

CARBON NEUTRAL ACTION REPORT 2013

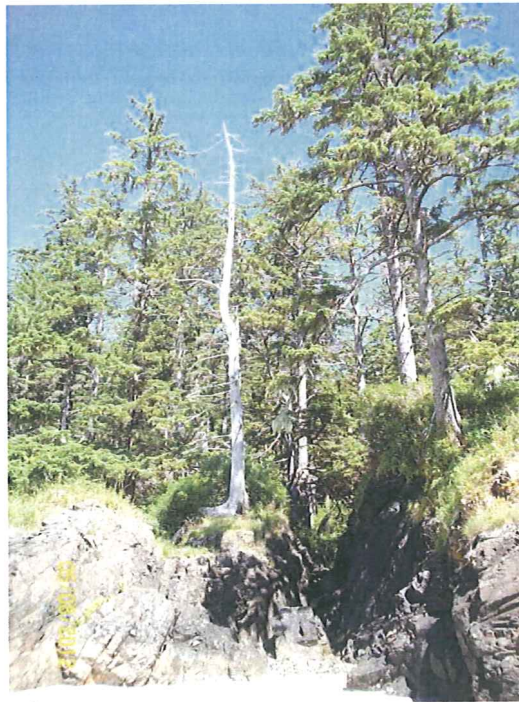




table of contents

executive summary	pg. 3
2013 greenhouse gas emissions	pg. 4 - 6
offsets applied to become carbon neutral	pg. 7
actions taken to reduce greenhouse gas emissions	pg. 7
plans to continue reducing greenhouse gas emissions 2014 – 2015	pg. 8





executive summary

On behalf of the Vancouver Island North School District, I am pleased to submit the 2013 Carbon Neutral Action Report. This report provides an over view of the steps that the Vancouver Island North School District has taken to reduce its greenhouse gas emissions as well as other environmental sustainable actions that have been undertaken in the 2013 calendar year.

Environmental sustainability is deeply important to the Vancouver Island North School District. Our Energy Management Committee is now celebrating its second year in existence. Our Board of Education continues to support effective practice in the Environmental Sustainability focus areas such as Curriculum, Energy Conservation, Community Gardening, Sustainable Purchasing, Sustainable Transportation, Water Conservation and Waste Management.

The Greenhouse Gas reduction initiatives in 2013 continued to be focussed primarily on reducing emissions from buildings, which is our largest source. Lighting upgrades have been completed in two schools and at our School Board Office and at our Maintenance/Transportation yard and new boilers installed at two locations have made these locations more energy efficient.

We engage both our students and our employees, leveraging their knowledge and enthusiasm as we strive to lower GHG emissions and continue to generate financial savings and improve social benefits. Our employees are more engaged in working towards sustainability, and the students who create our future are becoming more passionate about caring for their communities and the world that surrounds them.

