



## School District No. 67 (Okanagan Skaha)

### 2010 Carbon Neutral Action Report

#### Executive Summary

School District No. 67 (Okanagan Skaha) serves the communities of Penticton, Summerland, Naramata, and Kaleden in the south Okanagan region of British Columbia. School District No. 67 is signatory to and supports the Climate Action Charter in the province of British Columbia. The School District supports and practices sustainable initiatives to conserve energy and resources with the goal to reduce carbon emissions, reduce utility costs, and promote a cleaner environment.

While the School District does not have any accounts with BC Hydro and therefore cannot access funding available to most other districts in the province to hire an Energy Manager, proactive operating procedures help reduce energy consumption in the District.

District schools continue to practice the sustainable principles introduced over the past three years through a contract with Destination Conservation.

Themes for the three years of the program are energy in the first year, water in the second year, and waste avoidance for the third year.



## Overviews

### 2010 Greenhouse Gas Emissions

In 2010, operations in School District No. 67 (Okanagan Skaha) produced a total of 1,933.49 carbon dioxide equivalent tonnes (CO<sub>2</sub>e) of emissions. The school bus fleet produced 119.26 tonnes of CO<sub>2</sub>e and those emissions do not require offset, leaving a total of 1,814.23 tonnes of CO<sub>2</sub>e requiring purchase of offsets. The majority, 1,553.98 tonnes of CO<sub>2</sub>e, were derived from heating and lights for school buildings. The balance was derived from vehicle fleet fuel, paper supplies, and fugitive emissions calculated from use of refrigeration equipment used to cool school buildings.

### Offsets Applied to Become Carbon Neutral in 2010

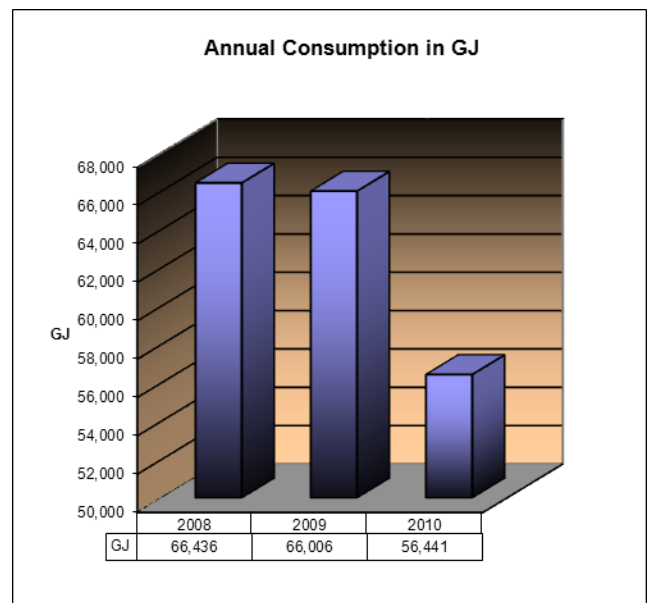
In order to become carbon neutral in 2010, School District No. 67 (Okanagan Skaha) was required to purchase a total of 1,814.23 tonnes of CO<sub>2</sub>e from Pacific Carbon Trust at a cost of \$25 per tonne of CO<sub>2</sub>e. Total cost for purchase of these carbon offsets for 2010 was \$45,355.75 for School District No. 67 (Okanagan Skaha).

### Actions Taken to Reduce Greenhouse Gas Emissions in 2010

The School District implemented the plan to lower the heat point setting to 20°C and raise the cool point setting to 25°C in all facilities.

The new Penticton Secondary School geothermal heating system reduced utility consumption considerably during 2010.

These and other District initiatives reduced the annual utility consumption for natural gas and electricity by 15% from 2008.



## **Operational Changes in 2010**

The centralized shutdown for all School District computers and other electronic devices was completed in 2010. This management system ensures that all electronic equipment is shut down overnight and on weekends when not in use. As well, all computer monitors have been converted from CRT to LCD.

Anti-idling programs were implemented at some District schools as a continuation of the program started in 2009.

## **Plans to Continue Reducing Greenhouse Gas Emissions 2011—2013**

Where practicable, recommendations of the study to reduce transportation costs will be implemented.

The District will continue to request minor capital project funding from the Ministry of Education to upgrade school HVAC systems to modern, efficient, and reliable systems.

Staff and students will continue to be encouraged to car pool, use bicycles, or walk to school whenever possible.

Plans to review service fleet transportation costs will be undertaken with the view to reduce mileage travelled and size of some District maintenance vehicles.

The new data center in Summerland will be more energy efficient and be able to in the future take advantage of integrated energy systems such as geothermal.

