



## 2019 CARBON NEUTRAL ACTION REPORT SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

### DECLARATION STATEMENT

This Carbon Neutral Action Report for the period January 1, 2019 to December 31, 2019 summarizes the emissions profile, the total offsets to reach net-zero emissions, the actions taken in 2019 to reduce greenhouse gas emissions and plans to continue reducing emissions in 2020 and beyond for School District No. 52 (Prince Rupert).

By June 30, 2019 the final Carbon Neutral Action Report for School District No. 52 (Prince Rupert) will be posted to the district website at [www.rupertschools.ca](http://www.rupertschools.ca).

### EXECUTIVE SUMMARY

School District No. 52 is a district of approximately 2,000 students. In 2019 the district educated its students in five elementary schools, one middle school, one secondary school, one Aboriginal village school and one distributed learning storefront school. The district is supported by a maintenance building, an aboriginal education administration building and a board office. Six Prince Rupert trustees and one rural trustee represent the communities of School District No. 52. Of its 13 sites, 10 are owned (1 of these is currently closed), 1 is band owned and 2 are leased. The average age of the owned buildings is over 40 years.

With funding being scarce and aging facilities, the District looks to carbon neutral projects that deliver savings directly or indirectly by reducing maintenance on its facilities and vehicles. In the last four years the district has completed a number of energy efficiency upgrades. The cumulative impact of these improvements is demonstrated by the decreasing tonnes of emissions from the district.

### OVERVIEW

#### **ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2019**

School District No. 52's key action taken during 2019 toward carbon neutrality was to commence the demolition of two closed schools. School District No. 52's efforts are also aimed at retrofitting aging buildings with higher efficiency equipment and consideration of replacement or closure of buildings. The district is looking to take advantage of fossil fuel reduction projects like lighting retrofits and HVAC system upgrades, including boilers – particularly where there is sharing of project funding, a reasonable payback period or straight savings to the district. Additional boiler study work was completed in 2019.

#### **PLANS TO CONTINUE REDUCING GREENHOUSE GAS EMISSIONS IN 2020**

An energy efficiency project will be completed at an elementary school, and a boiler replacement in another elementary school. A district-wide lighting conversion to LED lights will be completed. Work is underway towards the eventual replacement of the middle school. Studies are underway for future energy improvements.



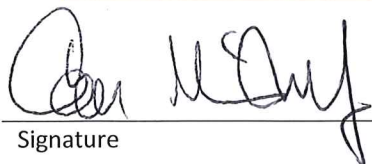
## Emissions and Offsets Summary

<b>School District No. 52 (Prince Rupert) GHG Emissions and Offsets for 2019 (tCO<sub>2</sub>e)</b>	
<b>GHG Emissions created in calendar year 2018):</b>	
Total Emissions (tCO <sub>2</sub> e)	675
Total BioCO <sub>2</sub>	2
Total Offsets (tCO <sub>2</sub> e)	682
<b>Grand Total Offsets for the 2019 Reporting Year:</b>	
Grand Total Offsets Required (tCO <sub>2</sub> e)	682
Total Offset Investment (Grand Total Offsets Required X \$25/tCO <sub>2</sub> e)	\$17,902.50

### RETIREMENT OF OFFSETS

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District No. 52 (Prince Rupert) (**the District**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). The District hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the District's behalf, the District will pay within 30 days, 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

  
Signature

May 31, 2020

Date

Cam McIntyre, CPA, CA

Secretary-Treasurer

Name (please print)

Title

**Confirmation number:** 00C4F8F4

**Submitted date:** 2020-06-24 11:02:09 Pacific Daylight Time

# Carbon Neutral Action Report Survey - 2019

Public sector organizations (PSOs) are required to complete this survey, in addition to a Carbon Neutral Action Report (CNAR) as mandated by BC's [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#).

Due to the COVID-19 pandemic, the following [Directive](#) was issued on March 31, 2020. Certain deadlines were also extended for the 2019 reporting year (see below).

## March 31, 2020 Directive:

*Under my authority as the Director for the purposes of the Act, and under the authority delegated to me in Section 6 of the Carbon Neutral Government Regulation, I hereby direct that all ministries and Public Sector Organizations covered by the Carbon Neutral Government requirement shall use their 2018 GHG emissions as a temporary estimate for their actual 2019 GHG emissions, for the purposes of the 2019 Carbon Neutral Action Reports and 2019 Carbon Neutral Government reporting required under the Climate Change Accountability Act.*

Neil Dobson, Executive Director, Clean BC Implementation  
Climate Action Secretariat

Although 2018 emissions data will be used as a placeholder for 2019, **all other (qualitative) components of the CNAR and CNAR Survey are to be completed with information from 2019 (e.g., actions taken or planned to reduce emissions)**. The only change to the survey is that the deadline was extended by one month to June 30, 2020.

