

## **School District No. 48 (Sea to Sky) - 2012 Carbon Neutral Action Report**

### **Executive Summary**

School District No. 48 (Sea to Sky) is continuing to take action toward carbon neutrality by actively exploring carbon reduction opportunities, innovative strategies and technologies to increase overall sustainability and operating efficiencies. Our carbon neutral actions for 2012 include investments in energy retrofits, energy benchmarking and performance monitoring, collaboration with our utility providers and waste/recycling contractors, awareness activities and sustainability projects involving staff, students and the school community.

The School District acknowledges that the actions and behaviours of all staff and students have a significant impact on the environment now and in the future and supports the integration of sustainability, energy conservation and climate action into the curriculum as a way of incorporating environmental studies into the provincial curriculum.

The School District acknowledges its corporate responsibility to conduct its affairs in an environmentally responsible manner as a model for students and environmental stewardship. Policies have been implemented to enable and compel staff where appropriate to integrate education, sustainable business practices and green initiatives into all of our operations.

### **2012 Greenhouse Gas Emissions**

The District's 2012 total greenhouse gas (GHG) emissions from all sources covered by the Greenhouse Gas Reductions Target Act is estimated at 2,179.29 tonnes of CO<sub>2</sub>e. It was estimated that stationary fugitive emissions from cooling do not comprise more than 0.01% of the School District's total emissions and an ongoing effort to collect or estimate these emissions from this source would be disproportionately onerous. Thus, these emissions meet both the requirement to be below 1% of the School District's total emissions and the requirement to be onerous to collect. For this reason emissions from this source have been deemed out-of-scope and have not been included in the District's total greenhouse gas emission profile for 2012.

### **Offsets Applied to Become Carbon Neutral in 2012**

School District No.48 (Sea to Sky) has applied a total of 1,791 tonnes of CO<sub>2</sub>e emission offsets for greenhouse gas emissions from all sources covered by the Greenhouse Gas Reductions Target Act to become Carbon Neutral for 2012. As required by section 5 of the Carbon Neutral Government Regulation, estimated 388 tonnes of CO<sub>2</sub>e or 17.8% of the District's total emissions resulting from the operation of school buses were reported as part of our greenhouse gas

emissions profile in 2012. However, they were not offset as they are out of scope under section 4 (2) (c) of the Carbon Neutral Government Regulation.

## **Changes to Greenhouse Gas Emissions and Offsets Reporting From 2011**

Following the public release of School District No.48 (Sea to Sky) 2011 Carbon Neutral Action Report, it was determined that the total emissions for the 2011 calendar year were under reported by 35 tonnes of CO<sub>2</sub>e and offsets required to become carbon neutral in 2011 were under reported by 35 tonnes of CO<sub>2</sub>e. The difference in offsets required have been purchased and applied against our 2012 emissions.

## **Emissions Reduction Activities**

### **Actions Taken to Reduce Greenhouse Gas Emissions in 2012**

During 2012 School District No. 48 (Sea to Sky) continued with sustainability initiatives and measures to reduce carbon output.

The School District continued to invest in energy lighting and mechanical system upgrades. Staff closely monitored and evaluated utility trends and responded to energy reduction opportunities to avoid unnecessary costs and carbon output. Resources were redirected to increase monitoring and reporting requirements mandated by the provincial government. Continued initiatives to promote and encourage sustainability measures were expanded to reduce waste and promote recycling, improve energy efficiency for vehicles and buildings, reduce business travel requirements, utilize more green cleaning products, encourage staff and facility users to minimize energy use.

In the mobile fuel combustion category we have initiated measures to improve vehicle efficiency with preventative maintenance, correct vehicle sizing and we are providing driver training to change behaviour. Two maintenance fleet vehicles were downsized from full size to compact.

In the stationary fuel combustion, buildings category we have established energy performance baselines and completed a number of energy efficient upgrades to improve energy performance. Appliances are replaced with energy star appliances. Computer equipment is being shut down automatically and we are implementing initiatives to change behaviour to promote and encourage shutting off equipment when not in use. Electronic media in place of paper is being encouraged and collaborative and virtual meeting software is being utilized to minimize business travel.

