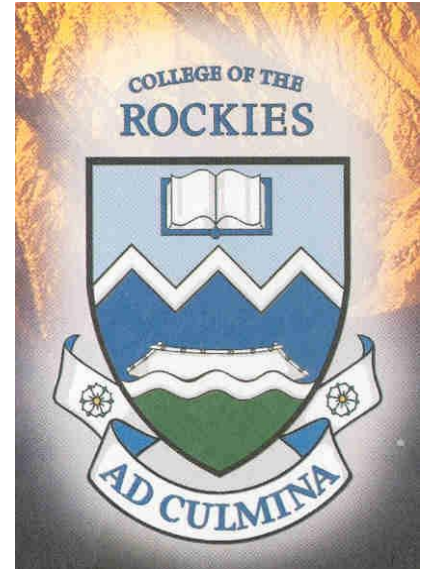


# COLLEGE OF THE ROCKIES

## 2010 CARBON NEUTRAL ACTION REPORT



### Executive Summary

The College plans to pursue various avenues such as: upgrades to our buildings' mechanical systems like our primary boilers, with more energy efficient ones; upgrades to our buildings' HVAC automated systems; future upgrades to our buildings' lighting systems; and the design and installation of solar-powered signs as funding becomes available.

This report identifies various items that although in some cases seem negligible, represent major steps for our small College. All of these items as they are actioned and completed will assist our Institution in the control of our greenhouse gas emissions.

Executive Member:

Dianne Teslak, Vice-President Finance

### 2010 Greenhouse Gas Emissions

Total Calendar Year 2010, College of the Rockies			Greenhouse Gases in Tonnes				
	Measure	Quantity	CO <sub>2</sub>	BioCO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	tCO <sub>2</sub> e <sup>1</sup>
<b>Scope 1 (Direct) Emissions</b>							
Mobile Combustion (Fleet)	Litres	14,031.63	31.19	1.02	0.00	0.00	<b>33.67</b>
Stationary Combustion, Estimated <sup>2</sup>	Gigajoules	250.98	12.55	0.00	0.00	0.00	<b>12.62</b>
Stationary Combustion, Reported <sup>3</sup>	Gigajoules	13,640.70	682.03	0.00	0.01	0.01	<b>686.13</b>
<b>Scope 2 (Indirect) Emissions</b>							
Purchased Energy, Estimated <sup>2</sup>	Gigajoules	205.75	1.42	0.00	0.00	0.00	<b>1.42</b>
Purchased Energy, Reported <sup>3</sup>	Gigajoules	11,087.90	76.51	0.00	0.00	0.00	<b>76.51</b>
<b>Scope 3 (Business Travel and Office Paper) Emissions</b>							
Office Paper	Packages	4,723.00	31.88	0.00	0.00	0.00	<b>31.88</b>
<b>Total Emissions, Calendar Year 2010</b>			<b>835.58</b>	<b>1.02</b>	<b>0.02</b>	<b>0.02</b>	<b>842.23</b>
<b>Carbon Neutral or Offset Exempt</b>			<b>21.72</b>	<b>1.02</b>	<b>0.00</b>	<b>0.00</b>	<b>23.35</b>
<b>Total for Offsets</b>			<b>813.85</b>	<b>0.00</b>	<b>0.02</b>	<b>0.02</b>	<b>818.88</b>

### Offsets Applied to Become Carbon Neutral in 2010

Our emissions for 2010 as per the information from SMARTTool and the Carbon Offset Purchase Order Form were 818.88 tonnes. At \$25 per tonne – our total carbon neutral offset was \$20,472.

