Printer/document settings</b>					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Previous Year)				No End Date (Continuous)

## School District 84 Vancouver Island West - 2012 Carbon Neutral Action Report

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					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
<b>Business Travel</b>					
<b>Behaviour change program</b> Train staff in web-conferencing	Ongoing/In Progress	Continue with training of existing and new staff with web conference	Continue and ongoing	2010	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	Encourage employees to continue and expand with virtual conference	Continue and ongoing	2010	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Encourage employees to car pool to out of town meeting when feasible.	Continue and ongoing	2008	No End Date (Continuous)
<b>Other Business Travel Actions</b> Utilize Document Management System to allow individuals to view documents remotely rather than having to drive to a location to view these documents in person. Perhaps expanding to external auditors so they can perform audit remotely and not have auditors travel to the school district.	Ongoing/In Progress	Utilize Document Management System to allow individuals to view documents remotely rather than having to drive to a location to view these documents in person. Perhaps expanding to external auditors so they can perform audit remotely and not have auditors travel to the school district.	Continue expansion of utilizing document management system for other documents and to integrate with ERP system.	2012	2014
Electronic approval of documents	In Development	Have evaluated work flow system for electronic approval of documents (eg Accounts Payable invoices)	Utilize Work Flow System to allow individuals to electronically route documents instead of driving and delivering documents in person. Also to reduce the need to mobile deliver documents to various locations.	2012	No End Date (Continuous)
<b>Policy and budgeting</b> Create a low-carbon travel policy or travel reduction goal	In Development	Given the geographical challenges at School District 84, creating a low carbon travel policy may not be feasible. We are encouraging the expanded usage of video conferencing and encourage the car pooling when traveling outside of the school district.	require further investigation and evaluation	2012	No End Date (Continuous)
<b>Virtual meeting technology</b> Install web-conferencing software (e.g., Live Meeting,lluminate, etc.)	Ongoing/In Progress	All computers have web-conferencing software capability. continue to train staff on usage of web-conferencing software.	continue to install web-conferencing software on new computers and to continue to train staff on usage of web-conferencing software.	2010	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	Continue to purchase web cameras for computers as required, and to continue purchasing integrated web cameras for laptop computers.	Continue with purchase of web-cameras for existing and new computers	2011	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	Have completed installation of video conference hardware and software in meeting rooms at most schools and the board office.	Continue with installation of video conference hardware and software in other meeting rooms throughout the school district as required.	2011	No End Date (Continuous)
<b>Awards/Recognition</b> Establish a sustainability/green awards or recognition program	Ongoing/In Progress	Has continued with "grant refunds" to schools for those schools who implemented energy savings initiatives.	Continue and ongoing	2010	No End Date (Continuous)
<b>Staff Professional Development</b> Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Ongoing	2011	No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
<b>Staff awareness/education</b>					

## School District 84 Vancouver Island West - 2012 Carbon Neutral Action Report

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					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Provide education to staff about the science of climate change	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Ongoing.	2011	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Ongoing	2011	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	On going.	2011	No End Date (Continuous)
Provide sustainability education during new staff orientation	Ongoing/In Progress	Links to "Green Messages" from the office of Climate Action Secretariat is shared with various staff. Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	On going	2011	No End Date (Continuous)
<b>Team-building</b> Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Continue and ongoing	2011	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Continue and ongoing	2011	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress	Due to teachers strike in from the beginning of Sept 2011 to end of June 2013, participation in extra curricular activities has been curtailed, this would include any new "Green" educational initiatives. For the later half of 2012, "Green" educational initiatives discussions us slowly being revised.	Continue and ongoing	2011	No End Date (Continuous)
<b>Other Sustainability Actions</b>					
<b>Adaptation to Climate Change</b>					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				No End Date (Continuous)
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				No End Date (Continuous)



