

CARBON NEUTRAL ACTION REPORT 2013



School District No. 8 (Kootenay Lake) - 2013 Carbon Neutral Action Report

Executive Summary

Carbon neutrality for School District No. 8 will have many spin-offs at varying levels not only for the school district itself but also within the communities and the geographic regions in which we operate. In addition, reduction in the use of carbon will contribute to a reduction in our operating costs. Such operational cost savings will enable the school district to focus more resources on its' core objective of education. Reduction of carbon usage will also lead to an improvement in the quality of life for not only for our clients and workers, but also for all residents in the communities and regions in which we operate. Also, our clients, on many occasions, have communicated directly with us on what initiatives we are undertaking and have offered numerous suggestions on this same topic. It is clear that, as a good corporate citizen responding to the needs and wishes of its constituents, that reducing our carbon footprint is a good, and moral, direction to take for now and in the future. It is hoped that every employee, student and school volunteer would contribute to energy efficiency with a key goal of reducing our greenhouse gas emissions. Implementation of this commitment shall be the joint responsibility of the Board of Education, administration, teachers, students, staff and volunteers. Its success shall be dependent on cooperation at all levels. Each employee, student and school volunteer will be encouraged to actively participate in the district's energy conservation and efficiency programs. District facilities will be evaluated continually for efficient operation and cost effective modifications. The district has recently upgraded the boiler and ventilation system at J.V. Humphries Elementary Secondary School through funding provided by Carbon Neutral Capital Program. Our maintenance department is engaged in lighting retrofits and boiler retrofits on an on-going basis to reduce energy consumption. Accurate records are kept of energy consumption, associated costs and greenhouse gas emissions.

Kim Morris, Secretary-Treasurer



Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2013

Some key actions that SD8 has undertaken beginning January 1, 2013 through to December 31, 2013 is targeted t staff training for energy management, creation of an active in-house energy retrofit program, upgraded the boiler and ventilation system at J.V. Humphries Elementary Secondary School, purchase and implementation of newer energy efficient and less polluting vehicles and equipment.

Plans to Continue Reducing Greenhouse Gas Emissions 2014 – 2015

School District No. 8 is committed to meeting our GHG reduction targets as required under the charter. We will continue to seek our creative and cost-effective strategies to meet that commitment. The maintenance department will continue to include boiler replacement and lighting upgrades. In addition, the maintenance department will continue with HVAC improvements such as controls upgrades, roof top AC upgrades, and heat recovery ventilation units. In the

transportation department, the NRCan driver training course for reducing fuel consumption will be a fixture of all driver training.

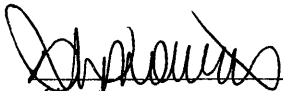
Carbon Neutral Action Report- School District No. 8 (Kootenay Lake)

This is the 2013 Carbon Neutral Action Report (CNAR) for School District No. 8 (Kootenay Lake). 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, School District No. 8 (Kootenay Lake) final CNAR will be posted to our website at www.sd8.bc.ca

Emissions and Offsets Summary:

School District No. 8 GHG Emissions and Offsets for 2013 (TCO2E)	
GHG Emissions created in calendar year 2013 (from SMARTTool Homepage)	
Total Emissions	3041
Total Emissions for Offsets	2142
Adjustments to GHG Emissions Reported in Previous Years (from SMARTTool Homepage)	
Total Emissions	36
Total Emissions for Offsets	36
Credit owing from PCT at end of 2012 reporting year (if applicable – from May 15 Invoice):	
Credit Owing	0
Total Emissions for Offsets for the 2013 Reporting Year (from Offset Invoice):	2178


Signature

JUNE 3/2014.

Date

KIM MORRIS

Name (please print)

SECRETARY TREASURER

Title

Changes to Greenhouse Gas Emission and Offsets Reporting from Previous Years

Year	Current Year Emissions	Previous Year Adjustments	Total Emissions For Offsets
2010	1906	0	1906
2011	2189	0	2189
2012	1966	249	2215
2013	2142	36	2178

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

Created Wednesday, June 04, 2014

<https://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/4309612d1cc6bc77ab722342f988eec8/>

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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. 8 (Kootenay Lake)

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:

All buildings are monitored for energy usage through the Utility Manager program.

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:

(No response)

3) Supplies (Paper):

Indicate which actions were taken in 2013:

Used less paper than previous year

No

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:

(No response)

Actions Taken to Reduce Emissions - continued

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

We will continue to monitor consumption levels, make awareness of use a priority, and reduce wherever possible.

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

(No response)

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)

No

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

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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

Yes

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

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

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

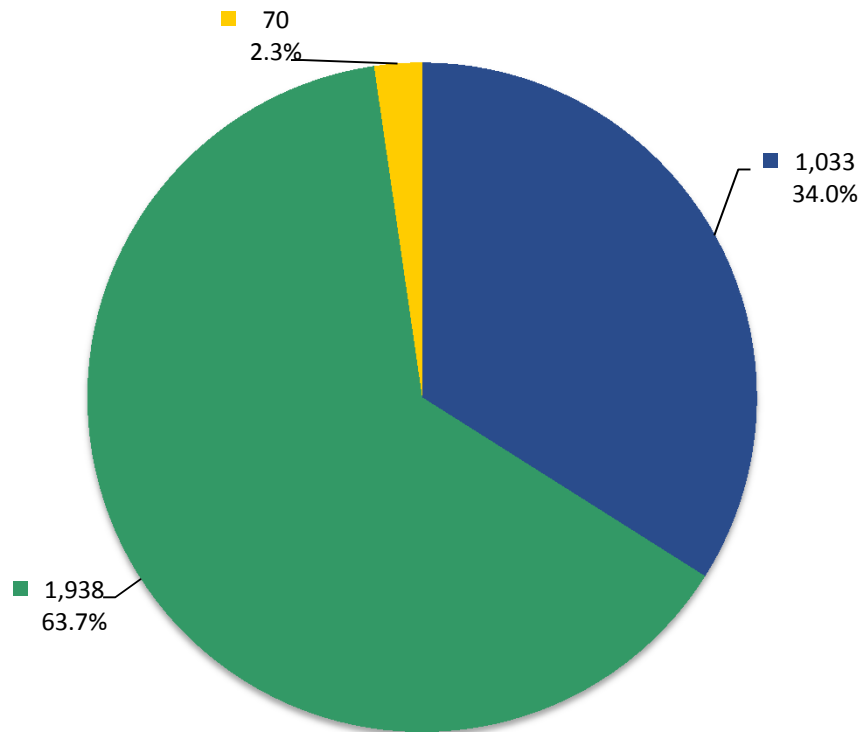
Incorporated lifecycle costing into new construction or renovations

Yes

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

(No response)

School District 08 - Kootenay Lake Greenhouse Gas Emissions by Source for the 2013 Calendar Year (tCO₂e*)



Total Emissions: 3,041

- 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 3:15 PM)

Total offsets required: **2,142**. Total offset investment: **\$53,550**. Emissions which do not require offsets: **899** **

*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.