



# ***2013 Carbon Neutral Action Report***

# COLLEGE OF THE ROCKIES

## CARBON NEUTRAL ACTION REPORT

### 2013 OVERVIEW/EXECUTIVE SUMMARY

This is the 2013 Carbon Neutral Action Report (CNAR) for *COLLEGE OF THE ROCKIES (COTR)*. This report contains our 2013 emissions profile, offsets purchased, the actions we have taken in 2013 to reduce our GHG emissions and our plans to continue reducing emissions in 2014 and beyond.

By June 30, 2014, *COLLEGE OF THE ROCKIES*' final CNAR will be posted to our website at [www.cotr.bc.ca](http://www.cotr.bc.ca).

*COLLEGE OF THE ROCKIES* is dedicated to preserving our natural environment and building a sustainable culture. As such, *COTR* has a responsibility to enable our community to become knowledgeable about the environment, and to become environmentally responsible. To educate by example and to demonstrate good environmental citizenship, *COTR* will make all reasonable efforts to be environmentally sound.

*COTR* will continue to investigate opportunities to reduce our Greenhouse Gases through ventures such as: upgrading our buildings' mechanical systems; replacing many of our Fixed Speed Motors with Variable Frequency Drive models. Upgrades of all interior and exterior lighting at our regional campuses have already taken place with similar exterior upgrades in the planning stage at our main campus.

*COTR* is committed to demonstrate quality environmental stewardship, but this is an on-going process. All of these steps identified will assist our Institution in the control of our Greenhouse gas emissions.



Dianne Teslak  
Vice President Finance  
College of the Rockies

## **ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2013**

### **Stationary Fuel Combustion, Electricity (Buildings)**

Cranbrook Campus – Reballast and relamp 128 lighting fixtures in the Gymnasium.

Gold Creek Campus – Motion sensors were installed in all classrooms and offices. Replaced all lighting fixtures in the Administration Building and the Planermill Building.

Creston Campus – Installed LED lighting fixtures: six emergency light wall packs, nine parking lot lights, five walkway lights, and eleven LED pot lights.

Fernie Campus – Installed four parking lot Induction lighting fixtures with photocells, and two LED ceiling mount exterior building lights.

Golden Campus – Replaced six exterior parking lot fixtures with LED lighting.

Facilities Manager conducted a high level study on the feasibility of Solar Power at our Main Campus and at the Residence Building.

Information Technology Department:

- Decommissioned six old telephone bays that consumed 100w of power each. Moved to a system that consumes less than 200w total.
- Decommissioned two physical servers for the telephone system and virtualized them. (Teleworker and Voicemail)

Window blinds are utilized to reduce heating and cooling costs as well as energy costs.

### **Mobile Fleet Combustion (Fleet & Other Vehicles)**

The Automotive Service Technician Program purchased a 2012 Prius hybrid vehicle which will be used by the Recruiting officers when not required for program use.

The Facilities Department purchased a 2006 Peterbilt Plow Truck to replace the 1987 International Dump/Plow Truck.

Carpooling is mandatory whenever the President, Board of Governors and the President's Council are involved in common meetings off site. Exceptions to this are approved by the President or Board Chair under exceptional circumstances only.

Meetings are piggybacked for efficiency of travel. Dean's meetings are scheduled consecutively as many have multiple portfolios.

All Campuses deliver documents and packages by way of already planned travel so as to not schedule deliveries unless necessary.

The Golden Campus' Adventure Tourism Business Operations Program selects out-trip destinations that are closer to the Campus.

Student Services/Registration – All Educational Advisors, Disability Service Coordinator, Learning Assistance staff and Aboriginal Coordinator desks have cameras and Lync access making meeting with students at regional campuses possible without having to travel.

Faculty members use Skype to conference with students rather than travel to placement sites. All regional Campuses further than 50km from Cranbrook have been equipped with full video conferencing suites. Video-recorded assignments for practicum students cut down on faculty travel for site visits. YouTube is used for posting video assignments.

