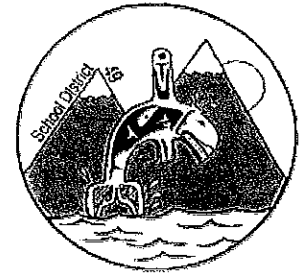


School District 49 (Central Coast)

2009 Carbon Neutral Action Report



Executive Summary

School District No. 49 (Central Coast) has been contributing to carbon neutrality for the past several years by investing in equipment replacement and upgrades, building renovation and upgrades, and working with employees and students to reduce energy consumption. We have worked collaboratively with other community organizations in implementing conservation programs that will be environmentally and economically beneficial and sustainable for the entire community.

A key objective for School District No.49 (Central Coast) is educating employees and students to become socially responsible community leaders by promoting behavioural changes for environmental sustainability for today and into the future. By introducing environmental education programs we hope to enable learners to use critical thinking to solve problems, make informed decisions, understand the potential consequences of decisions and to take actions to ensure the sustainability of the environment. These programs should allow students and employees to understand personal, local and global environmental issues, develop respect for self and all living species, and develop skills necessary for learning about and understanding the environment so they feel empowered to take personal actions, and continue learning throughout their lives.

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

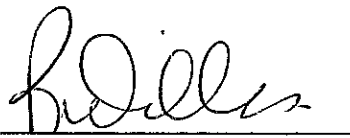
In summary in 2009, School District 49 (Central Coast):

- Replaced two aging maintenance vehicles with a new energy efficient maintenance vehicle
- Replaced an aging passenger vehicle with a new energy efficient passenger vehicle
- Installed fibre optic internet access into the district to reduce computer processing and wait time
- Installed Smart Boards in various classrooms to facilitate web conferencing for classroom education programs
- Installed Smart Boards the Board Room to facilitate paperless Board Meetings
- Promote the use of web conferencing to eliminate paper agenda and to reduce air travel
- Implemented Electronic Fund Transfer (EFT) for Accounts Payable payments and emailing of notifications
- Leased excess classroom space to other community stakeholders to better utilize vacant classrooms
- Began converting old oil furnaces to electrical furnaces
- Focused on building enhancements by caulking of windows and replacing old exterior doors
- Repaired one school roof by sealing all leaks and increasing insulation
- Upgraded internal electronic communications system

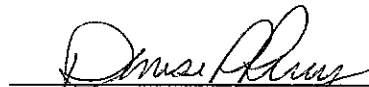
Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

In summary for 2010 to 2012, School District 49 (Central Coast) will:

- Replaced an aging secondary school gym with a new 560 square meter energy efficient gym
- Have submitted a capital request to replace two aging and with high mileage, passenger busses with new energy efficient passenger busses
- Have submitted a capital request to replace 60+ year old secondary school that is energy inefficient and prone to flooding during spring run-off and fall rains, with a new energy efficient school that is built above grade
- Continue expansion of web conferencing to reduce air travel expenses and paper supplies
- Continue expansion of web conferencing in the classroom to enhance classroom education
- Continue expansion of online or electronic text books to reduce the needs for paper text books, plastic audio and video products
- Continue computer and peripheral replacement program with Energy Star computers and peripherals
- Implement document management system to reduce storage space
- Implement a work flow system to eliminate the physical movement of paper
- Continue analysis to best utilize existing classroom spaces
- Build two greenhouses to educate students on agriculture and to grow vegetables for a self sustaining school meals programs
- Expand building trades program to educate students with building energy efficient and seismically approved wood structures



