



## **CARBON NEUTRAL ACTION REPORT 2012**

# **North Island College – 2012 Carbon Neutral Action Report**

## **Executive Summary**

North Island College is a community college committed to high quality and excellence in our programs and services. We offer more than 900 courses and 70 credit programs. There are four campuses and one centre which serves 159,000 people over 80,000 square kilometers on northern Vancouver Island and the BC mainland coast from Desolation Sound to Klemtu.

One of our visions is to be a respectful steward of our unique natural setting. An Environmental Sustainability Team was created in 2012 to provide leadership and direction in assisting North Island College in achieving its sustainability commitments as outlined in NIC's 2011-2015 Strategic Plan as well as the ACCC Pan-Canadian Protocol for Sustainability.

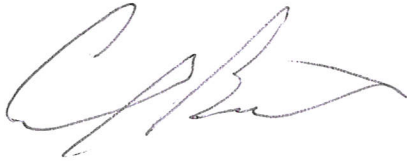
NIC has been a member of the Pan-Canadian Protocol for Sustainability since 2010 and, by signing the protocol, we have pledged to maximize our contribution to a sustainable future.

The purpose of the Environmental Sustainability Team is to:

- Model sustainability leadership at NIC campus locations by increasing the awareness of sustainability issues.
- Support the implementation of practices that reduce the environmental footprint of College operations, and
- Encourage discussion about environmental sustainability amongst the College community and the community-at-large in the North Island College region.

Environmental Sustainability members were selected from all campus locations and constituencies in order to ensure all facets of the College were represented. Membership on the Environmental Sustainability Team will be reviewed and adjusted each fall in order to ensure the team maintains a broad representation of the College community.

In 2012, North Island College reduced the greenhouse gas emissions by 85 tonnes of tCO<sub>2</sub>e (equivalent). Since 98.9% of greenhouse gas emissions are generated by stationary fuel combustion (building heating and generators) and electricity, we will continue to retrofit equipment and upgrade services to improve efficiency in order to reduce greenhouse gas emissions.