*Dr. Scott Benwell
Superintendent of Schools*

page 3



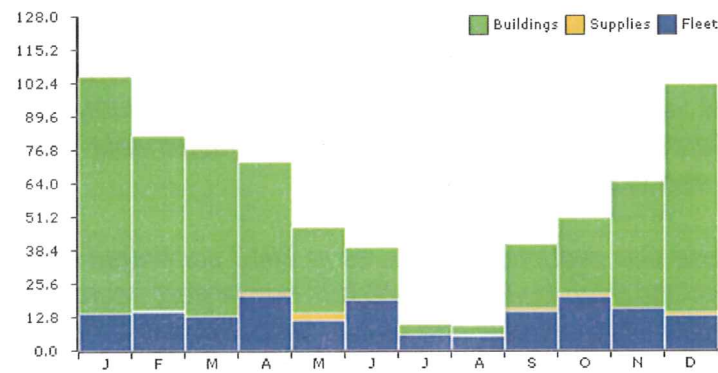


greenhouse gas emissions

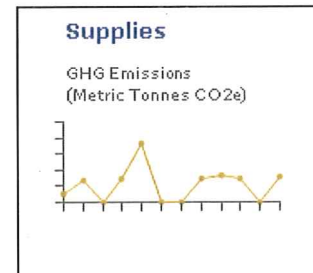
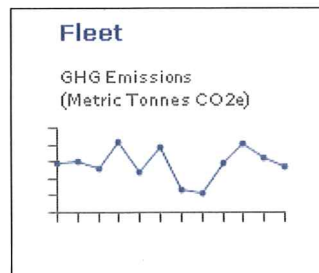
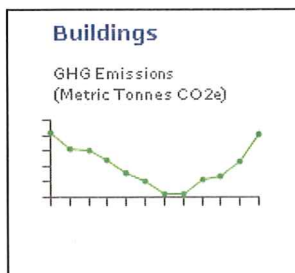
Total Greenhouse Gas Emissions for the Vancouver Island North School District
for the 2013 calendar year were 714 tonnes CO₂e.
The picture below shows the district's emissions by source.

Total Emissions Calendar Year 2013 School District 85 - Vancouver Island North

Metric tonnes
CO₂ equivalent (tCO₂e)



Click on the bars to view data for each month



page 4





greenhouse gas emissions

buildings

The GHG emissions from buildings are the result from the fossil fuels used to provide heating, cooling, ventilation and electricity. These emissions account for the large majority of School District No. 85's overall emissions at 65%.

fleet

Emissions from fossil fuels (gas, diesel and propane) used to power our district's maintenance vehicles and school busses are categorized as "fleet". They account for 25% of School District No. 85's overall emissions.

As required by section 5 of the Carbon Neutral Government Regulation emissions resulting from the operation of school buses were reported as part of the greenhouse gas emissions profile in 2012. These emissions account for the majority of our fleet emissions and are not offset as they are out-of-scope under section 4(2) (c) of the Carbon Neutral Government Regulation.

indirect emissions

Indirect emissions (purchased energy) is the data which is referred to consumption that has been directly billed to the organization and which constitutes 8.5 % of the overall emissions.

supplies

Emissions from purchased office paper are categorized as direct emissions and account for 1.5 % of School District No. 85's overall emissions.

page 5



fugitive emissions

The following fugitive emissions are deemed by the British Columbia Provincial Government Carbon Neutral Government Regulation (CNGR) as out of scope for reporting:

- Gases used for research purposes (e.g. science labs)
- Type R-22 coolant from stationary air conditioning and refrigeration units in schools
- Any emission sources that comprise less than 1% of the district's total GHGs

In-scope fugitive emissions (HFCs released to the environment from leaks in cooling equipment) for the Vancouver Island North School District are well below the 1% threshold for reporting and therefore are not included.

travel related emissions

Under the Carbon Neutral Public Sector commitment, only core government organizations that report through the Consolidated Revenue Fund (e.g. ministries, special offices, tribunals) are required to track and report the emissions from the business travel of public officials. Vancouver Island North School District does not fall within 'core government' and therefore does not track travel-related emissions.



page 6





carbon neutral 2013

offsets applied to become carbon neutral

In order to become carbon neutral for 2013, the Board of Education of School District No. 85 (Vancouver Island North) purchased carbon offsets for 596 tonnes of CO₂e from the Pacific Carbon Trust in March 2014 at a cost of \$15,645.00.

actions taken to reduce greenhouse gas emissions in 2013

In 2013 School District 85's focus continued on replacing equipment and fixtures with newer, more energy efficient models.

The lighting system at two schools, the District operations offices and the Transportation garage were upgraded. This should benefit in an energy savings in the years to come.

Due to equipment failure a new heat pump was installed at North Island Secondary School. Two new boilers were installed at Sea View Elementary Jr. Secondary School and one at Robert Scott Elementary.

Three older buses were replaced in our fleet with new more fuel efficient models a sixty passenger bus that is wheel chair accessible and a seventy six passenger bus.

page 7





School District No. 85's energy conservation efforts in 2013 plus the mild weather which was experienced over the whole year resulted in a noticeable reduction in our District's energy consumption.

Hydro is used in the School District for both lighting and heating purposes. This year the purchase from B.C. Hydro showed an overall decrease of 177,440 kwh. (compared to Hydro usage in 2012).