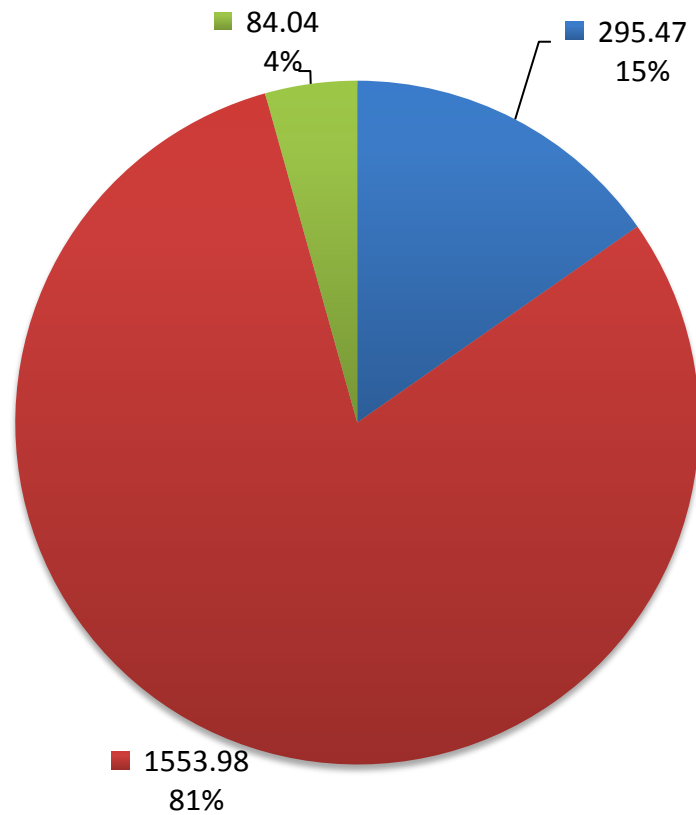
Ron Shongrunden  
Secretary-Treasurer

June 20, 2011

Ref: U:\SBO-ST-Data\DA\2010-2011\20000 - 24999 District Planning\Final\_SD67\_2010\_CNAR\_Overview\_Revised\_June 20,2011.doc

# School District No. 67 (Okanagan Skaha)

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



**Total Emissions: 1933.49**

- 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: **1814.23**. Total offset investment: **\$45,355.75**. Emissions which do not require offsets: **119.26** \*\*

\*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.

# School District No. 67 (Okanagan Skaha) - 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 <i>Greenhouse Gas Reduction Targets Act</i> . |                         |                                      |   |   |   |            |                          |
| 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     | 0                                    | % of vehicles are fuel- efficient models  | Budget request  | Capital funding requested for next buses                    | 2012       | No End Date (Continuous) |
| Replace larger vehicles with smaller models according to fleet "right-sizing" principles  | Ongoing/In Progress     | 5                                    | % of vehicles down-sized since start year indicated   | Two smaller trucks  | Continue process  | 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                            | Continue to service all district vehicles at regularly scheduled intervals  | Continue process  | 2005       | No End Date (Continuous) |
| Replace small maintenance vehicles with more fuel-efficient models  | Ongoing/In Progress     | 50                                   | % of small maintenance vehicles are fuel-efficient  | Replacement vehicles are more fuel-efficient  | Continue process  | 2008       | 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  | Annual training provided  | Continue process  | 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     | 10                                   | % of parking lots signed  | Continue anti-idling practice for school district service vehicles  | Encourage schools to introduce anti-idling for parking lots | 2009       | 2012                     |
| Encourage carpooling in fleet vehicles  | Ongoing/In Progress     |                                      |   | Transportation assistance parents are encouraged to carpool when driving students to school                                   | Continue process  | 2008       | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)   | Ongoing/In Progress     |                                      |   | City buses used on routes for students within walk limits to get to school; secure bike racks provided at all schools         | Continue process  | 2008       | No End Date (Continuous) |
| <b>Other Mobile Fuel Combustion Actions</b>   |                         |                                      |   |   |   |            |                          |
| Conservation Destination programs in schools to create awareness and conserve energy  | Ongoing/In Progress     | 100                                  | % completed   | Maintain Conservation Destination initiatives at all schools  | Continue process  | 2007       | No End Date (Continuous) |
| Established travel reduction goals  | Ongoing/In Progress     |                                      |   | Reduced travel budgets for administration   | Continue reduced travel budget                              | 2009       | No End Date (Continuous) |
| Adopted a travel policy   | In Development          |                                      |   | Procedures require minimized travel arrangements  | Continue to develop policy                                  | 2009       | No End Date (Continuous) |
| <b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>   |                         |                                      |   |   |   |            |                          |
| <b>Planning/management</b>  |                         |                                      |   |   |   |            |                          |
| Enrol in a building energy benchmarking program (e.g., GREEN UP)  | Ongoing/In Progress     |                                      |   | Enrolled in 2005; provided data as required throughout 2009   | Continue to provide data as required by the GREEN UP        | 2005       | No End Date (Continuous) |
| <b>Owned buildings</b>  |                         |                                      |   |   |   |            |                          |
| Establish energy performance baseline for owned buildings   | In Development          |                                      |   | Seeking funding; SD67 is not serviced by BC Hydro so does not have access to Utility Manager funding accorded other districts | Press FortisBC for Utility Manager funding                  | 2010       | No End Date (Continuous) |
| Achieve LEED NC Gold certification at a minimum for new construction or major renovations   | In Development          |                                      |   | Have requested a major capital project, but has not been approved   | Will use LEED standards for major capital projects          | 2011       | No End Date (Continuous) |
| Incorporate integrated design process into new construction or during renovations of owned buildings  | Ongoing/In Progress     | 0                                    | % of buildings built or renovated since start year indicated used the integrated design process | No projects in design at this time  | Will use integrated design process for new projects         | 2011       | No End Date (Continuous) |
| Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions   | Ongoing/In Progress     | 100                                  | % of buildings have refrigerant management  | Refrigerant management system in place  | Continuing process  | 2010       | No End Date (Continuous) |
| Complete energy retrofits on existing, owned buildings  | Ongoing/In Progress     | 90                                   | % of owned buildings have undergone energy retrofits since start year indicated                 | Need minor capital funding approval for project   | Project request to be submitted                             | 2010       | No End Date (Continuous) |
| <b>Retrofitting owned buildings</b>   |                         |                                      |   |   |   |            |                          |