This survey is divided into two parts:

**Part 1** - Will be made public on the Climate Action Secretariat (CAS) [website](#) after June 30, 2020; however, it will not be appended directly to each individual PSO CNAR as was done in previous years. This section collects details about actions taken or planned to reduce emissions and is intended to supplement the legislative requirements in your CNAR.

**Part 2** - Will NOT be made public. Information you provide in this section is important and will be used internally to help CAS staff with planning for emissions reduction and climate change adaptation initiatives. Although not required, PSOs are highly encouraged to complete Part 2.

**Note:** Survey progress can be saved at any time by clicking the "Save and continue later" button at the bottom of each page. A new window will open and you will be asked to provide your name and email. An email will be sent to you from [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) with the subject line: "Questionnaire Link", which will include a hyperlink for the "Project: Carbon Neutral Action Report Survey – Broader Public Sector 2019". You can then continue responding at another time or email the hyperlink to a colleague to complete remaining section(s).

May 29, 2020	<ul style="list-style-type: none"><li>The final, signed version of the <b>CNAR</b> (or Small Emitters Form) must be submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a></li></ul>
June 30, 2020*	<ul style="list-style-type: none"><li>Ministry of Environment and Climate Change Strategy must post a final CNAR for each organization on the BC Government's CNG <a href="#">website</a> and each PSO is encouraged to post the report on their website.</li><li>The <b>CNAR Survey</b> (optional for Small Emitters) must be completed and submitted online.</li></ul> <p>*Deadline extended from May 29, 2020.</p> <ul style="list-style-type: none"><li><u>All offset invoice payments must be submitted to CAS.</u></li></ul>
Sept 30, 2020*	<ul style="list-style-type: none"><li><b>Clean Government Reporting Tool (CGRT) Data Entry</b> must be completed for the 2019 reporting year.</li></ul>

	*Deadline extended from April 30, 2020.
Oct 15, 2020*	<ul style="list-style-type: none"> <li>• <b>Self-Certification checklist</b> must be completed, signed and submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li> </ul> *Deadline extended from May 15, 2020.

\*See the [Carbon Neutral Government – Program Requirements website](#) for more information on program requirements, timelines and templates.

## PART 1 - Included as part of your public CNAR report.

Reminder that Part 1 will be made public on the CAS [website](#).

Contact Name:
<i>Cam McIntyre</i>
Contact Email:
<i>cam.mcintyre@sd52.bc.ca</i>
Organization Name:
<i>School District No. 52 (Prince Rupert)</i>
Role – Please select the best category for your current role with your organization. If more than one individual completed the survey, multiple categories may be selected:
<i>Treasurer/Accounting</i>
Please select your sector:
<i>School District (SD)</i>

## Stationary Sources (e.g. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

Actions taken by your organization in 2019 to support emissions reductions from buildings

Do you have a strategy to reduce emissions from stationary sources?
<i>Yes</i>

Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from stationary sources:

Over the medium-term term (1-5 years)
<i>Boiler, DDC and lighting upgrades</i>
Over the long term (6-10 years)
<i>Building replacement</i>
Please describe your strategy's goals (if any) related to energy audits.
<i>Specific audits to support capital requests for energy upgrades.</i>



What % on average of your building portfolio has an energy audit completed each year (if any)?

10%

Please describe your strategy's goals (if any) related to building retrofits.

*Boiler, DDC and lighting upgrades*

Minor retrofits (e.g. low cost, easy to implement measures including caulking, lighting, adding roof insulation, etc.)

*0% - normal maintenance takes place*

Major retrofits (e.g. replacing windows and doors, equipment replacement such as boilers, etc.)

10%

Deep retrofits (e.g. replacing roof, replacing the heating, ventilation and air-conditioning system with a renewable technology like a ground-source heat pump, etc.)

0%

Please describe your strategy's re/retro-commissioning goals (if any)?

*Identifying potential uses for unoccupied spaces.*

What % on average of your building portfolio do you recommission each year?

*1% - lack of funding prevents further work*

Do you keep records of Refrigerant gases<sup>1</sup> category and refilling volumes?