## **Emissions Reduction Activities**

- **Actions Taken to Reduce Greenhouse Gas Emissions in 2010**

- The Kootenay South Entrance Project at our Cranbrook Campus has been LEED designed and is scheduled to be completed March 31, 2011. The Design and Architectural team applied for LEED certification in 2011.
- The College of the Rockies Town Hall Meetings (held 3 times a year) are webinarred with our satellite campuses to allow staff to interactively attend without travelling to Cranbrook. We have proactively sought out virtual attendance options for meetings.
- In 2010 our Cranbrook Campus Facilities Department replaced their 1990 Kubota tractor with a new 2009 model.
- Additional bicycle racks were installed at our Cranbrook Campus during the Kootenay South Entrance Project.
- The original boilers in our Cranbrook Campus Kootenay Centre were replaced with energy efficient units during the Kootenay South Entrance Project.
- Our View Books and Student Handbooks are printed in 30% post-consumer waste paper using vegetable and soya-based inks.
- Our Marketing department has instituted a monthly electronic newspaper rather than a paper version. They have printed fewer course calendars and have our full course calendars online. The College has started to increase our on-line presence through social media marketing. This has also reduced the need to market through printed materials such as posters.
- Some of our programs email class notes in advance to students and encourage students to email assignments rather than handing in printed work. Faculty are posting more documents online rather than printing and distributing and try to use online instructor manuals/resources rather than physical ones.
- In 2010 our Cranbrook Campus IT Department replaced their current water-based air condition with an air-based unit. This will save over 500,000 gallons of water each year.
- Our Cafeteria/Kitchen grows their own herbs.
- The water fountains in the Cranbrook Campus weight room and gym encourage staff and students to bring their own water bottles and not purchase bottled water.
- The fixtures in the Cranbrook Campus Kootenay Centre washrooms were upgraded as a part of the Kootenay South Entrance Project.

- **Plans to Continue Reducing Greenhouse Gas Emissions 2011 - 2013**

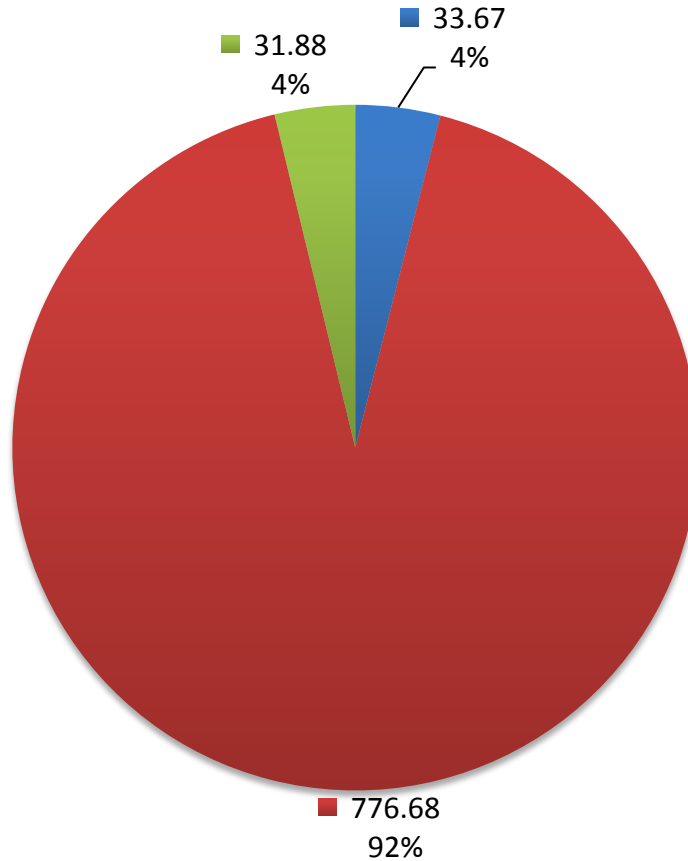
- Purchase of "Energy & Sustainability" software module from FAME for recording, tracking and reporting on facility energy usage. March 2011 - May 2011.
- Contracted with consultant to conduct and provide "Energy Opportunity Profiles" for all College-owned facilities - to be completed by April 2011.
- Our Cranbrook Campus Facilities Department plans to replace their 1984 Ford snowplough with newer one-tonne in Spring 2011.
- Our Fernie Campus lighting systems is anticipated to be upgraded as funding permits.
- Recommend Capital project to install motion sensor for lighting in all classrooms
- Research into hiring an "Energy Manager" through the Power Smart Program.
- Install solar powered signs at other campuses as funding permits. (Designed and installed solar powered sign at Gold Creek Campus in 2009)

- Our January 2011 annual paper order was for 100% recycled content.
- Professional Development Days session for all employees on web-conferencing is planned for 2011.
- Our Purchasing Department to look into recycled content in non-paper office supplies.
- The Gold Creek Campus 2011 custodial contract has been tendered with the use of green products as a requirement. The Cranbrook Campus custodial contract expires July 2011. It will be tendered with the use of green products as a requirement.
- The Cranbrook Campus Cafeteria is looking into composting options.