Staff and faculty are encouraged to attend meetings virtually via teleconference, webinars and web conferencing whenever possible ie: BlueJeans, Lync, Bridget, Skype, LiveMeeting, etc.

### **Supplies (Paper)**

COTR encourages electronic submissions from our students.

All network printers or photocopiers are set to automatic double-sided. Staff and students are encouraged to print/copy double-sided when feasible.

#### *Moodle:*

- The Production Support Centre staff is trained in supporting faculty in moving toward more online instruction through Moodle.
- Student Services/Registration and Institutional Research - Stores training documentation on Moodle as of 2013.
- Faculty emails or posts handouts on Moodle rather than make copies for class distribution.
- Learning Research Centre uses electronic document library.
- Faculty requests that students upload their assignments to Moodle sites. Faculty then marks the assignments virtually rather than making paper copies.

*AssetPlanner:*

- All faculty and staff requests to the Production Support Centre, IT Technology Department, and Facilities Maintenance Department are now made electronically through the AssetPlanner (formerly FAME) system, eliminating all paper requests.

*SharePoint:*

- Student Services/Registration and Institutional Research - Created a SharePoint site.
- All media monitoring/clipping done and filed electronically in SharePoint, replacing weekly photocopy circulation.
- Use SharePoint for Nursing Program to jointly edit and create accreditation documents.
- Learning Research Centre uses SharePoint technology for electronic editing.
- HR/Payroll uses SharePoint for all payroll handout documents. Most of this department's information is now electronic.
- Electronic records of training (ROT) have been set up on SharePoint so that faculty from Directed Studies Programs (Adult Basic Education and Office Administration) can enter grades electronically rather than on paper copies, saving many reams of paper.

The Deans Department circulates agendas and minutes electronically and encourages use of e-readers rather than printed documents.

*Marketing Department:*

- Instituted a monthly emailed newsletter of latest program offerings and events rather than a printed newsletter. They will continue to promote COTR programs, events and news through email/electronic newsletter and RRS feeds.
- Instituted the use of USBs to promote COTR to potential students. This has replaced the print run of View Books by 4,000.
- Marketing and the Students' Association stopped printing 5,000 student handbooks each year and put all student information online. They have stopped printing program information on posters and quick card brochures. All information is now on USBs or online. When producing printed marketing material, the Marketing Department always asks for 30% or greater recycled content, and uses Forestry Stewardship Certified paper and vegetable dyes whenever possible.

The Bookstore has implemented an online Text Request System for faculty to order textbooks. This has eliminated all paper requests. e-Book and e-Reader technology will be embraced and supported by the Bookstore.

The Student Services and Registration Departments implemented the following initiatives that reduced the amount a paper we use:

- Application email: All applicants to Cranbrook programs receive an email acknowledging their application as soon the application is entered into our Student Information System. This new business practice not only reduces paper (acknowledgement letters were sent by mail previously), it reduces staff time to produce individual letters and more importantly, it provides applicants with a more timely response.
- In 2013, the Financial Aid and Awards Adjudication was done using a Smartboard. Previously, each Financial Awards Committee member received a package that contained over a 100 pieces of paper to use in this process. It is estimated that COTR reduced the amount of paper used in this process by 1000 pages.
- Committee Meeting Handouts: The Committees attended and/or chaired by the Registrar are using the SharePoint site for the document repository (e.g. Education Council, Student Affairs Policy Committee, Diversity Committee, Department meetings). This allows members to access the documents from one source rather than store them on their individual computers. Committee members are encouraged to bring their laptops to meetings rather than print hard-copies of the documents.
- Instant Enrolment: Online registration for Continuing Education was implemented this year. This allows students to view all the Continuing Education courses offered at all COTR campuses and to register online. Not only is this more convenient for students but they can do this from anywhere web access is available and at any time of day. Students who previously registered in person can save time and gas money by using this method of registration.
- ApplyBC now has functionality that allows applicants to pay their application fee at the same time as they enter their application online. Previously, applicants had to either mail in their application fee, phone in their credit card number or come in person to pay it. With the institution's obligation to implement credit card security standards, this functionality brings us in line with PCI guidelines. It also saves applications paper, money for postage or gas money
- Student exit surveys and instructor evaluations are compiled electronically.