Eight of the district properties are heated by propane. Overall there was a decrease of 72,576 litres of propane purchased in 2013 compared to the total amount of propane purchased in 2012.

future plans

plans to continue reducing greenhouse gas emissions 2014-2015

In 2014 we plan to continue with replacing older transportation vehicles with the purchase of two new school buses thus making the District fleet more energy efficient. Driver training is ongoing.

An exciting project is at present being researched to connect North Island Secondary with the Town of Port McNeill's pool and curling rink complex. Excessive heat that is generated at the complex and which is presently discharged outside the buildings into the air will be transferred to the Secondary school to enhance the heating of the buildings. A proposed upgrade to the school's HVAC system is also in the works when there is sufficient funding to go ahead with this project.

John Martin, Secretary-Treasurer

page 8



2013 Carbon Neutral Action Report (CNAR) - Part 2 ACTIONS

Created Monday, June 09, 2014

Updated Tuesday, June 10, 2014

<https://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/93ddf92af2524d333ae2f2379e893b0c/>

Page 1

Please complete the following sections of the 2013 Carbon Neutral Action Report form. Save your work frequently to prevent it from being lost. You can also save a copy for your own use as either a WORD or PDF file using the buttons at the bottom of each page.

This is Part 2 of the Carbon Neutral Action Report form. This section reports on actions taken to reduce emissions during the 2013 calendar year. This information will be included in your final Carbon Neutral Action Report posted on the Ministry of Environment website.

When the form is complete press the submit button on the last page to automatically submit the information to the Climate Action Secretariat (CAS). Do not press submit before you are ready – this may result in a loss of work.

In addition to completing this survey (Part 1 2), you are required to submit your completed Overview (Executive Summary) and Self-Certification Checklist. The 2013 Overview template was included in the email sent and can also be found on the LiveSmart leaders Community.

Please ensure you meet the following reporting deadlines:

A DRAFT 2013 CNAR is due to CAS by March 31, 2014. The draft is comprised of the Overview ONLY (no executive sign-off required).

The FINAL 2013 CNAR is due to CAS by May 30, 2014. The final 2013 CNAR includes Part 1 Part 2 survey form and Overview.

The Self-Certification Checklist is due to CAS by May 15, 2014.

For more information about the Carbon Neutral Government process, please refer to *Becoming Carbon Neutral 2013*, or should you have any questions please contact climateactionsecretariat@gov.bc.ca.

Organization Name

School District No. 85

Actions Taken to Reduce Emissions

1) Stationary Fuel Combustion, Electricity (Buildings):

Indicate which actions were taken in 2013:

Performed energy retrofits on existing buildings

Yes

Built or are building new LEED Gold or other "Green" buildings.

No

Undertook an evaluation of overall building energy use.

Yes

Please list any other actions taken to reduce emissions from Buildings:

*Lighting upgrades on 2 schools, Offices, and Transportation Garage.
Upgraded 2 boilers at 2 Elementary Schools with more efficient condenser type.*

2) Mobile Fleet Combustion (Fleet and other vehicles):

Indicate which actions were taken in 2013:

Do you have a fleet?

Yes

Replaced existing vehicles with more fuel efficient vehicles (gas/diesel)

Yes

Replaced existing vehicles with hybrid or electric vehicles

No

Reduced the overall number of fleet vehicles

No

Took steps to drive less than last year

No

Please list any other actions taken to reduce emission from fleet:

*Regular Maintenance and tune ups.
Have a "no idling" policy in place.*

3) Supplies (Paper):

Indicate which actions were taken in 2013:

Used less paper than previous year

Yes

Used only 100% recycled paper

No

Used some recycled paper

Yes

Used alternate source paper (Bamboo, hemp, etc.)

No

Please list any other actions taken to reduce emissions from paper use:

Promoting the use of scanners and emails instead of faxes.

Actions Taken to Reduce Emissions - continued

Explain how you plan to continue minimizing emissions in 2014 and future years:

Continue lighting and heating upgrade projects as funds allow.
Continue turning off heat and lights when not needed.
Minimize unnecessary travel.

If you wish to list any other "sustainability actions" outside of buildings, fleet, paper and travel check "yes". This reporting is optional.

Yes

Actions to Promote Sustainability and Conservation - Optional

The following are actions that fall outside the scope of the *Carbon Neutral Government Regulation*, but which many organizations still undertake and may wish to report on. This section is optional for reporting.