**Architect's rendering of Kootenay South Entrance Project Main Entrance completed March 31, 2011.**



# College of the Rockies Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 842.23**

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

## Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **818.88**. Total offset investment: **\$20,472.00**. Emissions which do not require offsets: **23.35** \*\*

\*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.

# College of the Rockies - 2010 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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	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			When it comes time to replace a College owned vehicle we will consider the most fuel efficient model	When it comes time to replace a College owned vehicle we will consider the most fuel efficient model	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress			When it comes time to replace a College owned vehicle we will consider the most fuel efficient model	The same steps taken as in 2010. Facilities Department to replace the 1984 Ford snow plow with newer 1 ton in Spring 2011.	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	All College staff who use College vehicles must compete pre and post trip inspection of any College vehicle they use. Pre & Post trip inspections identify service problems with vehicles early to keep them running efficiently.	All College staff who use College vehicles must compete pre and post trip inspection of any College vehicle they use. Pre & Post trip inspections identify service problems with vehicles early to keep them running efficiently.	2008	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress			In 2010 Facilities Department replaced the 1990 Kubota tractor with new 2009 model.	When it comes time to replace a College owned vehicle we will consider the most fuel efficient model.	2010	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	All College staff who use College vehicles must comply with policy implemented which restricts speeds to 90 km/hr on clear/dry roads; 80 km/hr on winter roads to save on fuel consumption..	All College staff who use College vehicles must comply with policy implemented which restricts speeds to 90 km/hr on clear/dry roads; 80 km/hr on winter roads to save on fuel consumption.. Initiate follow-up training sessions yearly.	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			No Tolerance Policy being enforced by College. Posted "Turn Off Engine" signs in wait zones.	No Tolerance Policy being enforced by College. Posted "Turn Off Engine" signs in wait zones.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			All departments encouraged to use College van, as well as to carpool. Carpooling for student/staff activities that require vehicles, otherwise one bus is provided. Rental Car policy to be initiated by all College departments (the use of small more fuel efficient cars are mandatory).	The same steps taken as in 2010. Alternatives to consider: Rental car policy to be initiated by all College departments (the use of smaller more fuel efficient cars are mandatory).	2008	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			College of the Rockies Student Association has implemented Upass program which is mandatory for all full-time Cranbrook Campus students and provides unlimited public transit usage. Campuses have bicycle racks on site. Cranbrook Campus installed additional bicycle racks during the South Entrance Project.	The same steps taken as in 2010. Alternatives to consider: Blocking off adequate space for bicycles, motorcycles & scooters; Provide designated area for small cars only - they can be narrower; Paid parking in the long-term will encourage alternatives to driving alone.	2008	No End Date (Continuous)
<b>Other Mobile Fuel Combustion Actions</b>							
Each Department is responsible to pay for their own fuel usage.	Ongoing/In Progress			All College departments 100% comply. Each College department has to pay for and keep track of their own fuel usage when using College vehicles.	All College departments 100% comply. Each College department has to pay for and keep track of their own fuel usage when using College vehicles.	2008	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Planning/management</b>							