### **Other**

Campus toilets, urinals and faucets have been upgraded where necessary.

Anti-idling signage was purchased and installed in 2013.

Campuses have installed additional bicycle racks.

A Bachelor of Business Administration (BBA) student completed a capstone project on COTR's readiness to apply for a STAR rating (Sustainability Tracking and Assessment Rating).

All COTR campuses provide courses to staff and the community on various topics related to climate change and conservation.

COTR staff/student online message portal posts information about upcoming "Green" workshops and conferences.

Creston Campus:

- Newsletter posted on website, Facebook page and emailed with Greenhouse Happenings, including xeriscape workshops.
- Rain barrels and water catchment that catch water off of greenhouse drains; irrigation system in the greenhouse and gardens to save water; slowly changing lawns to beautiful xeric plants and pathways to minimize water usage.

All toner is ordered in a larger size to reduce waste. All cartridges are recycled where facilities are available.

## **CARBON NEUTRAL GOVERNMENT 2013 SUCCESS STORY**

**Project Description: College of the Rockies – Gold Creek Campus  
Administration Building Lighting Upgrade, Including  
Occupancy Sensors.**

This project was chosen because of the savings that have been realized in our Annual utility bill. In order for this project to be successful it was important that a lighting layout was performed which included what our current foot candle ratings were and what the expected outcome would be. This is was important because we wanted to reduce the amount of fixtures that were currently in place but did not want to reduce the foot candles in each office and public space. By doing this new lighting layout we were able to achieve the fixture reduction and in turn this directly affected our utility bills by a monthly reduction of approximately 1/3<sup>rd</sup>. We also used the BC Hydro rebates to lower the overall cost of the project.

Allan Knibbs  
Manager, Facilities  
College of the Rockies

## **PLANS TO CONTINUE TO REDUCE GREENHOUSE GAS EMISSIONS IN 2014 AND BEYOND**

- Cranbrook Campus Welding Shop HVAC Upgrades in progress in 2014.
- Install solar-powered signage outside all COTR Campuses. Cranbrook and Kimberley Campuses to receive first signs.
- Cranbrook Campus to replace existing exterior lighting and parking lot lighting with LED fixtures.
- Cranbrook Campus Heavy Duty Mechanic shop to install new lighting.
- Encourage more bicycle riding, walking and carpooling.
- Encourage less driving from satellite campuses to the Main Campus for meetings, and less flying/driving to provincial (out of region) meetings. Instead, staff to consider utilizing video and on-line conferencing systems.
- The College is moving toward processing payments through e-cheque as opposed to traditional paper cheques. This will reduce the paper required to print the cheques, plus no envelope will be required as we will be emailing notification of the payment to the vendor/employer.
- The 2014-15 Program Calendar was updated using SharePoint. In previous years, each content expert responsible for updating the calendar received a hardcopy of the calendar to manually update. Not only did COTR reduce paper but the process is much more streamlined and secure and increased the accuracy of the content.
- Financial Services/Contract Management is implementing the PDF scanning and emailing of agreements for signature instead of mailing the contractor or client a hard copy. The agreements would then be stored in the SharePoint digital repository.
- The International Department will continue to book national and international flights using the most direct routing possible.
- Consider posting more “No Idling” signage at campuses.

