

# *School District No. 63*

**Great Places to Learn  
& Safe Places to Be**

**Saanich Schools**

## **2013 Carbon Neutral Action Report**

### **Executive Summary**

The Board of Education for School District No. 63 (Saanich) is committed to an environmental learning and sustainability policy that is intended to support the education of ecologically literate individuals with the knowledge, skills, attitudes, experiences and motivation to take personal responsibility and leadership for innovative local and global solutions. This policy also targets energy reductions of 50% and Greenhouse Gas (GHG) reductions of 33% from 2007 levels of consumption by 2020.

Saanich Schools has been contributing toward carbon neutrality for a number of years by actively pursuing energy conservation in existing buildings and designing new buildings to a high

standard of environmental design. The District is committed to creating a sustainable future for students through education and operations and has achieved a reduction in GHG emissions of 12% in 2013, compared to the previous year.



### **2013 Greenhouse Gas Emissions**

GHG emissions from all sources covered by the Greenhouse Gas Reduction Targets Act were 2006 tonnes in 2013. Fugitive emissions from stationary cooling comprises less than 1% of total emissions and are deemed out-of-scope and are not included in the total GHG emissions profile or offset purchase. GHG emissions have been reduced by 12% in 2013 compared to the previous year due to favourable weather conditions and the implementation of several energy conservation projects.

### **Offsets Applied to Become Carbon Neutral in 2013**

The School District has purchased 1690 tonnes of offsets from Pacific Carbon Trust for \$42,250 to achieve carbon neutrality in 2013, which includes 1628 tonnes of offsets for 2013 and 62 tonnes of offsets for emissions adjusted from previous year's data. A total of 377 tonnes of emissions resulting from the operation of school buses were reported as part of our GHG emissions profile in 2013 but are not required to be offset as they are out-of-scope under Carbon Neutral Government Regulations.

## **Overviews**

### **Actions Taken to Reduce Greenhouse Gas Emissions in 2013**

Saanich Schools are a participant in the Power Smart Partnership with BC Hydro and will be renewing a contract for energy and sustainability management. Our Energy Manager provides leadership to the District in encouraging an energy conservation culture amongst staff and students. The School District completed several energy conservation initiatives in 2013 including the installation of a high-efficiency boiler at Lochside Elementary, adding occupancy sensors to lighting in Lochside, Keating and Deep Cove schools and completing the rollout of discless client computers that incorporate power management software for automatic shutdown afterhours and on weekends and holidays. In addition the District entered a partnership with FortisBC to employ an Energy Specialist, who works in conjunction with the Energy Manager to promote natural gas conservation. A notable advancement in Energy Management occurred in 2013 with the introduction of the Continuous Optimization Program in six District schools in partnership with BC Hydro. The Continuous Optimization program recommissions existing buildings to improve their operational efficiency and monitor energy consumption continuously to ensure buildings operate at optimal energy-efficiency.

### **Plans to Continue Reducing Greenhouse Gas Emissions 2014 – 2016**

Saanich Schools are a participant in a Power Smart Partnership with BC Hydro and will continue to identify and implement energy conservation projects to upgrade existing lighting and heating systems as well as review and report on the performance of the Continuous Optimization program. LED lighting technology will be investigated and implemented where feasible and cost-effective in 2014-2016. An opportunity has been identified to reduce energy consumption and GHG emissions by optimizing the behaviour of staff and students when operating energy-consuming equipment and a structured effort to engage staff and students in energy conservation will be undertaken over the next three years.

**Declaration Statement:**

This is the 2013 Carbon Neutral Action Report for School District No. 63 (Saanich). 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.

School District No. 63 will post the final report to our website at [www.sd63.bc.ca](http://www.sd63.bc.ca) by June 30, 2014.