## College of the Rockies - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Ongoing/In Progress				Purchase of "Energy & Sustainability" software module from FAME for recording, tracking & reporting on energy usage. March 2011 - May 2011	2011	2012
Reduce office space (square meters) per employee	In Development			Review of GOSS.2001	Looking at degree of workload and at having staff share desks/space for those not on campus.		No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress				Energy Opportunity Profile - Survey to be carried out for Natural Gas and Electrical meters to be installed at other facilities	2011	No End Date (Continuous)
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	In Development				Contracted with consultant to conduct and provide "Energy Opportunity Profiles" for all College-owned facilities - to be completed by April 2011.	2011	2012
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Ongoing/In Progress			Kootenay South Expansion (Main Entrance) Cranbrook Campus has been LEED Designed.	Kootenay South Expansion (Main Entrance) Cranbrook Campus complete March 31, 2011. Design and Architectural team applied for certification in 2011.	2009	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress				Energy Opportunity Profile February 2011	2010	2013
<b>Retrofitting owned buildings</b>							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Completed in 2010			Replaced original boilers in Kootenay Centre with energy efficient units.		2010	2011
Upgrade lighting systems during retrofits	In Development				Fernie Campus lighting systems anticipated to be upgraded as funding permits. Recommend Capital project to install motion sensor for lighting in all classrooms		2012
Upgrade/adjust control systems during retrofits	Ongoing/In Progress			Operations staff adjust DDC system schedules daily to match program requirements. Resulting in less over-runs.	Operations staff adjust DDC system schedules daily to match program requirements. Resulting in less over-runs.		No End Date (Continuous)
Install an on-site renewable energy demonstration project	Ongoing/In Progress				Install solar powered signs at other campuses as funding permits. (Designed and installed solar powered sign at Gold Creek Campus in 2009)	2009	No End Date (Continuous)
<b>IT power management</b>							
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress			Test roll out of 3rd party software		2008	No End Date (Continuous)
Implement server virtualization	Ongoing/In Progress	98	% of servers have been virtualized since start year indicated	Continue to virtualize any new servers	Continue to virtualize any new servers	2004	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	100	% of computers have auto-sleep settings applied	Computers are set to "sleep" and/or go to screen saver mode when not in use.	Computers are set to "sleep" and/or go to screen saver mode when not in use.	2001	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			College uses single unit printer/fax/photocopiers. Stand-alone units used only where necessary.	We have replaced 99% of fax machines with multi-function devices - anticipate end date to be 2013.	2008	2013
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	100	% of devices have auto-sleep settings applied	Multi-function devices are set to "sleep" when not in use.	Already in place in 100% of machines	2009	No End Date (Continuous)

## College of the Rockies - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	85	% of computers are ENERGY STAR rated	College has replaced computers with Energy Star models during regular computer upgrades.	Upgrade equipment to new standard when replacements are needed.	2009	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			Upgrade equipment to new standard when replacements are needed.	Upgrade equipment to new standard when replacements are needed.	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			Upgrade equipment to new standard when replacements are needed.	Upgrade equipment to new standard when replacements are needed.	2008	No End Date (Continuous)
<b>Behaviour change program</b>							
Help staff reduce personal energy use through "workstation tune-ups"	In Development				Research to hiring "Energy Manager" through Power Smart Program.	2011	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			All Management to encourage and implement. Establish Environmental Committee campaign.	All Management to encourage and implement. Establish Environmental Committee campaign.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			All Management to encourage and implement. Establish Environmental Committee campaign. Checklist by door - Lights off, blinds closed, computer off (powerbar).	All Management to encourage and implement. Establish Environmental Committee campaign. Checklist by door - Lights off, blinds closed, computer off (powerbar).	2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Establish Environmental Committee campaign.	Establish Environmental Committee campaign.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	In Development			Establish Environmental Committee campaign.	Establish Environmental Committee campaign.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Stickers have been posted in classrooms and offices. Environmental Committee to implement/endorse procedures.	Environmental Committee to implement/endorse procedures.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			Washrooms - Turn down hot water, sensor taps	Washrooms - Turn down hot water, sensor taps	2008	No End Date (Continuous)
<b>Other Stationary Fuel Combustion and Electricity Actions</b>							
Shared Drives	Ongoing/In Progress			The College uses a shared drive that can be used to share certain documents between staff/departments. Some departments also share specific drives so that documents can be accessed.	The College uses a shared drive that can be used to share certain documents between staff/departments. Some departments also share specific drives so that documents can be accessed.	2008	No End Date (Continuous)
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 30% recycled content	Viewbook and Student Handbook printed in 30% post-consumer waste paper and used vegetable and soya-based inks.	Couse Calendars, Viewbooks, and Student Handbooks will all be printed on 30% post-consumer waste paper and will use soya-based or vegetable inks.	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress				January 2011 annual paper order was for 100% recycled content	2011	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress			Encourage staff and students to print/copy double-sided when feasible. The printers in the computer labs at the Invermere Campus are automatically set to double-side.	Encourage staff and students to print/copy double-sided when feasible. The printers in the computer labs at the Invermere Campus are automatically set to double-side.		No End Date (Continuous)