Carol Baert,  
Vice President, Finance and Facilities  
North Island College

May 3, 2013

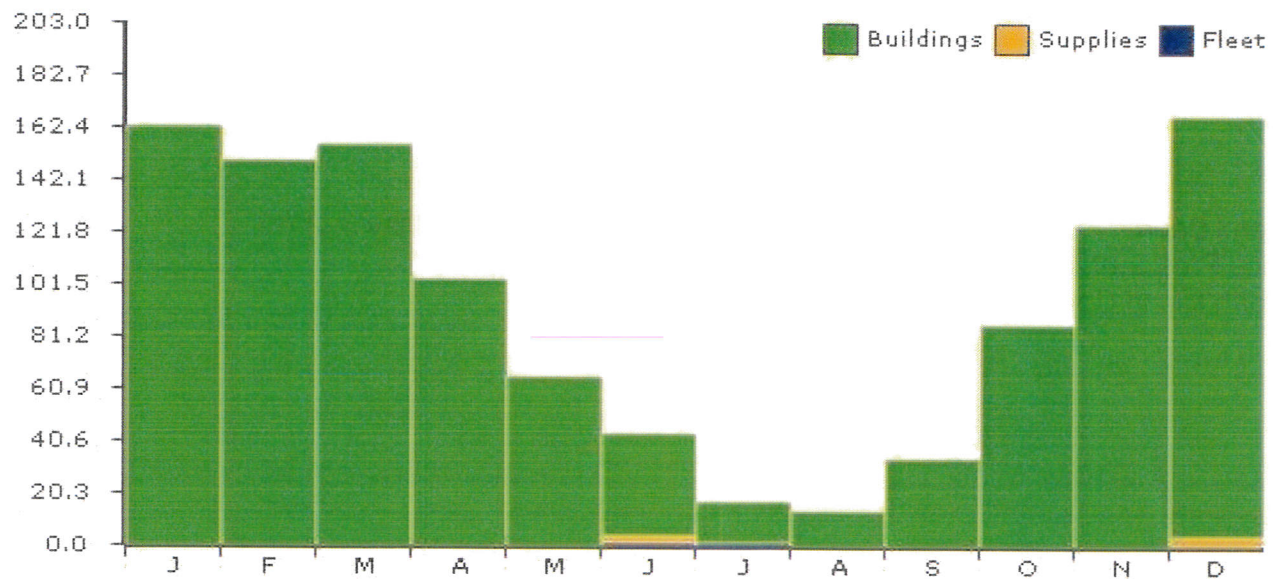


## 2012 Greenhouse Gas Emissions:

North Island College's greenhouse gas emissions in 2012 were 1,146 tonnes of CO<sub>2</sub>e (equivalent).

### Total Emissions Calendar Year 2012 North Island College

Metric tonnes  
CO<sub>2</sub> equivalent (tCO<sub>2</sub>e)



Click on the bars to view data for each month

The majority of greenhouse gas emissions generated (98.9%) came from energy required to provide heat and power to our buildings.

0.5% of greenhouse gas emissions were generated from mobile fuel combustion (fleet and other mobile equipment).

The remaining 0.6% of GHG emissions were generated by supplies (paper).

## **Offsets Applied To Become Carbon Neutral in 2012:**

In order to become carbon neutral for 2012, North Island College purchased carbon offsets for 1,145 tonnes of CO<sub>2</sub>e from Pacific Carbon Trust.

## **Changes to Greenhouse Gas Emissions and Offsets Reporting from Previous Years:**

Following the public release of North Island College's 2012 Carbon Neutral Action Report, it was determined that total emissions for 2011 were under reported by 3 tonnes of CO<sub>2</sub>e. This change is due to the late arrival of data that reflected energy use during the 2011 calendar year.

The difference in offsets required have been purchased and applied against our 2012 emissions.

## **Emissions Reductions Activities:**

### **Actions Taken by North Island College To Reduce Greenhouse Gas Emissions in 2012:**

The Port Alberni Teaching Kitchen and Dining Room was completed in August of 2012 and is 3,500 square feet. In 2012, we closed two of our centres, Gold River and Bella Coola, thereby releasing 1,303 square feet of leased space resulting in a net increase of 2,197 square feet to our building portfolio. Even with an increase in our building portfolio, we reduced our greenhouse gas emissions by 85 tonnes of tCO<sub>2</sub>e (equivalent). The following energy efficient fixtures were installed in the Teaching Kitchen:

- Energy efficient lights (T8s and LED exit signs)
- High efficiency low flow toilets
- Lavatory faucets with aerators
- Energy star, tankless temperature controlled gas hot water system
- Programmable thermostats

Since 98.8% of greenhouse gas emissions were generated by stationary fuel combustion (building heating and generators) and electricity, we will continue to retrofit equipment and upgrade services to improve efficiency in order to reduce greenhouse gas emissions. We renewed our commitment as a Power Smart Partner with BC Hydro to do our part to save



energy and create a culture of sustainability, adopt the principles of energy efficiency into our ongoing business management practices, and upgrade our existing facilities with energy conservation measures.

*Energy Reduction Initiatives:*

- A lighting upgrade in the Port Alberni Campus (replaced T12s with T8s) was completed with an incentive provided by BC Hydro.
- Stand-alone printers, copiers, and fax machines were replaced with multi-function devices in all departments where possible. Auto-sleep settings were applied on all devices.
- We successfully completed the first review from the Canada Green Building Council for our LEED Gold application for the Trades Training Building. We are currently working on our second submission and anticipate we will achieve LEED certification in 2013.



*Transportation Initiatives:*

- 3 carpooling stalls were installed in the parking lot to encourage carpooling.
- Increased the number of bike racks on campus and continued to promote bike to work week.