Business Travel

Created a low-carbon travel policy or travel reduction goal (Low-carbon: Lowest emission of greenhouse gases per kilometre per passenger)

No

Virtual Meeting Technology

Installed web-conferencing software (e.g., Live Meeting, Elluminate, etc.)

Yes

Made desktop web-cameras available to staff

Yes

Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)

Yes

Encourage carpooling to meetings

Yes

Education and Awareness

Have created Green, Sustainability, Energy Conservation, or Climate Action Teams.

Yes

Provided resources and/or dedicated staff to support these teams

No

Provided behaviour change education/training for these teams (e.g., community-based social marketing)

No

Established a sustainability/green awards or recognition program

Yes

Support green professional development (e.g., workshops, conferences, training)

No

Planning for Climate Change

Have assessed whether extreme weather events and/or long term changes in climate will affect our organization's business areas

No

Long term changes in climate have been incorporated into our organization's decision making.

Yes

Page 5

Actions to Promote Sustainability and Conservation - Optional (continued)

Staff Awareness and Education

Provided education to staff about the science of climate change

No

Provided education to staff about the conservation of water, energy, and raw materials

Yes

Provided green tips on staff website or in newsletters

No

Alternate Work/Commuting Options

Allow for telework/working from home

No

Staff have the option of a compressed work week

Yes

Commuting by foot, bicycle, carpool or public transit is encouraged

Yes

Shower or locker facilities are provided for staff/students who commute by foot or by bicycle

No

Secure bicycle storage is provided

No

Other Sustainability Actions

Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models

Yes

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

No

Have put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities

Yes

Have implemented a hazardous waste reduction and disposal strategy (Hazardous Waste: E.g., electronics including computer parts and monitors, batteries, paints, fluorescent bulbs)

Yes

Have incorporated minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)

No

Established green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)

No

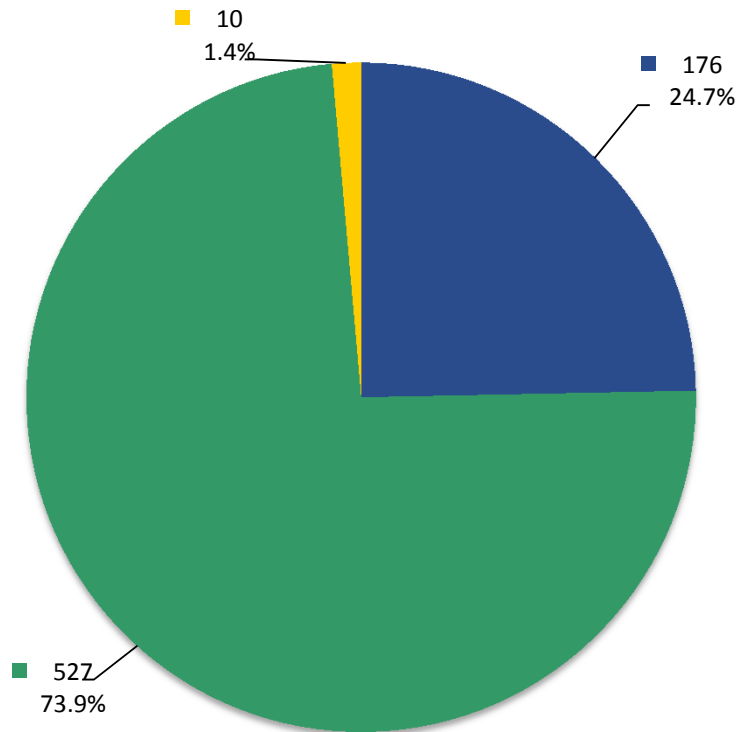
Incorporated lifecycle costing into new construction or renovations

No

Please list and other sustainability actions you wish to report not included in the previous list.

(No response)

School District 85 - Vancouver Island North Greenhouse Gas Emissions by Source for the 2013 Calendar Year (tCO₂e*)



Total Emissions: 714

- 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 2013 (Generated May 21, 2014 4:19 PM)

Total offsets required: **596**. Total offset investment: **\$14,900**. Emissions which do not require offsets: **118** **

*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.