## College of the Rockies - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress		Invermere Campus encourages staff to do this.	Invermere Campus encourages staff to do this.	2009	No End Date (Continuous)
<b>Electronic media in place of paper</b>						
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress		All marketing media now done online on SharePoint replacing weekly photocopy circulation. SharePoint and shared network drives used for electronic storage and editing.	All marketing media now done online on SharePoint replacing weekly photocopy circulation. SharePoint and shared network drives used for electronic storage and editing.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress		SharePoint and shared drives.	SharePoint and shared drives.	2009	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress		Marketing has instituted a monthly electronic newspaper rather than a paper version, have printed fewer course calendars and have full course calendars online. We have started to increase our on-line presence through social media marketing. This has recuded the need to market through printed materials such as posters. Some programs email class notes in advance to students. Faculty are posting more documents rather than printing and distributing. Some programs encourage students to email assignments rather than handing in printed work. Some programs post handouts online rather than making copies for class distribution and try to use online instructor manuals/resources rather than physical ones.	Marketing will continue to progressively move marketing to web-based approaches rather than printed material. Will continue to print fewer course calendars each year.	2009	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress		SharePoint and shared drives.	SharePoint and shared drives.	1995	No End Date (Continuous)
<b>Behaviour change program</b>						
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress		One Production Support Centre Cranbrook Campus staff member is trained in an online learning environment (Moodle) to assist faculty in moving toward progressively more online instruction rather than paper-based. Ongoing training for applicable College staff members.	Marketing - All Production Support Centre staff will be trained online learning environments (Moodle) to assist faculty in online instruction rather than paper-based.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		Encourage staff to use lap tops to take notes and to make PowerPoint presentations.	Encourage staff to use lap tops to take notes and to make PowerPoint presentations.	2009	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress		College staff are encouraged to re-use non-confidential scrap paper when taking notes	Make "note pads" with 1 sided scrap paper/put scrap paper labels on all office paper recycle bins	2007	No End Date (Continuous)
<b>Other Paper Supplies Actions</b>						
Digital Reports	Ongoing/In Progress		Deans area producing digital reports rather than hard copies for licensing bodies.	Deans area producing digital reports rather than hard copies for licensing bodies.	2009	No End Date (Continuous)
e-books	In Development		Some programs are considering going to e-books.	Some programs are considering going to e-books.	2009	No End Date (Continuous)