*Reduce/Reuse/Recycle initiatives:*

- All network printers and photocopiers were set to automatically print double-sided. This reduced our paper consumption from 41.93 tonnes of tCO<sub>2</sub>e to 6.75 tCO<sub>2</sub>e.
- We continued to purchase 30% post-consumer recycled paper and 100% recycled colour paper.
- Participated in the Shred-it™ shredding and recycling program and saved 75.60 trees from destruction in 2012.
- NIC portal (sharepoint system) was installed in 2012 for all users.
- All student documents (e.g. external transcripts, application forms etc.) are stored electronically.
- Approximately 85% of staff are using online pay advices, T4 statements, leave requests.
- Selected new carpet standard for the College - *Interface Carpet Tile*. This carpet was chosen because *Interface* uses less energy and material and recycles old carpet into new. Interface works with their nylon suppliers to get pre- and post-consumer recycled content materials for their products. A third party has verified that *Interface Carpet Tile* is climate neutral Cool Carpet™ which zeros out all greenhouse gas (GHG) emissions associated with the entire lifecycle of the carpet. In addition, this carpet tile meets the requirements of CHPS Section 01350 and the CRI Green Label Plus™

criteria, an independent testing program that identifies carpet and adhesives with very low emissions of VOCs to help improve indoor air quality.

## **Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2015:**

Since the majority of greenhouse gas emissions are generated from the buildings, we will continue to perform energy upgrades on existing infrastructure.

### *Energy Reduction Initiatives:*

- We have contracted with Prism Engineering to perform an energy study at the Comox Valley Campus in 2013 to determine energy savings potential. This study will be partially funded by BC Hydro Power Smart.
- Prism Engineering will also perform a mechanical system review for the Comox Valley Campus and Port Alberni Campus and will provide recommendations for updating building mechanical systems that are at the end of life, recommend changes for improving thermal comfort conditions through improved zoning or system redesign and make recommendations for optimizing mechanical system operation and controls to reduce energy use. Mechanical upgrades will be performed as opportunities arise.
- Mechanical upgrade at the Campbell River Campus in 2013.
- Piloted installation of an exterior LED light fixture in January 2013 in the Port Alberni Campus. This will be the standard procedure when exterior light fixtures need to be replaced.
- Piloted installation of five LED light fixtures in the lobby of Discovery Hall in January 2013.
- Install LED stage lighting in the Stan Hagen Theatre at the Comox Valley Campus.
- Lighting upgrade in 2013 at the Campbell River Campus and Vigar Vocational Centre (changing T12s to T8s and replacing Incandescent Exit Signs with LED Exit Signs).



- Enhanced use of programmable thermostats.
- Low-energy lights and motion-activated/timer lights.

*Transportation Initiatives:*

- Encourage carpooling and use of public transportation. With the planned construction of a hospital adjacent to the Comox Valley Campus, we will be working with VIHA and BC Transit to improve and increase transit service to the College.
- Two electric vehicle charging station will be installed at the Campbell River Campus.

*Reduce/Reuse/Recycle initiatives:*

- We will be expanding plastic/metal recycling. More bins will be placed in buildings to make recycling more convenient for staff and students.
- North Island College and the Comox Valley cafeteria operator will work together to implement a composting program.
- We will install three bottle filling stations to divert plastic bottles from the landfill.
- Educate users to reduce printing.
- Utilize SharePoint to replace paper-based form processes with online form workflows. Continue to train organization in use of team sites for collaborations and information sharing.
- Continue implementation of ImageNow ECM system – Finance/HR. Explore feasibility of existing physical document conversion.
- Continue to improve utilization of online payroll/benefit information delivery.
- Will replace old carpet with *Interface* carpet tile as required.

*Community Engagement/Education initiatives:*

- Provide easy access to sustainability ideas and information via NIC website and MyNIC portal.
- Facilitate dialogue about sustainability issues amongst the College community.
- Support the integration of sustainability into programming/curriculum (where appropriate) and staff development programs.