In the education, awareness and engagement category we established a Sustainability Committee which includes all our school community stakeholders which helps foster green team building, awards programs and education and awareness for our students and staff.

Policies and regulations were in place to support sustainable operations and business practices including green procurement practices for purchasing supplies and when constructing and renovating our facilities.



## Plans to Continue Reducing Greenhouse Gas Emissions 2012 – 2014

In the upcoming reporting period the School District is committed to continue to increase sustainability measures and levels with a stronger focus on education, awareness and training to encourage behaviour change across all action categories consistent with our ultimate goal of carbon neutrality.

We will continue to invest in our mobile fleet and our buildings to improve energy efficiency. Resources will continue to be applied to energy consumption and performance monitoring activities to further identify opportunities and key areas for further investment and improvement. Investment will continue for educational and training opportunities for staff and students in sustainability, energy conservation and climate action.

Our Sustainability Committee will be working closely with our Board of Trustees to green our operations, business procedures and integrate sustainability education, environmental studies, energy conservation and climate action into school learning objectives and curriculum.



Executive Member Signature

JOHN HEYHERINGTON  
SECRETARY - TREASURER

Executive Member Name and Title

APRIL 10, 2013

Date Approved

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Actions Towards Carbon Neutrality					
The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	Transportation Supervisors provide ongoing training to all bus drivers.	Transportation Supervisors will continue to provide ongoing training to existing and new drivers.	2008	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress	Polices, regulations are fully implemented. Transportation Supervisors provide ongoing driver training and supervision to bus drivers. Staff and visitors to our sites are reminded regularly of our Anti-idling Policy.	Ongoing awareness training to bus drivers will continue along with staff and visitor reminders, signs and enforcement will continue at all SD48 sites.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Discussed at regular management and supervisor meetings.	Managers and supervisors are encouraged to carpool and to encourage staff to car pool when practical.	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Potential opportunities discussed with Departments with fleet vehicles.	Continue to provide bicycle parking, showers, change rooms and to identify opportunities to encourage and increase participation.	2010	No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	Received delivery of four new clean diesel school buses to replace four owned and aging buses. Placed an order for one new clean diesel school bus to be received in 2013. Received delivery of one new fuel efficient compact vehicle to replace one old full size maintenance vehicle. Placed order for one new compact vehicle to replace one old compact vehicle.	Light and heavy duty vehicles will be replaced according to a 10 year equipment replacement program. Correct vehicle sizing will be determined and evaluation criteria will include a provision for fuel efficiency when determining best overall value.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	Began procurement process to purchase one compact vehicle to replace one old full size maintenance vehicle.	We plan to take delivery of one compact vehicle to replace one old full size maintenance vehicle.	2010	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	Continued with comprehensive preventive maintenance program in accordance with manufacturer's recommendations.	Continue to support ongoing preventive maintenance program.	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Not Yet Evaluated				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Continue to encourage staff to reduce energy consumption by switching off equipment and power bars when not in use.	Continue to encourage staff to reduce energy consumption and regularly communicate energy reduction measures and results.	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress	Continue to encourage staff to reduce energy consumption by switching off equipment and power bars when not in use.	Continue to encourage staff to reduce energy consumption and regularly communicate energy reduction measures and results.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Continue to encourage staff to close window coverings and have custodians close security shutters daily.	Continue to encourage staff to close window coverings and have custodians close security shutters daily.	2008	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress	Continue to encourage staff to utilize air dry settings on dishwashers.	Continue to encourage staff to reduce energy consumption and regularly communicate ideas through the Sustainability Committee.	2008	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress	We continued to promote energy conservation for staff working after hours by encouraging staff to dress appropriately for unoccupied temperature settings and minimize use of lighting, heating and air conditioning systems.	Continue to encourage staff to dress for unoccupied temperature settings and minimize use of lighting, heating and air conditioning systems.	2009	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Continue to keep elevators locked off.	Continue to keep elevators locked off.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Active School Green Teams continue their work in the schools.	