

2015 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2016

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year. Please fill in the required information below

Organization Name:

School District No. 87 (Stikine)

Contact name:

Ken Mackie

GHG Emissions and Offsets for 2015 (TCO2E)	
GHG Emissions created in Calendar Year 2015 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	351
Total Offsets (tCO ₂ e)	350
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2015 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2015)	
Grand Total Offsets (tCO ₂ e)	350

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2015? 47.7
2. Crowns & Health Authorities only: What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2015: (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)?
4. How many motor vehicles did your organization own or lease as of Dec 31, 2015? 7

List the top three actions taken by your organization in 2015 to reduce GHG emissions and/or improve sustainability:

Action
1. Replaced the DDC system in the District Administration Building.
2. Replaced the boilers in the District Administration Building to energy efficient units.
3. Installed a DDC system in one school.

Describe plans your organization has for continuing to minimize your GHG emissions:

We plan to install occupancy sensors in each room to ensure the lights are not on in unoccupied space. . We will continue to increase the use of electronic meetings and the requirement to carpool wherever possible. We will increase the requirement to double side copying and the use of more centralized printing at each site. We will continue monitoring our systems on a daily basis via the DDC systems to ensure they are all operating at peak performance. We will be asking BC Hydro to attend the district next year to review of all our energy systems and make recommendations on improvements.

Describe any actions your organization took during 2015 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization’s infrastructure, its employees and/or its clients.)

This was a warmer year than expected which reduced our propane usage drastically resulting in a lower offset than previous years. This will fluctuate every year due to being in northern BC and the normal extreme cold temperatures resulting in greater usage of propane and the increase of carbon output.

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, *School District No. 87 (Stikine)*, (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive Sign-off

Name: Mike Gordon Title: Superintendent
(print) _____

Signature:  Date: March 10, 2016

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca



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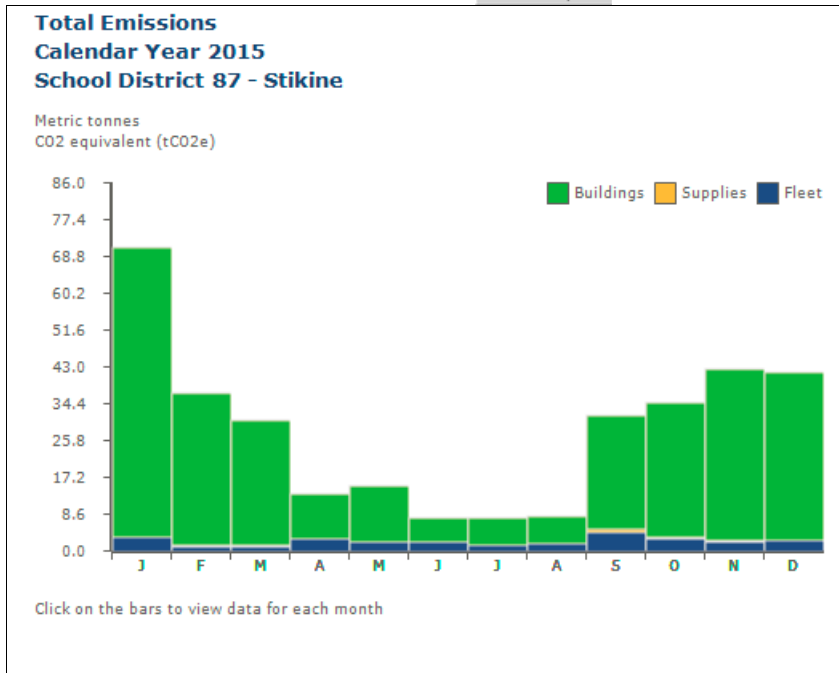
Reports

Help

June 2, 2016

Reporting Unit:

School District 87 - Stikine Calendar Year 2015 [Show Report](#)



Totals Calendar Year 2015, School District 87 - Stikine

	Measure	Quantity	Greenhouse Gases in Tonnes				tCO ₂ e ¹
			CO ₂	BioCO ₂	CH ₄	N ₂ O	
Scope 1 (Direct) Emissions							
Mobile Combustion (Fleet)	Litres	12,922.00	28.11	0.97	0.00	0.01	31.38
Stationary Combustion, Estimated ²	GigaJoules	785.15	46.75	0.00	0.00	0.00	47.77
Stationary Combustion, Reported ³	GigaJoules	4,277.67	254.69	0.00	0.00	0.02	260.27
Scope 2 (Indirect) Emissions							
Purchased Energy, Estimated ²	GigaJoules	570.07	1.60	0.00	0.00	0.00	1.60
Purchased Energy, Reported ³	GigaJoules	2,129.80	5.96	0.00	0.00	0.00	5.96
Scope 3 (Business Travel and Office Paper) Emissions							
Office Paper	Packages	824.00	3.87	0.00	0.00	0.00	3.87
Total Emissions, Calendar Year 2015			340.97	0.97	0.01	0.03	351
Carbon Neutral or Offset Exempt			0.00	0.97	0.00	0.00	1
Total for Offsets⁴			340.97	0.00	0.01	0.03	350

Each greenhouse gas has been converted to a standard measurement (tCO₂e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide

1. (CO₂) from both anthropogenic and biogenic sources is 1; methane (CH₄) is 25, and nitrous oxide (N₂O) is 298. The Totals for tCO₂e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO₂e 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.