Robyn Willis
Chairperson



Denise Perry
Superintendent/Secretary Treasurer

School District 49 (Central Coast) - 2009 Carbon Neutral Action Report

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
Mobile Fuel Combustion (Fleet and other mobile equipment)						
Vehicle fuel efficiency						
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	30 % of vehicles are fuel- efficient models	Replaced aging, energy and mechanically inefficient vehicles with new vehicles (2 maintenance vehicles, and 1 passenger vehicle)	We have submitted Capital request to replace 2 aging and energy inefficient Passenger Busses (this is subject to Ministry approval for capital expenditure). We will evaluate replacing aging and inefficient maintenance and passenger vehicles as budget permits.	2008	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100 % of vehicles are subject to regular maintenance for fuel efficiency	We perform regular scheduled maintenance and inspections of all our passenger busses, maintenance vehicles, and passenger vehicles.	On going regular scheduled maintenance, and seeking new maintenance ideas that can be integrated with existing practices.	1990	No End Date (Continuous)
Behaviour change program						
Provide fleet driver training to reduce fuel use	Complete	100 % of current drivers are trained	All drivers are provided with driver training prior to employment and during employment		2008	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Complete	100 % of current drivers are trained	All drivers have been provided with idling training		2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	In Development		Have encouraged car pooling where possible	Continue encouragement of car pooling	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	In Development		Given the large rural geographical area of School District 49, we are continuing discussions to promote alternative transportation	Continue discussion with all stakeholders in the Bella Coola Valley	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Planning/management						
Enrol in a building energy benchmarking program (e.g., GREEN UP)	In Development		Enrolled in Minstry SmartTool Carbon data gathering tool	To complete setup of SmartTools	2009	No End Date (Continuous)
Reduce office space (square meters) per employee	Ongoing/In Progress		Eliminated the leasing of 2 building by utilizing existing building space. Have also leased surplus space to other stakeholders.	Continually review best utilization of building space	2008	No End Date (Continuous)
Owned buildings						
Establish energy performance baseline for owned buildings	In Development		Enrolled in Minstry SmartTool Carbon data gathering tool	To complete setup of SmartTools, then evaluate and analyze data to take appropriate discussions	2009	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	In Development		In discussion and planning as budget permits	Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2008	No End Date (Continuous)
Retrofitting owned buildings						
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	In Development			Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2009	No End Date (Continuous)
Upgrade lighting systems during retrofits	In Development			Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2009	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	In Development			Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2009	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	In Development			Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2009	No End Date (Continuous)
Install an on-site renewable energy demonstration project	In Development			Will incorporate into new Secondary School Gym replacement, and put into proposal for new Secondary School Replacement	2009	No End Date (Continuous)
IT power management						
Install power management software which shuts down computers outside of regular business hours	In Development		Reviewed existing practices, and available technological options	To be completed in this time frame	2008	No End Date (Continuous)
Implement server virtualization	In Development		Reviewed existing practices, and available technological options	To be completed in this time frame	2008	No End Date (Continuous)

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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
Apply auto-sleep settings on computer monitors and CPUs	In Development			Reviewed existing practices, and available technological options	To be completed in this time frame	2008	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	40	% reduction in printers, copiers, and/or fax machines since start year indicated	Have replaced with stand alone peripherals with multi function machines as budget permits	To replace all stand alones with multi function	2006	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Complete	100	% of devices have auto-sleep settings applied	Have turned on all auto sleep settings on all peripheral machines		2006	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	20	% of computers are ENERGY STAR rated	All computers purchased in 2009 have been certified Energy Star	To continue replacement of computers with Energy Star certification	2008	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Procedure established to ensure all future purchases of refrigerators are Energy Star	Will ensure all future purchases of refrigerators are Energy Star certified	2008	No End Date (Continuous)
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			Procedure established to ensure all future purchases of other appliances are Energy Star	Will ensure all future purchases of other appliances are Energy Star certified	2008	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Procedure established to replaces all incandescent bulbs with CFL bulbs	Will ensure all replacment light bulbs are CFL	2008	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	In Development			Currently designing procedures and practices	To be complete training and communications to all employees and students during this time frame	2008	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development			Currently designing procedures and practices	To be complete training and communications to all employees and students during this time frame	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development			Currently designing procedures and practices	To be complete training and communications to all employees and students during this time frame	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Stickers in place at some worksites	Continue completion of stickers at all worksites and light switches	2006	2011
Promote hot water conservation	In Development			Currently designing procedures and practices	To be complete training and communications to all employees and students during this time frame	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 30% recycled content	Have reviewed cost of 30% recycled paper is greater than 0% recycled to ship and supply into Bella Coola Valley	Will discuss with suppliers to make cost of 30% recycled paper comparable with 0% recycled	2008	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	0	% of total paper purchased contains 100% recycled content	Have reviewed cost of post-consumer recycled paper is greater than 0% recycled to ship and supply into Bella Coola Valley	Will discuss with suppliers to make cost of post-consumed recycled paper comparable with 0% recycled	2008	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress			Encoraged staff to copy on double side. Need to replace printers with double sided trays, or replace printer completly	To replace printers with double sided duplex printers when needed. Continue promoting double sided photo copying.	2008	No End Date (Continuous)
Electronic media in place of paper							
Use electronic document library for filing common documents	In Development			Currently evaluation document management system that will integrate with financial system	To complete document management system implementation	2008	2011
Post materials online that were previously printed	Ongoing/In Progress			Post all forms online, and information documents online	On going	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			All employee payroll notifications are paperless and sent via email to employees		2006	No End Date (Continuous)
Behaviour change program							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Setup Webex training of processes remotely, and setup Smartboards to hold Board Meetings and Educational tools in the classroom	On going	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Complete			Encourage staff and students to re-use scrap paper		2006	No End Date (Continuous)
Other Paper Supplies Actions							