Continue to encourage more schools to organize active Green Teams in the schools and regularly communicate ideas through the District Sustainability Committee.	2009	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	We continued to maintain low flow fixtures and auto off faucets in good working order, control hot water temperature at or below 49 C and utilize water efficient custodial equipment.	Continue to maintain low flow fixtures and auto off faucets in good working order, control hot water temperature at or below 49 C and utilize water efficient custodial equipment.  Encourage schools to mobilize Green Teams to reduce hot water waste through communication and awareness.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	Continued to have computer labs on automatic timed shutdown and all PCs are imaged with auto sleep modes enabled.	Review and consider new technology opportunities as they become available.	2008	No End Date (Continuous)
Implement server virtualization	Not Yet Evaluated				No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	Continue to image PCs with auto sleep modes enabled.	Continue to image PCs with auto sleep modes enabled. Review and consider new technology opportunities as they become available.	2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	Many of our sites are moving towards multi-function devices when existing equipment is scheduled for and/or requires replacement.	Sites will continue to move towards multi-function devices as needed and when funding is available.	2008	No End Date (Continuous)
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	Continued to have printers, copiers, fax machines and multi-function devices with auto sleep modes enabled.	Will continue to have printers, copiers, fax machines and multi-function devices with auto sleep modes enabled.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	All new computers purchased in 2012 were Energy Star rated.	Continue to phase out non-Energy Star rated computers.	2008	2014
Owned buildings					
Establish energy performance baseline for owned buildings	Ongoing/In Progress	Monitored energy performance with historical baselines.	Update benchmark baselines, set targets and monitor performance.  Evaluate energy accounting systems to improve tools available for energy monitoring, targeting and reporting.	2008	No End Date (Continuous)
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress	No Ministry of Education funding for new construction or major capital renovations received in the 2012/13 budget year.	In accordance with Ministry of Education standards all new construction and major renovation projects will be to specified	2012	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
			standard and to LEED Gold.		
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Lighting efficiency upgrade completed at one elementary school. Submitted capital funding requests for high efficiency mechanical system upgrades at three schools. Began initial review of a thermal energy proposal submitted by an energy utility provider.	Plan to further evaluate options to reduce energy consumption and greenhouse gas emissions. Submit capital funding requests for high efficiency mechanical upgrades. Invest annual facilities grant funding on lighting upgrades at one elementary school. Continue to review and evaluate a thermal energy proposal submitted by a energy utility provider.	2008	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Not Yet Evaluated				No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Not Yet Evaluated				No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Not Yet Evaluated				No End Date (Continuous)
Retrofit details for owned buildings					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	Submitted capital funding requests for high efficiency mechanical system upgrades at three schools. Began initial review of a thermal energy proposal submitted by one of our energy utility providers. Continued to evaluate opportunities and strategies available to reduce energy consumption and greenhouse gas emissions.	Plan to further evaluate options to reduce energy consumption and greenhouse gas emissions. Submit capital funding requests for high efficiency mechanical upgrades. Continue to invest annual facilities grant funding on minor capital mechanical upgrades. Continue to review and evaluate thermal energy proposal submitted by one of our energy utility providers.	2008	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	Upgrade lighting with high efficiency lighting during washroom renovations at four schools.	Plan to invest annual facilities grant funding to upgrade lighting at one school and will consider high efficiency lighting system upgrades for renovation and upgrade projects.	2008	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	During gym change room renovations at one high school we expanded our computerized control system and replaced outdated conventional controls systems with modern controllers.	Control system upgrades and adjustments will be included in scope of all renovation projects and retrofits.	2008	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Ongoing/In Progress	Insulation was upgraded in four schools in areas of the buildings where renovated in 2012. This included building and plumbing insulation.	Insulation upgrades will be included in scope of all renovation projects and retrofits.	2008	No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	We continued to provide collaborative software training to staff.	Sustainability Committee to review potential opportunities to expand training and use of collaborative software technology.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Various committees are circulating materials through electronic conferences.	Encourage and expand the use of electronic conferences. Sustainability Committee to review potential opportunities to expand on paperless meetings.	2010	No End Date (Continuous)