CARBON NEUTRAL GOVERNMENT 2015

SELF-CERTIFICATION CHECKLIST


SUBMISSION DEADLINE: MAY 16, 2016

**2015 Greenhouse Gas Emissions Measurement & Reporting for
BC Carbon Neutral Public Sector Organizations subject to the *Greenhouse Gas Reductions Target Act* (GGRTA)**

Please review the following statements and circle the most appropriate answer based on whether you agree (“Yes”) or disagree (“No”) with the statement in the context of the Carbon Neutral Government Regulation (CNGR) and the Greenhouse Gas Reduction Targets Act (GGRTA). In the case where “No” is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

1.	I am familiar with requirements of the <i>Carbon Neutral Government Regulation</i> , the <i>Greenhouse Gas Reduction Targets Act</i> , and the geographic, organizational and operational boundaries under the legislation as interpreted in the <u>2014/15 Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2.	The personnel involved in the organization’s greenhouse gas (GHG) measurement and reporting process understand the legislation and related geographic, organizational and operational boundaries and have received appropriate training to fulfill their roles.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3.	The organization’s inventory of emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete relative to the geographic and organizational boundaries as interpreted in the <u>2014/15 Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
4.	The organization’s business processes for capturing energy, vehicle fuel and paper consumption/activity data have been designed to ensure completeness relative to the operational boundaries as interpreted in the <u>2014/15 Scope Summary</u> .	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5.	The organization’s consumption/activity data has been reviewed and reconciled where necessary for completeness, consistency and reasonableness prior to upload into SMARTTool.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
6.	The GHG emissions report generated by SMARTTool has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7.	Documentation representing the organization’s 2015 emission source inventory, related consumption/activity data and supporting business processes have been filed and will be retained for 7 years.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8.	In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into SMARTTool.	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Signoff on reverse side – see next page



As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the Carbon Neutral Government Regulation under the *Greenhouse Gas Reduction Targets Act*. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.



March 10, 2016

Signature (CFO or Secretary-Treasurer)

Date

Ken Mackie, CPA, CMA

Secretary Treasurer

Name (please print)

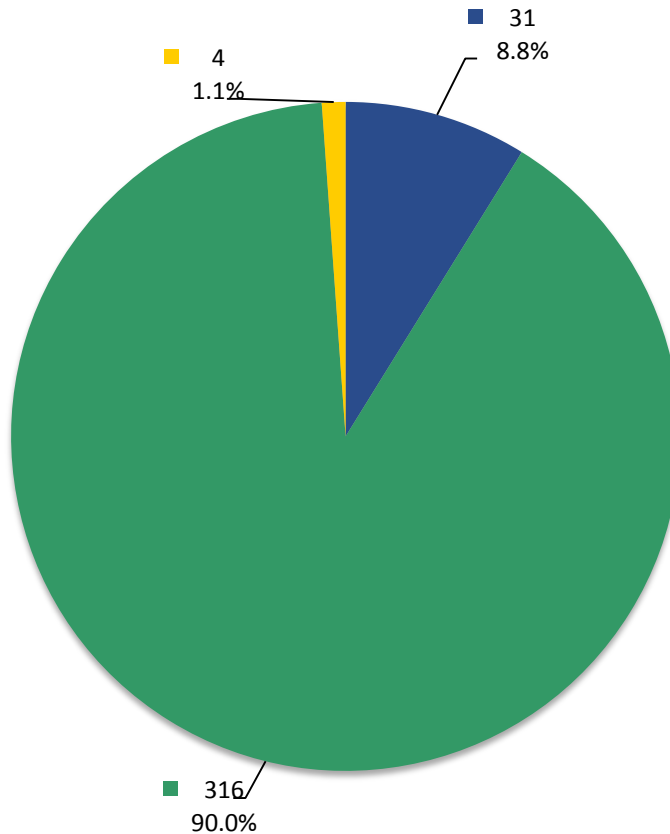
Title

School District No. 87 (Stikine)

Organization

Please email completed form to climateactionsecretariat@gov.bc.ca

**School District 87 - Stikine
Greenhouse Gas Emissions by Source
for the 2015 Calendar Year (tCO₂e*)**



Total Emissions: 351

- 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 2015 (Generated May 25, 2016 10:30 AM)

Total offsets required: **350**. Total offset investment: **\$8,750**. Emissions which do not require offsets: **1** **

*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.