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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
Switch to electronic fund transfer (EFT) of Accts Payable payments to vendors and electronic payment notification system in place of paper cheques and stubs	Ongoing/In Progress		Have EFT all employee Accts Payable payments	Move towards setting up all external vendors with EFT of Accts Payables payments	2008	No End Date (Continuous)

School District 49 (Central Coast) - 2009 Carbon Neutral Action Report

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
Business Travel							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	25	% of computers have web-conferencing software installed	Have held several training sessions and meeting using web conferencing	Expand web conferencing for Board Meetings and classroom educational programs	2008	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress			Have installed Smart Boards into Board Meeting room and in various classrooms	Expand web conferencing for Board Meetings and classroom educational programs and utilizing Smart Boards	2009	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	80	% of staff are trained web-conferencing	Have trained most staff on using web conferencing and Smart Boards	Continue training employee on web conferencing and Smart Boards	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Complete			Have trained Information Technology staff on setup of web conferencing and Smart Boards		2009	2009
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			On going encouragement	On going	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			On going encouragement	On going	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	In Development			Need to assess but may not be accomplished due to geographical challenges	On going	2008	No End Date (Continuous)
Education, Awareness, and Engagement							
Staff awareness/education							
Provide education to staff about the science of climate change	In Development			Promoted climate change materials for teachers to educate staff and students	Expand climate change educational training for staff and students	2007	No End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the science of climate change	In Development			Promoted climate change materials for teachers to educate staff and students	Expand climate change educational training for staff and students	2007	No End Date (Continuous)
Other Sustainability Actions							
Commuting to and from home							
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress			Challenges given limit public transit availability in Bella Coola Valley and large geographical challenges	On going review	2008	No End Date (Continuous)
Provide secure bicycle storage	Complete			On site secured bicycle storage and lock area available at all work sites			
Other Sustainability Actions							
Other Background Information	In Development			School District 49 is large geographically, but in terms of enrollment is among the smallest school districts in British Columbia. It is located on the Central Coast, north of Vancouver Island. We educate just under 200 pupils in five schools, three in the Bella Coola Valley covering all grades K-12 and two K-7 schools on the more remote outer coast at Shearwater Denny Island and Oweekeno on Rivers Inlet. There is a small fleet operated by School District 49. *note* there are challenges in the Bella Coola Valley with the attempt to implementing new environmental enhancements. The first; there is a lack of skilled individuals to install and maintain new environmental equipment (e.g. solar panel, hybrid vehicles...), the closest community which may have these skilled individual is in Williams Lake which is a 6 hour vehicle drive or a 1.5 hour plane ride for individuals from Vancouver. Two; currently there is no recycling company that offers service to removing recycled products from the Bella Coola Valley. Currently bottles and paper is being collected at the regional district landfill, but no company can economically remove these from the valley. Upgrading kitchen appliances to energy star appliances is not really			