



# SCHOOL DISTRICT 5

S O U T H E A S T   K O O T E N A Y

## **2009 Carbon Neutral Action Report**

### **Executive Summary**

School District 5, Southeast Kootenay, is continuing to move forward on reducing carbon emissions. Managing complex change is a multifaceted approach that includes vision, establishing skills, putting into place incentives and resources and creating action plans. Our district is moving forward on this continuum and has accepted and embraced the vision as set forth by the Government of British Columbia. School District 5 is also putting into place environmental education initiatives for our 21<sup>st</sup> century learners.

### **Overviews**

#### **Actions Take to Reduce Greenhouse Gas Emissions in 2009**

Our high level leaders, management, foremen and other board office personnel responsible for large departments have been developing the procedures and skills needed in their staff for change; most notably the departments of Accounting, Technology, Transportation, and Maintenance. We have also established a district level Climate Action Committee with representation by district management, school based administrators, BCTF and CUPE members.

Actions towards carbon neutrality for our mobile fleet consist of vehicle replacements to greener models, school bus optimization maintenance, DriveSMART training, and the encouragement of carpooling. Our actions towards carbon neutrality in regards to stationary fuel consumption, electricity and fugitive emissions have been taken on mostly through our Technology and Maintenance departments and include BC Hydro audits, energy retrofits, and global energy saving software setting changes. In the goal of paper reduction, our district is considering the movement to higher recycled content, will be assessing the results of a Xerox audit of our equipment and peripheral usage, have established video and teleconference capabilities, and have posted a number of large documents in an electronic format on our web site.

#### **Plans to Continue Reducing Greenhouse Gas Emissions 2010-2011**

To address further change and to reduce provincial emissions and improve sustainability, our climate action team will be looking forward to behaviour change options in staff and students and will be working closely with District Management and SMARTtool to determine incentives, resources and future action plans.

It is our hope in becoming environmentally responsible role models for our staff and students and through educationally directed environmental initiatives School District 5 will become a leader in climate change.

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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 (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
<b>Vehicle fuel efficiency</b>							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress			Replaced Ford Van with Pontiac Vibe, reassigned Van to employee with less travel time. Upgraded two maintenance light duty trucks with newer more fuel efficient models. Upgrade of two 84 passenger and one 17 passenger handicap busses with newer models. Moving to more fuel efficient purchasing of V6 models rather than V8 models.	Establish department level policy for vehicle replacement/usage to lower carbon emission.	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress			Replaced Ford Van with Pontiac Vibe, reassigned Van to employee with less travel time.	Continue replacement as needs arise as per established department level policy.	1998	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Complete			All fleet maintenance is completed as per manufacturer's recommendations.		1990	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress			Upgraded two maintenance light duty trucks with newer more fuel efficient models	Continue replacement as needs arise as per established department level policy.	2009	No End Date (Continuous)
<b>Behaviour change program</b>							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	100	% of current drivers are trained	Trained Bus drivers with FleetSmart training program through Environment Canada.	Expand training to include all maintenance and technology employees.	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			Anti-idling training for Bus Drivers complete. Individual School level awareness campaign for students, staff, and parents complete.	Expand awareness training for all maintenance and technology employees.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Complete			Encourage carpooling for technology department when travelling to remote communities. Busses included when large groups travelling to meetings, Professional Development, etcetera.		2008	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	Ongoing/In Progress			Energy consult with BC Hydro	Revisit Plan	2009	2010
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Complete			All refrigerant journeyman certified with British Columbia ODS certificate, intended for the proper handling and recovery of ozone depleting substances.	Follow recovery management protocol as outlined in certification course.	1990	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress			Adjusted Direct Digital Control in School Buildings	Continue to upgrades to existing heating systems.	1998	No End Date (Continuous)
<b>Retrofitting owned buildings</b>							
Upgrade lighting systems during retrofits	Ongoing/In Progress			Audits completed for existing T12 buildings.	Commence work depending on available funds.	2009	2012