North Island College - 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
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Encourage carpooling in fleet vehicles	Completed (in Previous Year)				No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Completed (in Previous Year)				No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	We did not purchase any vehicles in 2012.	Review vehicles as opportunity arises.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	We did not purchase any vehicles in 2012.	Replace vehicles as opportunity arises.	2008	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Completed (in Reporting Year)	Established standard operating procedure.		2008	2012
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Not Yet Evaluated				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development	An Environmental Sustainability Team was established in 2012 and this item is on their top 10 priority list.	The Environmental Sustainability Team will encourage staff to unplug electrical equipment or switch off power bars when not in use.	2012	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development	An Environmental Sustainability Team was established in 2012 and this item is on their top 10 priority list.	The Environmental Sustainability Team will encourage staff to unplug electrical equipment or switch off power bars when not in use.	2012	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	This is being reviewed by the Environmental Sustainability Team.	The Environmental Sustainability Team will educate users through email and posting messages on the NIC portal.	2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress	The Environmental Sustainability Team is currently reviewing this.	Plan to educate users through email and by posting messages on the NIC portal.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Completed (in Previous Year)				No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Completed (in Previous Year)				No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	The Environmental Sustainability is reviewing this.	Plan to educate users through email and by posting messages on the NIC portal/website. Install signs in the shower rooms.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	Power management software which shuts down computers outside of regular business hours has been installed on all student computers.	Plan to install this software on staff/faculty computers in the next few years.	2008	No End Date (Continuous)
Implement server virtualization	Completed (in Reporting Year)	Virtual servers are utilized.		2012	2012
Apply auto-sleep settings on computer monitors and CPUs	Completed (in Reporting Year)	It is standard procedure to apply auto-sleep settings on computer monitors and CPUs when units are purchased.		2008	2012
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	Completed review of stand-alone equipment. Stand-alone printers, copiers, fax machines were replaced with multi-function devices in all departments where possible.	We will continue to look for opportunities to replace stand-alone equipment.	2008	2012
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Completed (in Reporting Year)	All multi-function devices have auto-sleep settings.		2008	2012



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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Replace computers with ENERGY STAR models during regular computer upgrades	Completed (in Reporting Year)	All computers are Energy Star compliant.		2008	2012
Leased buildings					
Establish energy performance baseline for leased buildings	Completed (in Previous Year)				No End Date (Continuous)
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	Not Yet Evaluated				No End Date (Continuous)
Owned buildings					
Establish energy performance baseline for owned buildings	Completed (in Previous Year)				No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	Successfully completed the first review from the Canada Green Building Council for our LEED Gold application for the Trades Training Building.	We are currently working on our second submission to the Canada Green Building Council and anticipate we will achieve LEED certification in 2013.	2010	No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Performed lighting upgrade (replaced T12 with T8s) in the Port Alberni Campus.	Replaced an exterior light fixture in January 2013 with an LED light fixture in the Port Alberni Campus. This will be the standard procedure when exterior light fixtures need to be replaced. Installed 5 LED light fixtures in the lobby of Discovery Hall in January 2013. We have contracted with Prism Engineering to perform an energy audit at the Comox Valley Campus.	2008	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Completed (in Previous Year)				No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Ongoing/In Progress	Reviewed current utilization. Average square meter per employee is below 18 square meters. Many faculty/staff share offices.	Space planning committee will continue to monitor office space and review utilization.	2008	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Completed (in Previous Year)				No End Date (Continuous)
Retrofit details for owned buildings					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	We requested a proposal from Prism Engineering to identify energy and cost savings potential for mechanical equipment.	Increase scope of work for Prism Engineering to provide recommendations for updating building mechanical systems that are at the end of life, recommend changes for improving thermal comfort conditions through improved zoning or system redesign, and make recommendations for optimizing mechanical system operation and controls to reduce energy use. Mechanical upgrades will be performed as opportunities arise. Energy audit at the Comox Valley Campus includes a review of the mechanical systems. Mechanical upgrade will occur in 2013 at the Campbell River Campus.	2008	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	Performed lighting upgrade (replaced T12s with T8s) in the Port Alberni campus.	Replaced an exterior light fixture in January 2013 with an LED light fixture in Port Alberni. This will be the standard procedure when light fixtures need to be replaced. Installed 5 LED light fixtures in the lobby of Discovery Hall in January 2013. We have contracted with Prism Engineering to perform an energy audit at the Comox Valley Campus. There will be a lighting upgrade (changing T12s to T8s and	2008	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
			replacing Incandescent Exit Signs with LED Exit Signs) in 2013 in the Campbell River Campus and at Vigar Vocational Centre.		
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	Requested proposal from Prism Engineering for an energy audit to determine the current state of energy use, recommend ways to reduce costs, and develop a plan to design and install recommended energy management measures.	Upgrading/adjusting control systems during retrofits will be reviewed in the energy audit and upgrades will be performed as required and is dependent on funding received.	2008	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Ongoing/In Progress	Ongoing policy. Renovations at Vigar Vocational Centre commenced in 2012 and included installation of Energy Star and Low-E windows and new building insulation.	Ongoing evaluation of existing glazing and replacement.	2008	No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Completed (in Reporting Year)	Browser was installed on the NIC Portal.		2009	2012
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Completed (in Previous Year)				No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Portal (sharepoint system) was installed in 2012 for all users.	Utilize SharePoint to replace paper-based form processes with online form workflows. Continue to train organization in use of team sites for collaboration and information sharing.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	All student documents (e.g. external transcripts, application forms, etc.) are stored electronically.	Continued implementation of ImageNow ECM system - Finance/HR. Explore feasibility of existing physical document conversion.	2011	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	In Development	Roughly 85% of staff using online pay advices, T4 statements, leave requests.	Continue to improve utilization of online payroll/benefit information delivery.	2011	No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	Continued to purchase 30% post-consumer recycled paper.	Will continue to purchase 30% post-consumer recycled paper.	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	Purchased 100% recycled colour paper.	We will continue to purchase 100% post-consumer recycled paper.	2012	No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Completed (in Reporting Year)	All network printers and photocopiers are set to automatically print double-sided.		2008	2012

