

## CNAR OVERVIEW

### 2018 Carbon Neutral Action Report

#### The Board of Education School District No. 91 (Nechako Lakes)

This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2018 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2019 and beyond.

By June 30, 2019, School District No. 91(Nechako Lakes) final *Carbon Neutral Action Report* will be posted to our website at [www.sd91.bc.ca](http://www.sd91.bc.ca)


#### Overview:

SD91 is continuing Paper reduction strategy by reducing the number of deployed printers and copiers and with real time end user notification of the cost and impact of printing. Our digital transformation project will begin next school year targeting our Human Resources and Accounts Payable departments to further eliminate paper forms processing and storage with the long term goal of becoming a near paperless organization. In addition, we are continuing to improve our HVAC systems by upgrading our Direct Digital Controls (DDC), installing higher efficiency boilers, switching to variable speed and fewer pumps. Finally, we also continue to upgrade windows as well as insulation in walls and roofs.

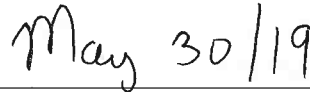
School District No. 91 (Nechako Lakes) GHG Emissions and Offset for 2018 (tCO <sub>2</sub> e)	
<b>GHG Emissions created in Calendar Year 2018</b>	
Total Emissions (tCO <sub>2</sub> e)	3,493
Total BioCO <sub>2</sub>	44.26
Total Offsets (tCO <sub>2</sub> e)	2,458
<b>Adjustments to GHG Emissions Reported in Prior Years</b>	
Total Emissions (tCO <sub>2</sub> e)	-10
Total Offsets (tCO <sub>2</sub> e)	-10
<b>Grand Total Offsets for the 2018 Reporting Year</b>	
Grand Total Offsets Required (tCO <sub>2</sub> e)	2,448
Total Offset Investment (Grand Total Offsets Required X \$25/tCO <sub>2</sub> e)	\$61,200

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, School District No. 91 (Nechako Lakes) is responsible for arranging for the retirement of the offsets obligation reported above for the 2018 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy ensuring that these offsets are retired on the Organization's behalf, the Organization 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



Date



Name (please print)



Title

# Part 1: CNAR Survey

## 1. General Information

**Name:** Kevin Black

**Contact Email:** kblack@sd91.bc.ca

**Organization Name:** SD91

**Sector:** School District

**Role** - Please select your role(s) below.

*If more than one individual completed the survey, multiple categories may be selected:*

Energy Manager: No

Sustainability Coordinator: No

Administrative Assistant: No

Facilities/Operations Manager/Coordinator: Yes

CEO/President/Exec Director: No

Treasurer/Accounting: Yes

Superintendent: No

Other - Please Specify: IT, Transportation

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

### 1. Actions taken by your organization in 2018 to support emissions reductions from buildings.

#### a) Do you have a strategy to reduce emissions from stationary sources?

Yes

If yes above, what are the main goals?: Boiler and envelope upgrades

#### b) Whether you have a strategy or not (1.a), briefly describe your organization's plans to continue reducing emissions from stationary sources:

##### I. Over the medium-term term (1-5 years)

-WLM & NVSS HVAC upgrades

##### II. Over the long term (6-10 years)

-Continue replacing boilers, upgrading envelopes, LED lighting

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

Upgrading envelope insulation, windows, lighting, boilers and furnaces

I. What % on average of your building portfolio is retrofitted each year in the following categories (if any) - click [here](#) for further information:

Minor retrofits (e.g., low cost, easy to implement measures including caulking, lighting, adding roof insulation, etc.)  
(%): 50

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.) (%): 10

**e) Please describe your strategy's [re/retro-commissioning](#) goals (if any)?**

To improves buildings to save energy and make buildings more comfortable for their occupants.

I. What % on average of your building portfolio do you recommission each year?: 10

**f) Do you keep records of Refrigerant gases category and refilling volumes?**

No

I. If yes, have you included the associated emissions in your reporting?

No

**g) How many newly constructed buildings received at least LEED Gold certification in 2018 : 0**

**B. Mobile Sources (Vehicles, Off-road/portable Equipment): Fuel Combustion:**

**3. Actions taken by your organization in 2018 to support emissions reductions from mobile sources.**

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

Yes

I. If yes, what are its goals?

purchasing 3 propane buses 2019

**c) 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

**d) 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: 0

How many level 3 stations (if any) are specifically for your fleet vehicles: 0

**e) How many EV charging station(s) did you install in 2018 in each category:**

level 2: 0

level 3: 0

How many level 2 stations (if any) were installed specifically for your fleet vehicles: 0

How many level 3 stations (if any) were installed specifically for your fleet vehicles: 0

**4. Please indicate the number of the vehicles in the following vehicle classes that are in your current fleet (including any purchased in 2018):**

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)

**a) 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: 7

**b) 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: 28

**c) 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: 4

**5. Please indicate the number of the vehicles you plan to replace in your fleet:**

How much do you budget per LDV?: 3

How many LDVs do you plan to procure annually over the next 5 years?: 2

How much do you budget per LDT?: 25000

How many LDTs do you plan to replace annually over the next 5 years?: 2

How much do you plan to spend per HDV?: 36000

How many HDVs do you plan to replace annually over the next 5 years?: 2

## C. Office Paper: Indicate which actions your PSO took in 2018:

### 6. Actions taken by your organization in 2018 to support emissions reductions from paper supplies.

#### a) Do you have an Office Paper strategy?

Yes

##### I. If yes, what are its goals?

Reduce our paper consumption year over year with the ultimate goal of being a fully digital in all departments.

#### b) Whether you have a strategy or not (6.a), briefly describe your organization's plans to continue reducing emissions from paper use:

##### I. Over the medium-term (1-5 years)

Reduce the overall number of Printers and Paper used within the school district as part of our Paper Cut implementation. Paper Cut allows us to provide the end user with the costs, in terms of dollars and emissions prior to them printing their documents. Paper cut also allows us to centrally report on the Monthly printing volumes and follow up with high volume users on strategies to reduce their use of paper.

In conjunction with our Paper Cut implementation we are working on towards a truly paperless office over the near to longer term. Within the next 2 years we plan to have 80% of all workflows on HR and AP to be paperless utilizing LaserFiche\RIO as a digital document management solution for a truly digital and highly automated process

##### II. Over the long term (6-10 years)

Over the longer term our plan is to have all departments fully digital and automated using LaserFiche\RIO

#### c) Have an awareness campaign focused on reducing office paper use

Yes

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

No