## College of the Rockies - 2010 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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
<b>Business Travel</b>							
<b>Policy and budgeting</b>							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			Our policy encourages use of public transit and carpooling. The International Department strongly encourages the use of public transit in all travel. International Homestay Host families are chosen based on their proximity to public transit. Staff is also encouraged to walk or bike to and from home.	Our policy encourages use of public transit and carpooling. The International Department strongly encourages the use of public transit in all travel. International Homestay Host families are chosen based on their proximity to public transit. Staff is also encouraged to walk or bike to and from home.	2008	No End Date (Continuous)
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	85	% of computers have web-conferencing software installed	The International Department regularly uses various technologies including Skype for meetings, interviews, training sessions. Child, Youth & Family Studies uses Skype to conference with students to reduce travel. All College employees are being trained to use technological tools for meetings including Sharepoint software and teleconferencing. Dean's area using Office Live and teleconference to significantly reduce provincial travel. Some programs use Skype to conference with students to reduce travel.	The International Department regularly uses various technologies including Skype for meetings, interviews, training sessions. Child, Youth & Family Studies uses Skype to conference with students to reduce travel. All College employees are being trained to use technological tools for meetings including Sharepoint software and teleconferencing. Dean's area using Office Live and teleconference to significantly reduce provincial travel. Some programs use Skype to conference with students to reduce travel.	2008	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	100	% of staff have access to a desktop web-camera	5 or 6 are available for signout at the library. Almost all Regional campus managers have webcams.	5 or 6 are available for signout at the library. Almost all Regional campus managers have webcams.	2008	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	60	% of meeting rooms have access to video-conferencing equipment	Three new classrooms in the new Kootenay South Entrance Expansion have video-conferencing equipment.	Vide conferencing equipment will be installed at all regional campuses. Will allow for more classes and meetings to be held using this technology.	2009	No End Date (Continuous)
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress	60	% of staff are trained web-conferencing	All managers have been trained on webtools including Sharepoint.	Professional Development Days session for all employees on web-conferencing planned for 2011.	2008	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	100	% of staff are trained in video-conferencing or have access to technical support	IT Department designated to support.	Increase training to staff so they are comfortable with using the technology.	2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Town Hall Meetings (held 3 times a year) are webinarred to our satellite campuses to allow staff to interactively attend without travelling to Cranbrook. The College of the Rockies has proactively sought out virtual attendance options for meetings.	Will continue to webinar Town Hall Meetings.	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			All departments encouraged to use College van, as well as to carpool. Carpooling for student/staff activities that require vehicles is encouraged, otherwise bus is provided. Deans Department schedules meetings back-to-back where possible to reduce travel requirements. Child, Youth and Family Studies faculty carpool to regional communities to visit practicum students.	All departments encouraged to use College van, as well as to carpool. Carpooling for student/staff activities that require vehicles is encouraged, otherwise bus is provided. Deans Department schedules meetings back-to-back where possible to reduce travel requirements. Child, Youth and Family Studies faculty carpool to regional communities to visit practicum students.	2008	No End Date (Continuous)