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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					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	Provided when opportunities arise.	Training opportunity on NIC portal.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	Staff participate in virtual attendance/presentation at events when opportunities arise.	IT will continue to provide support and training when requested.	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Carpooling is encouraged with staff through the use of a carpool information board on the NIC portal. Three parking stalls were designated as carpool stalls.	Ongoing reminders to staff to carpool.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Increased number of bike racks on campus and continued to promote bike to work week.	Ongoing education.	2008	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Not Yet Evaluated				No End Date (Continuous)
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Complete and on every computing device at the College. Partial integration with phone hardware. Training provided by IT and Faculty Trainer.	Blackboard Learn course being developed for instruction in usage and best practice. Complete full integration with phone infrastructure.	2008	No End Date (Continuous)
Make desktop web-cameras available to staff	Completed (in Reporting Year)	Standard units have been selected and are available.		2008	2012
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Completed (in Reporting Year)	Meeting rooms and classrooms utilize video conferencing.		2008	2012
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	Not Yet Evaluated				No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Ongoing education - BOMI/LEED.	Ongoing education.	2008	No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	In Development	The Environmental Sustainability Team is reviewing this.	Information will be posted on the NIC portal.	2011	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	Monitored consumption.	Environmental Sustainability Team will provide ongoing education in conservation activities. Install signage to support awareness.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	Provide education through staff orientation.	Environmental Sustainability Team will send out periodic environmental tips via the NIC portal.	2008	No End Date (Continuous)
Provide sustainability education during new staff orientation	Completed (in Reporting Year)	HR provides information to new employees.		2008	2012
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Completed (in Reporting Year)	Members of the Environmental Sustainability Team were selected in order to ensure all facets of the College were presented.		2012	2012
Provide resources and/or dedicated staff to support teams	Completed (in Reporting Year)	Environmental Sustainability Team is co-chaired by the Director, Facilities Management and Director, Human Resources to ensure that activities of the Team can access resources when required.		2012	2012