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The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
<b>Electronic media in place of paper</b>					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Continued to encourage staff to utilize installed collaborative software. There is currently a SharePoint project in early stages of development.	Continue to encourage staff to utilize installed collaborative software. Continue to explore opportunities and new technologies. Continue to move forward on SharePoint project.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	Continued to maintain and expand document libraries on common drives.	Continue to maintain and expand document libraries on common drives. Sustainability Committee to review potential opportunities to expand the use of document libraries.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Completed (in Previous Year)				No End Date (Continuous)
<b>Paper Type</b>					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	Policy implemented in 2011 which compels staff to purchase paper containing recycled content when cost benefits are equal or greater than non-recycled paper.	Continue to monitor paper product pricing and purchasing according to the existing policies.	2010	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	Policy implemented in 2011 which compels staff to purchase paper containing recycled content when cost benefits are equal or greater than non-recycled paper.	Continue to monitor paper product pricing and purchasing according to the existing policies.	2010	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	Policy implemented in 2012 which compels staff to purchase paper containing recycled content when cost benefits are equal or greater than non-recycled paper.	Continue to monitor paper product pricing and purchasing according to the existing policies.	2010	No End Date (Continuous)
<b>Printer/document settings</b>					
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	Policy implemented in 2012 that will support new regulations and procedures to conserve paper.	Policy implemented in 2012 that will support new regulations and procedures to conserve paper.	2010	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability					
The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	We continued to provide web-conference training to staff.	We continued to promote the use and provide web-conference training to staff.	2011	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	We continued to encourage virtual attendance and promote benefits of utilizing this technology.	Continue to explore opportunities to expand and promote benefits of utilizing this technology.	2011	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	Group travel is often provided and group travel is always encouraged when traveling to meetings.	Continue to encourage, explore and create new opportunities available from carpooling.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Alternate forms of travel to meetings are encouraged.	Continue to encourage, explore and create new opportunities available from using alternate forms of travel.	2008	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Not Yet Evaluated				No End Date (Continuous)
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Many of our sites are using Elluminate for meetings and they are finding that the time and travel costs can be substantially reduced.	Continue to encourage web-conferencing and explore and create opportunities to take advantage of this technology.	2011	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	Desktop cameras are available to staff. All new laptops purchased are ordered with built in web-cameras.	Continue to supply desktop cameras and purchase new laptops only with built in web-cameras.	2008	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	We currently have three sites equipped with video-conferencing equipment.	Continue to encourage video conferencing and explore and create opportunities to take advantage of this technology.	2011	No End Date (Continuous)
Education, Awareness, and Engagement					
Awards/Recognition					
Establish a sustainability/green awards or recognition program	In Development	No progress to report in this area for 2012.	Continue work to obtain stronger support for recognition and rewards programs.	2011	No End Date (Continuous)
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Continued to support attendance at green conferences and workshops.	Continued to promote and support attendance at green conferences and workshops.	2011	No End Date (Continuous)
Include green options in employee performance measurement system	Not Yet Evaluated				No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	In Development	No progress to report in this area for 2012.	Sustainability Committee to review and recommend.	2011	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	No progress to report in this area for 2012.	Sustainability Committee to review and recommend.	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Not Yet Evaluated				No End Date (Continuous)