## College of the Rockies - 2010 Carbon Neutral Action Report

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress		All departments encouraged to use College van, as well as to carpool. Carpooling for student/staff activities that require vehicles is encouraged, otherwise bus is provided. Deans Department schedules meetings back-to-back where possible to reduce travel requirements.	All departments encouraged to use College van, as well as to carpool. Carpooling for student/staff activities that require vehicles is encouraged, otherwise bus is provided. Deans Department schedules meetings back-to-back where possible to reduce travel requirements.	2008	No End Date (Continuous)
<b>Other Business Travel Actions</b>						
Video Recorded Assignments	Ongoing/In Progress		Child, Youth and Family Studies - Video recorded assignments for practicum students cuts down on faculty travel for site visits. YouTube used for posting video assignments.	Child, Youth and Family Studies - Video recorded assignments for practicum students cuts down on faculty travel for site visits. YouTube used for posting video assignments.	2008	No End Date (Continuous)
Schedule Multiple Student Observations	Ongoing/In Progress		Child, Youth and Family Studies - Schedules multiple student observations on one day so they only have to travel once to the site or to combined sites.	Child, Youth and Family Studies - Schedules multiple student observations on one day so they only have to travel once to the site or to combined sites.	2008	No End Date (Continuous)
Schedule Piggy-Backed Meetings	Ongoing/In Progress		Dean's area schedules piggy-backed meetings to reduce travel requirements (Human Services Deans, Health Science Deans, Nursing Educators of BC meetings scheduled back to back - BC Business Deans, Arts and Science Deans scheduled back to back.)	Dean's area schedules piggy-backed meetings to reduce travel requirements (Human Services Deans, Health Science Deans, Nursing Educators of BC meetings scheduled back to back - BC Business Deans, Arts and Science Deans scheduled back to back.)	2008	No End Date (Continuous)
Reduced Travel to Meetings	Ongoing/In Progress		Programs have reduced travel to out of region meetings (attend one meeting per year rather than two).	Programs have reduced travel to out of region meetings (attend one meeting per year rather than two).	2008	No End Date (Continuous)
Professional Development Days	Ongoing/In Progress		Some instructors watch online webinars for PD days	Some instructors watch online webinars for PD days	2008	No End Date (Continuous)
Articulation Conferences	Ongoing/In Progress		Programs send their faculty to articulation conferences only when their discipline is being articulated.	Programs send their faculty to articulation conferences only when their discipline is being articulated.	2008	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	In Development		Wellness Committee, Health & Safety Committee, Environmental Committee and Executive Committee to endorse and implement.	Wellness Committee, Health & Safety Committee, Environmental Committee and Executive Committee to endorse and implement.	2010	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress		e-Marketing instead of print marketing.	e-Marketing instead of print marketing.	2010	No End Date (Continuous)
<b>Staff Professional Development</b>						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		Managers encouraged to inform themselves and pass the information on to their staff.	Managers encouraged to inform themselves and pass the information on to their staff.	2008	No End Date (Continuous)
<b>Staff awareness/education</b>						
Provide education to staff about the science of climate change	Ongoing/In Progress		Fernie Campus Mountain Adventure Skills Training students co-host an environmental film festival every February which aims to educate the public, students, and staff about the effects of climate change. Course started in 1997, festival started in 2007. Invermere Campus provides courses to staff and community on various topics related to the environment.	ernie Campus Mountain Adventure Skills Training students co-host an environmental film festival every February which aims to educate the public, students, and staff about the effects of climate change. Course started in 1997, festival started in 2007. Invermere Campus provides courses to staff and community on various topics related to the environment.	1997	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Fernie Campus Mountain Adventure Skills Training students co-host an environmental film festival every February which aims to educate the public, students, and staff about the effects of climate change. Course started in 1997, festival started in 2007. Invermere Campus provides courses to staff and community on various topics related to the environment. University Studies hosted workshops for students/staff/faculty/community on environmental sustainability.	Fernie Campus Mountain Adventure Skills Training students co-host an environmental film festival every February which aims to educate the public, students, and staff about the effects of climate change. Course started in 1997, festival started in 2007. Invermere Campus provides courses to staff and community on various topics related to the environment. University Studies hosted workshops for students/staff/faculty/community on environmental sustainability.	1997	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Fernie Campus - Partner with Fernie Eco-Garden and Wildsight to present various organic gardening and environmental workshops for the public in Fernie.	Fernie Campus - Partner with Fernie Eco-Garden and Wildsight to present various organic gardening and environmental workshops for the public in Fernie.	2008	No End Date (Continuous)
<b>Client/public awareness/education</b>						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		Invermere Campus provides courses to staff and community on various topics related to the environment.	Invermere Campus provides courses to staff and community on various topics related to the environment.	2008	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Invermere Campus provides courses to staff and community on various topics related to the environment. University Studies hosted workshops for students/staff/faculty/community on environmental sustainability.	Invermere Campus provides courses to staff and community on various topics related to the environment. University Studies hosted workshops for students/staff/faculty/community on environmental sustainability.	2008	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
<b>Water conservation</b>						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		Cranbrook Campus - Water fountains in weight room and gym to encourage staff and students to bring water bottles and not purchase bottled water. Fixtures in Kootenay Centre washrooms upgraded as part of Kootenay South Expansion project.	Upgraded other fixtures as need to be replaced.	2010	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	Ongoing/In Progress		Creston Campus - Rain barrels and water catchment that catch water off our greenhouse drains; irrigation system in the greenhouse and gardens to save water; slowly changing lawns to beautiful xeric plants and pathways to minimize water usage.	Creston Campus - Continue lawn and pathways change; upgrade equipment as needed.	2008	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		Campuses have implemented and follow paper and other recyclables programs. Creston Campus - Have set up compost buckets in the staff room as well as in the student lounge (and have the compost bins outside to actually do something with it); Collecting hand towels outside of washrooms - these are being put in the compost bins; Using all the cuttings from the lawn in compost bins; In both the staff office and student kitchen have had donations of place settings for 60 people so have done away with disposable plates and cutlery. Cranbrook Campus - Collect coffee grounds from coffee machine in staff lounge. This is made available for anyone to take for fertilizer.	To maintain and expand.	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		Hazardous waste reduction and disposal strategy in the chemistry lab. Tube Eater disposal strategy for fluorescent light bulbs.	Same steps taken as in 2010. Expand to other campuses where financially feasible. Encourage subcontractors to recycle.	2008	No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>						