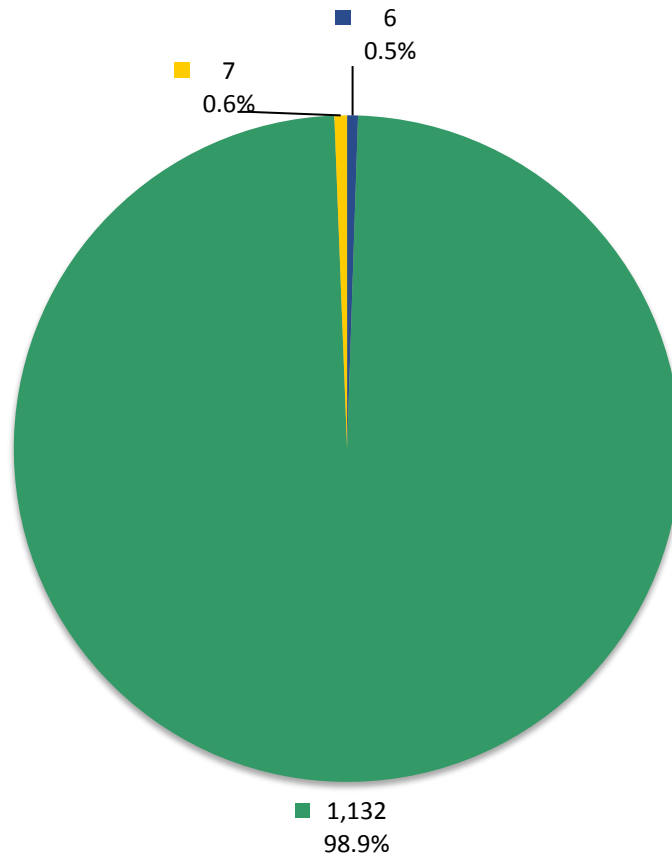
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Actions to Reduce Provincial Emissions and Improve Sustainability					
The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Providing behaviour change education/training to teams (e.g., community-based social marketing)	In Development	The Environmental Sustainability Team is reviewing this.	Environmental Sustainability Team will send out environmental tips to College community.	2012	No End Date (Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
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)
Building construction, renovation					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Completed (in Previous Year)				No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	In Development	Tested new finishes for durability and costs.	This will be the standard for new construction and renovations.	2010	No End Date (Continuous)
Commuting to and from home					
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Ongoing discussions with transit to improve service. Installed additional bike racks at all campuses. Three designated parking stalls for carpools were installed. Carpooling is encouraged with staff through the use of a car pool information board for people to connect and share a ride. This information board is on the NIC portal.	With the planned construction of a hospital adjacent to the Comox Valley Campus, we will be working with VIHA and BC Transit to improve and increase transit service to the College. Two electric vehicle charging stations were installed at the Campbell River Campus in 2013.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Completed (in Reporting Year)	Promoted awareness of available facilities.		2009	2012
Provide secure bicycle storage	Completed (in Reporting Year)	Purchased and installed additional bike racks at the Comox Valley Campus and Vigar Vocational Centre.		2008	2012
Procurement (non-paper supplies)					
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Not Yet Evaluated				No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development	Ongoing discussions with purchasing to identify options.	Identify green opportunities and evaluate costs.	2010	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Completed (in Previous Year)				No End Date (Continuous)
Waste reduction/diversion					
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress	Environmental Sustainability Team reviewed the recycling programs on campus. Participated in the Shred-it shredding and recycling program and saved 75.60 trees from destruction in 2012.	We will be expanding plastic/metal recycling in each building. More bins will be placed in all buildings to make recycling more convenient for staff and students. NIC and the cafeteria operator will work together to implement a composting program. We are also going to install three bottle filling stations to divert plastic bottles from the landfill.	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Completed (in Previous Year)				No End Date (Continuous)
Water conservation					

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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					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Completed (in Previous Year)				No End Date (Continuous)
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	Ongoing/In Progress	Aerators and low flow toilets were installed in the new Port Alberni Teaching Kitchen.	Continue with low flow, energy efficient replacement of fixtures.	2008	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress	Ongoing monitoring of the Trades Training building LEED erosion and sediment control measures.	This will be reviewed when new buildings are planned.	2010	No End Date (Continuous)

# North Island College Greenhouse Gas Emissions by Source for the 2012 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 1,146**

- 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 27, 2013 11:42 AM)**

Total offsets required: **1,145**. Total offset investment: **\$28,625**. Emissions which do not require offsets: **0** \*\*

\*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.