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>IT power management</b>						
Install power management software which shuts down computers outside of regular business hours	Complete	100 % of computers shut down automatically outside of regular business hours	All computers automatically shift to energy saving mode when not in use		2009	2009
Implement server virtualization	In Development			Technology Department evaluating.	2010	2012
Apply auto-sleep settings on computer monitors and CPUs	Complete	100 % of computers have auto-sleep settings applied	All computers of auto-sleep settings		2008	2009
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress		Xerox audit. Hold on new purchases of stand alone printers, not replacing	consider Xerox audit recommendations	2009	2011
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete		Multifunction Copiers have autosleep settings.	No plans	2009	2009
Replace computers with ENERGY STAR models during regular computer upgrades	Complete		All replaced computers are ENERGY STAR models		2008	No End Date (Continuous)
<b>Appliances and electronic devices</b>						
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		Have made some purchases with ENERGY STAR models	Consider Green purchasing policy	2009	2012
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress		Have made some purchases with ENERGY STAR models	Consider Green Purchasing policy	2009	2012
<b>Behaviour change program</b>						
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress		School level campaigns to reduce energy usage is ongoing at many locations	Referral to District Climate Action Committee for further implementation.	2009	2010
<b>Supplies (Paper)</b>						
<b>Paper Type</b>						
Purchase 30% post-consumer recycled paper	In Development			Consult with Xerox to determine cost and compatibility of recycled papers with newer copiers.	2010	2011
<b>Electronic media in place of paper</b>						
Use electronic document library for filing common documents	Complete		District Level documents (Policy Manual, Integrated Resource Packages, Safety Manual) placed on Web.		2006	No End Date (Continuous)
Post materials online that were previously printed	Complete		District Level documents (Policy Manual, Integrated Resource Packages, Safety Manual) placed on Web.		2009	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete		Electronic pay stubs in use.		2008	2009
<b>Behaviour change program</b>						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress		First Class in use.	implementation	2008	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		Icompass, Meeting Manager. Agenda production. Laptops for School Trustees.	Implementation	2009	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 organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Business Travel</b>						
<b>Virtual meeting technology</b>						
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Complete	100 % of computers have web-conferencing software installed	Have Elluminate installed on all district computers.		2008	No End Date (Continuous)
Make desktop web-cameras available to staff	In Development	10	Laptops and newer Imacs		2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Complete		Video conferencing in outlying communities established.		2007	No End Date (Continuous)
<b>Behaviour change program</b>						
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete	100 % of staff are trained in video-conferencing or have access to technical support	Access to technical support available. Video conferencing held for administration meetings and meetings in outlying communities.		2007	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Complete		Virtual attendance/presentations used in Professional Development Activities		2007	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress		Busses offered for meetings out of town.	Continue to offer group transport .	2007	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		Busses offered for meetings out of town.	Continue to offer group transport.	2007	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>						
<b>Team-building</b>						
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		Climate Action Team established with broad representation of staff.		2007	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Release time for Climate Action Team lead.	Evaluating resource allocation.		
<b>Staff Professional Development</b>						
Support green professional development (e.g., workshops, conferences, training)	In Development		Bus driver training in Drive Smart BC	Referral to the District level Climate Action Team to consider encouraging Green Professional Development and to build and strengthen partnerships with local environmental organizations.	2008	2011
<b>Staff awareness/education</b>						
Provide education to staff about the science of climate change	In Development			Referral to District Level Environmental Action Committee.	2010	2011
Provide education to staff about the conservation of water, energy, and raw materials	In Development			Referral to District Level Environmental Action Committee.	2010	2011
Provide green tips on staff website or in newsletters	In Development			Referral to District Level Environmental Action Committee.	2010	2011

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Provide sustainability education during new staff orientation	In Development			Referral to District Level Environmental Action Committee.	2010	2011
<b>Other Sustainability Actions</b>						
<b>Water conservation</b>						
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	In Development			School based water meters in place in Cranbrook. Irrigation not metered. Metering Data usage in development.	1995	No End Date (Continuous)
<b>Waste reduction/diversion</b>						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Recycle bins located a on School Properties. School Based Education Environmental Groups encouraged.	Referral to District level Climate Action Committee to consider operations policy.	2007	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Complete		As per Work Safe BC and in Conjunction with District and sight based Safety Committee's.		2007	No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>						
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		Green cleaning product testing onging in 2009/2010	Green supplier selection.	2009	2010
<b>Building construction, renovation, and leasing</b>						
Incorporate lifecycle costing into new construction or renovations	Ongoing/In Progress		Have purchased high efficiency HVAC (Heating, Ventilation, Air Conditioning).	Will continue as needs arise.	2007	No End Date (Continuous)
<b>Commuting to and from home</b>						
Offer staff a compressed work week	Complete		Established modified school calendar, with alternating 4 and 5 day weeks.		2006	No End Date (Continuous)
Provide secure bicycle storage	In Development			In consideration at Board Office.	2010	2012