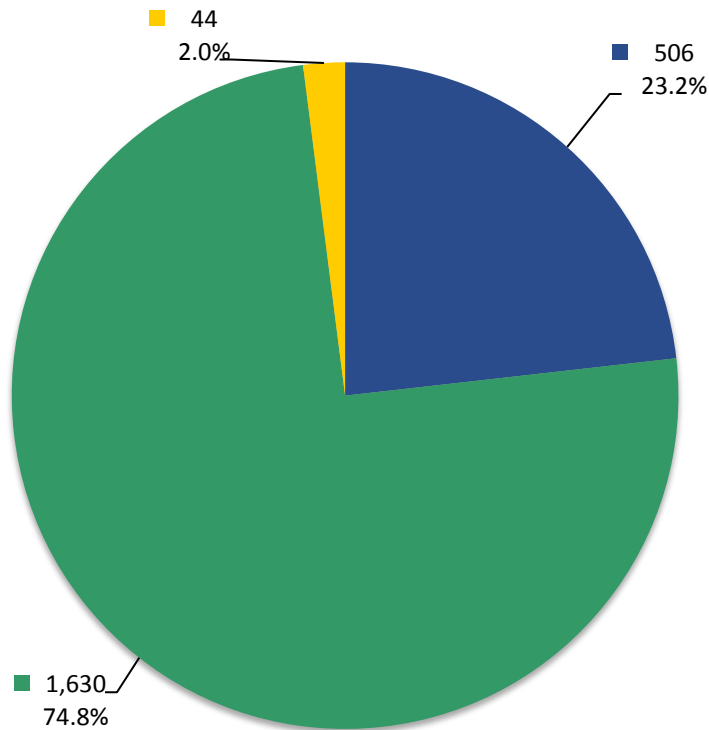
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Actions to Reduce Provincial Emissions and Improve Sustainability					
The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector					
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Provide sustainability education during new staff orientation	Not Yet Evaluated				No End Date (Continuous)
Team-building					
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress	Sustainability Committee identified this as a top priority for the Committee in 2012 to encourage and support throughout the District.	Continue work with education leaders to increase participation and to strengthen executive endorsement and support.	2009	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	In Development	No progress to report in this area for 2012.	Continue work to obtain stronger support and additional resources to increase sustainability education, awareness and engagement.	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress	No progress to report in this area for 2012.	Continue work to obtain stronger support and additional resources for behaviour change activities, education, awareness and engagement.	2009	No End Date (Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Not Yet Evaluated				No End Date (Continuous)
Integrated considerations of extreme weather events and/or long term changes in climate into the organization's decision making.	Not Yet Evaluated				No End Date (Continuous)
Building construction, renovation					
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress	Sustainability Policy and Regulation was developed and approved which broadly covers reusing and recycling.	Sustainability Committee to review if existing policy should be amended to be more specific about reusing materials.	2011	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Ongoing/In Progress	Life cycle costing is currently factored into design criteria for major capital projects.	Continue to factor life cycle costing into design criteria for major capital projects.	2008	No End Date (Continuous)
Commuting to and from home					
Introduce telework/work from home policy	Not Yet Evaluated				No End Date (Continuous)
Offer staff a compressed work week	Not Yet Evaluated				No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	Group travel is often provided for large events and alternate forms of travel are encouraged.	Continue to provide group travel for large events and encourage alternate forms of travel. Continue to provide bicycle racks at all school locations. The Sustainability Committee will review current measures and will make recommendations regarding promotion and expanding measures appropriately.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress	Continue to support shower facilities which already exist in many schools.	Sustainability Committee to investigate current utilization and need for expanding facilities as needed.	2011	No End Date (Continuous)
Provide secure bicycle storage	Not Yet Evaluated				No End Date (Continuous)
Procurement (non-paper supplies)					
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments,	Ongoing/In Progress	Sustainability Policy and Regulation and approved which broadly covers office paper and recycled content.	Sustainability Committee to review and recommend if the existing policy should be amended to be more specific about minimum	2010	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability					
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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
binders, toner cartridges, etc.)			recycled paper content.		
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Ongoing/In Progress	No progress to report in this area for 2012.	Sustainability Committee to review and recommend.	2011	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress	Continue to expand use of green seal cleaning products and implement sustainable procurement of custodial paper and trash bag products.	Continue to expand use of green seal products and use of sustainable custodial products as funding permits and as new products become available.	2008	No End Date (Continuous)
Waste reduction/diversion					
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	In Development	No progress to report in this area for 2012.	Sustainability Committee to review and recommend.	2013	2014
Implement a hazardous waste reduction and disposal strategy	Not Yet Evaluated				No End Date (Continuous)
Water conservation					
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Not Yet Evaluated				No End Date (Continuous)
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	Not Yet Evaluated				No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Not Yet Evaluated				No End Date (Continuous)

**School District 48 - Sea to Sky  
Greenhouse Gas Emissions by Source  
for the 2012 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 2,179**

- 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 2012 (Generated May 28, 2013 4:01 PM)**

Total offsets required: **1,791**. Total offset investment: **\$44,775**. Emissions which do not require offsets: **388** \*\*

\*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.