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Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress		All toner is ordered in a larger size to reduce waste. All cartridges are recycled.	Purchasing department to look into recycled content in non-paper office supplies. Environmental Committee - Attempt to draft a policy regarding all of the issues. Research the quality of the recycled goods to ensure that we are not disposing of two recycled items rather than one non-recycled item.	2008	No End Date (Continuous)
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	In Development		At this time we do our best to take all of this into consideration and with more time and research alternatives we can meet these objectives.	At this time we do our best to take all of this into consideration and with more time and research alternatives we can meet these objectives.	2008	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		Custodial contractor is encouraged to purchase environmentally friendly cleaning projects. Use of green products will be specified and required in all future custodial contract Tenders.	Gold Creek Campus 2011 custodial contract has been tendered with use of green products as a requirement. Cranbrook Campus custodial contract expires July 2011. Will be tendered with use of green products as a requirement.	2011	No End Date (Continuous)
<b>Building construction, renovation, and leasing</b>						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		Contractors and staff instructed to reuse/recycle materials where feasible.	Contractors and staff instructed to reuse/recycle materials where feasible.	2008	No End Date (Continuous)
<b>Indoor air quality</b>						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		Scent free environment is encouraged with signage but is not policy.	Scent free environment is encouraged with signage but is not policy.	2008	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress		The Facilities Department purchases products with low VOCs whenever possible.	The Facilities Department purchases products with low VOCs whenever possible.	2008	No End Date (Continuous)
<b>Commuting to and from home</b>						
Introduce telework/work from home policy	Ongoing/In Progress		Faculty staff can work from home if necessary. Post lessons on MOODLE. Have students upload assignments to Moodle sites and then mark assignments virtually.	Faculty staff can work from home if necessary. Post lessons on MOODLE. Have students upload assignments to Moodle sites and then mark assignments virtually.	2008	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		COTR Students Association Upass program continued which is mandatory for all full-time Cranbrook Campus students and provides unlimited public transit usage.	Upass program will continue.	2008	No End Date (Continuous)
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Ongoing/In Progress		Shower facilities available in gym locker rooms.	Shower facilities available in gym locker rooms.	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress		Bike racks are available on Campuses.	Bike racks are available on Campuses.	2008	No End Date (Continuous)
Modify parking fees or parking availability for staff/students	Ongoing/In Progress		No parking fees at COTR Campuses.	Study of parking fees to promote car pooling of public transit.	2008	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
Creston Campus - Local Food Production	Ongoing/In Progress		Creston Campus - Our greenhouses are producing food locally for our community - no packaging needed; Growing vegetables in the winter with no heat and no electricity (in cold frames).	Creston Campus - Our greenhouses are producing food locally for our community - no packaging needed; Growing vegetables in the winter with no heat and no electricity (in cold frames).	2008	No End Date (Continuous)
IT Department Water-Based Air Conditioner Changeover	Completed in 2010		IT Department changed current water-based air condition to an air-based unit. This will save over 500,000 gallons of water each year.		2010	2010

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Fernie Campus - Implement use of recyclable coffee cups	Ongoing/In Progress		Fernie Campus - Implemented use of recyclable coffee cups supplied by vendor instead of styrofoam cups.	Fernie Campus - Implemented use of recyclable coffee cups supplied by vendor instead of styrofoam cups.	2008	No End Date (Continuous)
Cranbrook Campus - Cafeteria/Kitchen	Ongoing/In Progress		Cafeteria/Kitchen grows own herbs.	Looking into composting.	2010	No End Date (Continuous)