## Emissions and Offsets Summary:

|   |            |
|---|------------|
| <b>COLLEGE OF THE ROCKIES' GHG Emissions and Offsets for 2013 (TCO2E)</b>                         |            |
| <b>GHG Emissions created in calendar year 2013 (from SMARTTool Homepage)</b>                      |            |
| <b>Total Emissions</b>  | <b>801</b> |
| <b>Total Emissions for Offsets</b>  | <b>779</b> |
| <b>Adjustments to GHG Emissions Reported in Previous Years (from SMARTTool Homepage)</b>          |            |
| <b>Total Emissions</b>  | <b>-11</b> |
| <b>Total Emissions for Offsets</b>  | <b>-11</b> |
| <b>Credit owing from PCT at end of 2012 reporting year (if applicable – from May 15 Invoice):</b> |            |
| <b>Credit Owing</b>   |            |
| <b>Total Emissions for Offsets for the 2013 Reporting Year (from Offset Invoice):</b>             | <b>768</b> |

Signature

Date

Name (please print)

Title

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

Created Wednesday, February 05, 2014

Updated Thursday, May 29, 2014

<https://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/06e2ba6eb1a2548741c4f04313b07b0a/>

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## 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](mailto:climateactionsecretariat@gov.bc.ca).

Organization Name

COLLEGE OF THE ROCKIES

### **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.

Yes

Undertook an evaluation of overall building energy use.

No

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

*Replaced lighting all fixtures in Gold Creek Campus Admin Building and Planermill Building.  
Reballast and relamp 128 lighting fixtures in Cranbrook Campus Gymnasium.*

*Motion sensors installed in all Gold Creek Campus classrooms and offices.*

*Creston Campus - Installed LED lighting: six emergency light wall packs, nine parking lot lights, five walkway lights, and eleven pot light bulbs.*

*Fernie Campus installed four parking lot fixtures with induction photocell lights , and two LED ceiling mount exterior building lights.*

*Replace six Golden Campus exterior parking lot fixtures with LED lighting.*

*Facilities Manager conducted a high level study on the feasibility of Solar Power at our Main Campus and at the Residence Building.*

*Blinds are utilized to reduce heating and cooling costs as well as energy costs.*

*IT Department:*

- All computers and printers utilize sleep functions to reduce energy costs.*
- Decommissioned six old telephone bays that consumed 100w of power each. Moved to a system that consumes less than 200w total.*
- Decommissioned two physical servers for the telephone system and virtualized them (Teleworker and Voicemail)*

## 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

Yes

Reduced the overall number of fleet vehicles

No

Took steps to drive less than last year

Yes

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

*The Automotive Service Technician Program purchased a 2012 Prius hybrid vehicle which will be used by the Recruiting officers when not required for program use.*

*The Facilities Department purchased a 2006 Peterbilt Plow Truck to replace the 1987 International Dump/Plow Truck.*

*Carpooling is mandatory whenever the President, Board of Governors and the President's Council are involved in common meetings off site. Exceptions to this are approved by the President or Board Chair under exceptional circumstances only.*

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*on faculty travel for site visits. YouTube is used for posting video assignments.*

*Staff and faculty are encouraged to attend meetings virtually via teleconference, webinars and web conferencing whenever possible ie: BlueJeans, Lync, Bridget, Skype, LiveMeeting, etc.*

### 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:

*COTR encourages electronic submissions from our students.*

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*Moodle:*

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- Student exit surveys and instructor evaluations are compiled electronically.

## Actions Taken to Reduce Emissions - continued

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

- Cranbrook Campus Welding Shop HVAC Upgrades in progress in 2014.
- Install solar-powered signage outside all COTR Campuses. Cranbrook and Kimberley Campuses to receive first signs.
- Cranbrook Campus to replace existing exterior lighting and parking lot lighting with LED fixtures.
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- Encourage more bicycle riding, walking and carpooling.
- Encourage less driving from satellite campuses to the Main Campus for meetings, and less flying/driving to provincial (out of region) meetings. Instead, staff to consider utilizing video and on-line conferencing systems.
- The College is moving toward processing payments through e-cheque as opposed to traditional paper cheques. This will reduce the paper required to print the cheques, plus no envelope will be required as we will be emailing notification of the payment to the vendor/employer.
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- Financial Services/Contract Management is implementing the PDF scanning and emailing of agreements for signature instead of mailing the contractor or client a hard copy. The agreements would then be stored in the SharePoint digital repository.
- The International Department will continue to book national and international flights using the most direct routing possible.
- Consider posting more "No Idling" signage at campuses.