**Emissions and Offsets Summary:****School District No. 63 GHG Emissions and Offsets for 2013**

Total GHG emissions in 2013	2006 tonnes
Total GHG emissions for Offsets from 2013 reporting year	1628 tonnes
Adjustments to previous year's data	62 tonnes
Total Offsets purchased in 2013	1690 tonnes

  
Monica Schulte  
Secretary-Treasurer

  
Date

May 30/14

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

Created Wednesday, May 28, 2014

Updated Thursday, May 29, 2014

<http://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/6130a0e03a8d80bac0ec5951e002dd92/>

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

Organization Name

*School District #63 Saanich*

**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.

*Yes*

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

*Installed a high-efficiency boiler at Lochside elementary.*

*Installed occupancy sensors on classroom lighting at Lochside, Keating and Deep Cove schools.*

*Reduced wattage of lighting from 30w to 25w in schools not already converted.*

*Began recommissioning process of Claremont, Parkland, Stelly's, Royal Oak, North Saanich and Bayside schools.*

*Completed implementation of discless client computers, including lower energy-consuming desktop computers and power management software that schedules shutdown of computers at night, on weekends, holidays and professional days.*

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)

*No*

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:

*Central server automatically sets print options double-sided on all desktops.*

## Actions Taken to Reduce Emissions - continued

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

*Purchases of 0% recycled paper have been blocked via an agreement with paper supplier; any staff requiring 0% recycled paper must have a special order approved.*

*Energy performance of each school will be summarized and conveyed to school Green Teams as well as a list of actions that staff and students could take to reduce energy consumption. Results of energy conservation projects or behavioural campaigns will also be reported to each school using an "Energy Report Card".*

*Develop a process to routinely review building operations such as temperatures, schedules, ventilation levels, equipment runtimes, preventative maintenance and energy performance to ensure previous energy conservation measures remain in place and buildings operate at optimum energy-efficiency.*

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)

No

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

Yes

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

Yes

Established a sustainability/green awards or recognition program

No

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.

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

No

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

Yes

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

No

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

Yes

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

Yes

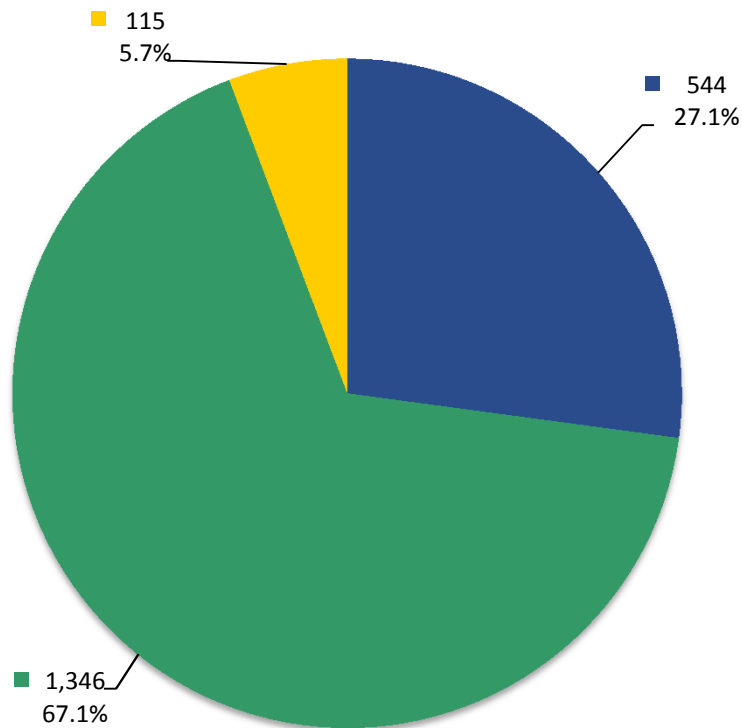
Incorporated lifecycle costing into new construction or renovations

No

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

*School District #63 encourages the inclusion and participation of students in sustainability actions by sponsoring an Energy Ambassador program at the secondary schools that delivers behavioural change campaigns to students at secondary and elementary schools. Also, staff Green Teams deliver sustainability campaigns designed to inform and include the students in sustainability activities, such as composting or natural light campaigns.*

**School District 63 - Saanich  
Greenhouse Gas Emissions by Source  
for the 2013 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 2,006**

- 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 4:01 PM)**

Total offsets required: **1,628**. Total offset investment: **\$40,700**. Emissions which do not require offsets: **377** \*\*

\*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.