[1] Fugitive emissions from stationary cooling equipment are attributed to the leakage and loss of HFC and PFC based coolants from air conditioning and commercial type refrigeration systems. Coolant loss can occur during the manufacturing, operation, and disposal of such equipment. Gases that may be reported via CGRT include HFC R-134, HFC R-134a, HFC R-404a, HFC R-407c, HFC R-410a.

No

How many newly constructed buildings did not receive LEED Gold certification?

*n/a*

Please explain why LEED Gold certification was not obtained for those new buildings.

*n/a*

## Mobile Sources (Fleet Vehicles, Off-road/portable Equipment): Fuel Combustion:

Actions taken by your organization in 2019 to support emissions reductions from mobile sources?

Do you have a strategy to reduce emissions from mobile sources?

Yes

Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from mobile sources:

Over the medium-term term (1-5 years)

*Install electric charging stations; replace vehicle with new compatible vehicles*

Over the long term (6-10 years)

*New compatible vehicles*

How many fleet vehicles did you purchase from the following categories:

Electric Vehicle – EV - (e.g., Nissan Leaf, Chevy Bolt)

0

“Plug In” Electric Vehicle – PHEV (e.g., plug-in Prius, Chevy Volt)

0

Hybrid vehicle – HEV – non “Plug In”- (e.g., Toyota Highlander Hybrid)

0

Hydrogen fuel cell vehicle

0

Natural gas/propane

0

Gas/diesel vehicle

0

Actions taken by your organization in 2019 to support emissions reductions from mobile sources? (Continued)

How many existing EV charging stations does your organization have in each category:

Level 2?

0

Level 3?

0

How many level 2 stations (if any) are specifically for your fleet vehicles?

*As defined as Level 2 stations only your organization's fleet vehicles may use*

0

How many level 3 stations (if any) are specifically for your fleet vehicles?

*As defined as Level 3 stations only your organization's fleet vehicles may use*

0

How many EV charging station(s) did you install in 2019 in each category:

Level 2?

0

Level 3?

0

How many level 2 stations (if any) were installed specifically for your fleet vehicles?  
As defined in the previous section

0

How many level 3 stations (if any) were installed specifically for your fleet vehicles?  
As defined in the previous section

0

Please briefly describe any other related actions, (e.g. charging station feasibility studies, electrical panel upgrades, etc.)

*Applied for grant for charging stations*

Please indicate the total number of the vehicles in the following vehicle classes that are in your current fleet

**Definitions:**

- Light duty vehicles (LDVs) are designated primarily for transport of passengers <13 and GVWR<3900kg
- Light duty trucks (LDTs) are designated primarily for transport of light-weight cargo or that are equipped with special features such as four-wheel drive for off-road operation (include SUVs, vans, trucks with a GVWR<3,900kg )
- Heavy duty vehicles (HDV) includes vehicles with a GVWR>3,900 kg (e.g. ¾ tonne pick-up truck, transport trucks)

Light duty vehicles (LDVs)

Electric Vehicles – EV - (e.g., Nissan Leaf, Chevy Bolt)

0

“Plug In” Electric Vehicle – PHEV -- (e.g., plug-in Prius, Chevy Volt)

0

Hybrid vehicles – HEV – (e.g., non “Plug In”- older Toyota Prius, Toyota Camry hybrid)

0

Hydrogen fuel cell vehicles

0

Natural gas/propane

0

Gas/diesel

2

Light duty trucks (LDTs)

Electric Vehicles – EV

0

“Plug In” Electric Vehicle – PHEV

0

Hybrid vehicles – HEV – (e.g., non “Plug In”- older Ford Escape Hybrid, older Chevrolet Silverado pickup hybrid, etc)

0

Hydrogen fuel cell vehicles

0

Natural Gas/propane

0

Gas/diesel

12

Heavy duty vehicles (HDV)

Electric Vehicles – EV

0

“Plug In” Electric Vehicle – PHEV

0

Hybrid vehicles – HEV – (e.g., non “Plug In”)

0

Hydrogen fuel cell vehicles

0

Natural Gas/propane

0

Gas/diesel

5

Actions taken by your organization in 2019 to support emissions reductions from paper supplies.

Briefly describe your organization’s plans to continue reducing emissions from paper use:

Over the medium-term (1-5 years)

*Use paper with recycled content*



Over the long term (6-10 years)

*Use paper with recycled content*

Do you have an awareness campaign focused on reducing office paper use?

No

Purchased alternate source paper (bamboo, hemp, wheat, etc.)

No