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)

Yes

### 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.

No

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

No

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

*Yes*

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.

*No*

## Page 5

### Actions to Promote Sustainability and Conservation - Optional (continued)

#### Staff Awareness and Education

Provided education to staff about the science of climate change

*Yes*

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

*Yes*

Provided green tips on staff website or in newsletters

*Yes*

#### Alternate Work/Commuting Options

Allow for telework/working from home

*Yes*

Staff have the option of a compressed work week

*No*

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

*Yes*

Secure bicycle storage is provided

*Yes*

#### 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

*Yes*

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

No

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.)

Yes

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.

*Campus toilets, urinals and faucets have been upgraded where necessary.*

*Anti-idling signage was purchased and installed in 2013.*

*Campuses have installed additional bicycle racks.*

*A Bachelor of Business Administration (BBA) student completed a capstone project on COTR's readiness to apply for a STAR rating (Sustainability Tracking and Assessment Rating).*

*All COTR campuses provide courses to staff and the community on various topics related to climate change and conservation.*

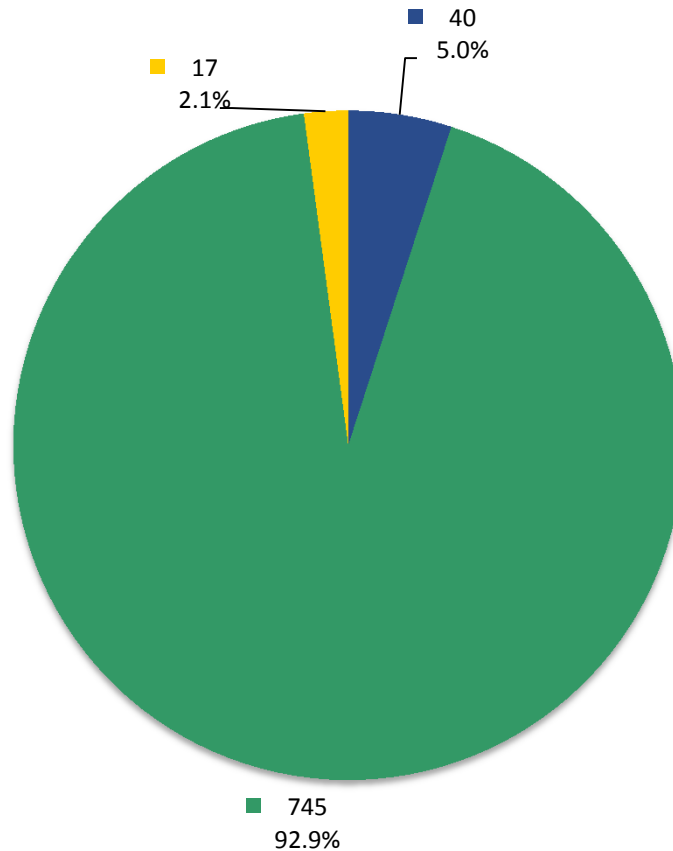
*COTR staff/student online message portal posts information about upcoming "Green" workshops and conferences.*

*Creston Campus:*

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*All toner is ordered in a larger size to reduce waste. All cartridges are recycled where facilities are available.*

**College of the Rockies  
Greenhouse Gas Emissions by Source  
for the 2013 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 801**

- 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 2:34 PM)**

Total offsets required: **779**. Total offset investment: **\$19,475**. Emissions which do not require offsets: **22** \*\*

\*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.