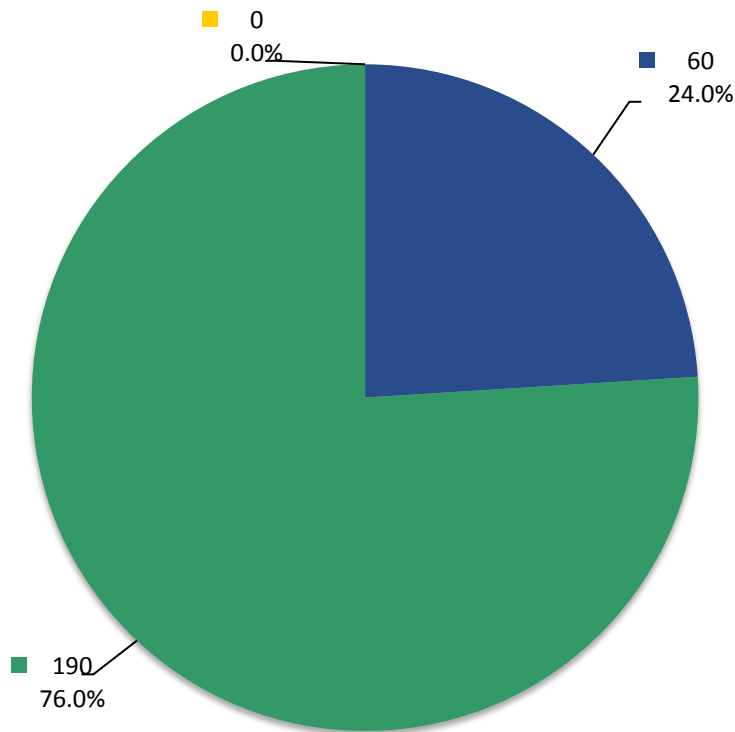
## School District 84 Vancouver Island West - 2012 Carbon Neutral Action Report

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						
Action	Status	Steps Taken	Steps Planned	Start Year	End Year	
<b>Building construction, renovation</b> Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities Incorporate lifecycle costing into new construction or renovations	Not Yet Evaluated Not Yet Evaluated				No End Date (Continuous) No End Date (Continuous)	
<b>Commuting to and from home</b> Provide secure bicycle storage	Completed (in Previous Year)				No End Date (Continuous)	
<b>Other Sustainability Actions</b> Background information to readers about School District 84 Vancouver Island West.	In Development	School District 84 is large geographically, but in terms of enrollment is among the smallest school districts in British Columbia. It is located on the northwest side of Vancouver Island. We educate about 440 pupils in five schools, of which two schools are located in the Gold River. One school is located in Tahsis which is only by assessable air or via a logging road by vehicle 1.5 hours from Gold River. Another school is located in Zeballos which is accessible via air, or 1 hour by water taxi via Tahsis, or 3.0 hours on logging roads from Gold River. Another school is located in Kyuquot which is accessible via air 1.5 hours or via road and ferry in 6.0 hours. "note" there are challenges in the School District 84 with the attempt to implementing new environmental enhancements. The first: there is a lack of skilled individuals to install and maintain new environmental equipment (e.g. solar panel, hybrid vehicles...), the closet community which may have these skilled individual	On going.	2009	No End Date (Continuous)	
<b>Procurement (non-paper supplies)</b> Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.) Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress Ongoing/In Progress Ongoing/In Progress	Encourage employees and schools to continue purchasing of recycled content where economically and availability feasible. Encourage employees to continue purchasing of capital products with green standards where economically and availability feasible. Encourage employees to continue purchasing of green and safe cleaning products where economically and availability feasible.	On going On going on going	2011 2010 2011	No End Date (Continuous) No End Date (Continuous) No End Date (Continuous)	
<b>Waste reduction/diversion</b> Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities Implement a hazardous waste reduction and disposal strategy	In Development In Development	Refer to 2013-2014 planning Refer to 2013-2014 planning	Will engage with a energy consultant to determine sustainable conservation strategies. Will engage with a energy consultant to determine sustainable conservation strategies.	2013 2013	No End Date (Continuous) No End Date (Continuous)	
<b>Water conservation</b> Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features Introduce a stormwater management landscape strategy (e.g.,	In Development In Development In Development	Refer to 2013-2014 plans. refer to 2013-2014	Will engage with a energy consultant to determine sustainable conservation strategies. Will engage with a energy consultant to determine sustainable conservation strategies. Will engage with a energy consultant to determine sustainable conservation strategies.	2013 2013 2013	No End Date (Continuous) No End Date (Continuous) No End Date (Continuous)	
	In Development	Refer to 2013-14 planning	Will engage with a energy consultant to determine sustainable	2013	No End Date (Continuous)	

### School District 84 Vancouver Island West - 2012 Carbon Neutral Action Report

Actions to Reduce Provincial Emissions and Improve Sustainability							
Action	Status	Steps Taken	Steps Planned	Start Year	End Year		(Continuous)
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 vegetated roofs, permeable paving, rain gardens, bioswales)			conservation strategies.				

**School District 84 - Vancouver Island West  
Greenhouse Gas Emissions by Source  
for the 2012 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 249**

- 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 2012 (Generated May 31, 2013 12:12 PM)**

Total offsets required: **221**. Total offset investment: **\$5,525**. Emissions which do not require offsets: **28** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.