



2016 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2017

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 (2015). Please fill in the required information below

Organization Name:

School District No. 84 (Vancouver Island West)

Contact name:

Sheldon Lee, Assistant Secretary
Treasurer

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	205
Total Offsets (tCO ₂ e)	176
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 2016 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO ₂ e)	176

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

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2016? 86fte
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: 25,515 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Providing public educational programs & services for approximately 400fte students.
- How many motor vehicles did your organization own or lease as of Dec 31, 2016? 12



Briefly describe the top three actions taken by your organization in 2016 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Replaced one aging school bus with a newer efficient bus.
2. Implement electronic Accounts Payable Invoice approval process for approval and document storage. This will reduce paper copies of invoices, and reduce storage space.
3. Major lighting upgrade from fluorescent lighting to LED lighting at Ray Watkins Elementary School hallways, and throughout Kyuquot Elementary Secondary School .
4. Ongoing activities and tasks: <ul style="list-style-type: none">• continue lighting upgrades at various worksites• video conferencing to reduce in-person travel

Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

1. Replace boiler at Gold River Secondary School from a diesel boiler to a heat pump.
2. To replace energy inefficient mobile portable employee housing with new building structure.
3. Replace aging an inefficient dust collection system at Gold River Secondary School woodshop.
4. Implement electronic Leave Absence Management system for request/approval and document storage. This will reduce paper copies of invoices, and reduce storage space.
5. To replace 5 aging and energy inefficient maintenance vehicles.
6. Ongoing utilization of video conferencing to reduce in-person travel.
7. Ongoing lighting upgrades at various worksites.



Describe any actions your organization took during 2016 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.)

Unable to initiate any additional action in 2016 due to budgetary and human resource constraints.

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, School District no.84 (Vancouver Island West) (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 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.

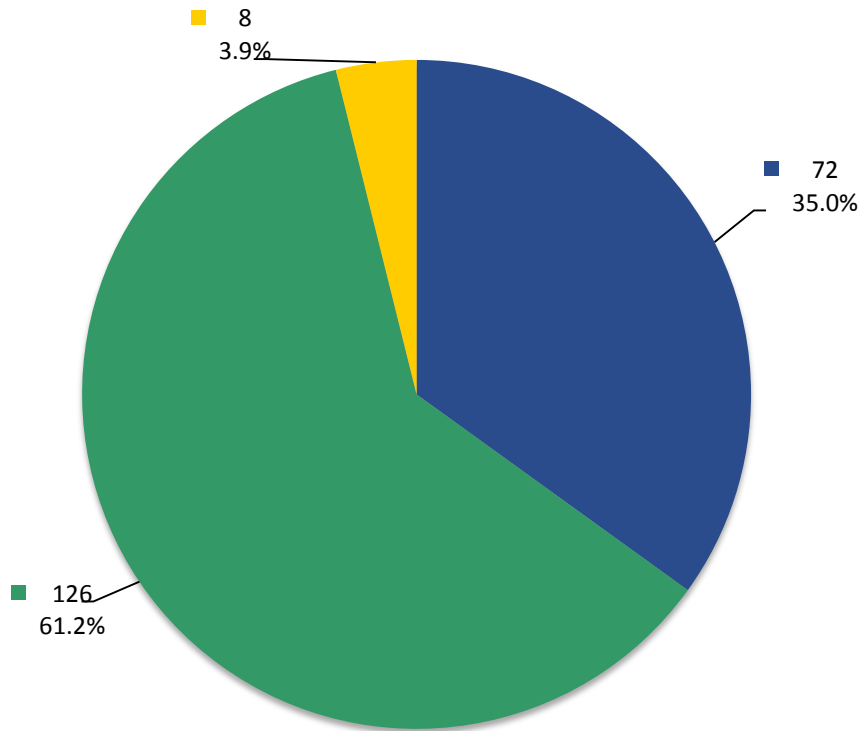
Executive Sign-off

Name: **Lawrence Tarasoff** Title: **Superintendent/Secretary**
(print) _____ **Treasurer** _____

Signature: _____ Date: **May 1, 2017**

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

School District 84 - Vancouver Island West Greenhouse Gas Emissions by Source for the 2016 Calendar Year (tCO₂e*)



Total Emissions: 205

- 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 2016 (Generated May 15, 2017 3:41 PM)

Total offsets required: **176**. Total offset investment: **\$4,400**. Emissions which do not require offsets: **29** **

*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.