## School District No. 67 (Okanagan Skaha) - 2010 Carbon Neutral Action Report

| Action   | Status<br>(as of 12/31/10) | Performance to Date<br>(as of 12/31/10)  | Steps Taken in 2010  | Steps Planned for 2011 -2013   | Start Year | End Year                 |
|--|----------------------------|--|--|--|------------|--------------------------|
| Upgrade mechanical systems (heating, cooling, ventilation) during retrofits  | Ongoing/In Progress        | 75<br>% of retrofits since start year indicated had heating, cooling, and ventilation systems upgrades | Remaining HVAC systems were reviewed for replacement; requested capital projects | Continuing review  | 2010       | No End Date (Continuous) |
| Upgrade lighting systems during retrofits  | Completed in 2010          | 100<br>% of retrofits since start year indicated had lighting systems upgrades                         | All schools completed  |  | 2006       | 2010                     |
| Upgrade/adjust control systems during retrofits  | Ongoing/In Progress        | 100<br>% of retrofits since start year indicated had control system upgrades or adjustments            | All retrofitted schools upgraded controls  | Minor project requests will be made for two small elementary schools that require retrofit | 2010       | No End Date (Continuous) |
| Improve building insulation (including windows) during retrofits   | Completed in 2010          | 100<br>% of retrofits since start year indicated had insulation improvements                           | Capital budget requested for additional improvements                             |  | 2006       | 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        | 80<br>% of computers shut down automatically outside of regular business hours                         | Installation of power management software  | Continue to implement adding additional devices  | 2009       | 2012                     |
| Implement server virtualization  | Ongoing/In Progress        | 10<br>% of servers have been virtualized since start year indicated                                    | Did research and piloted the implementation                                      | Continue to implement  | 2009       | 2012                     |
| Apply auto-sleep settings on computer monitors and CPUs  | Ongoing/In Progress        | 95<br>% of computers have auto-sleep settings applied  | Did research and piloted the implementation                                      | Continue to implement  | 2009       | 2012                     |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices                                       | Ongoing/In Progress        | 10<br>% reduction in printers, copiers, and/or fax machines since start year indicated                 | Did research and piloted the implementation                                      | Continue to implement adding additional devices  | 2009       | 2012                     |
| Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices  | Ongoing/In Progress        | 70<br>% of devices have auto-sleep settings applied  | Did research and piloted the implementation                                      | Continue to implement  | 2009       | 2012                     |
| Replace computers with ENERGY STAR models during regular computer upgrades   | Ongoing/In Progress        | 100<br>% of computers are ENERGY STAR rated  | Did research and piloted the implementation                                      | Continue to implement  | 2009       | 2012                     |
| <b>Appliances and electronic devices</b>   |                            |  |  |  |            |                          |
| Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases                                    | Ongoing/In Progress        | 80<br>% of fridges are ENERGY STAR rated   | New purchases are all ENERGY STAR rated; reduced energy consumption              | Continue to implement adding additional devices  | 2007       | 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        | 90<br>% of other appliances are ENERGY STAR models   | Did research and piloted the implementation                                      | Continue to implement adding additional devices  | 2007       | No End Date (Continuous) |
| Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases | Completed in 2010          | 100<br>% of desk lamps are more efficient  | T8 fluorescent tubes with electronic ballasts and CFLs in pot lights             |  | 2009       | No End Date (Continuous) |
| <b>Behaviour change program</b>  |                            |  |  |  |            |                          |
| Help staff reduce personal energy use through "workstation tune-ups"   | Ongoing/In Progress        | 70<br>% of current staff have completed a workstation tune-up  | Did work station tune-ups  | Continue to implement  | 2009       | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use  | Ongoing/In Progress        |  | Sent e-mail to all staff and informed principals                                 | Continue to implement  | 2009       | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands   | Ongoing/In Progress        |  | Sent e-mail to all staff and informed principals                                 | Continue to implement  | 2009       | No End Date (Continuous) |
| Encourage staff to use air dry setting on dishwashers  | Ongoing/In Progress        |  | Sent e-mail to all staff and informed principals                                 | Continue to implement  | 2009       | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours                               | Ongoing/In Progress        |  | Direct staff to energy management websites                                       | Continue to implement  | 2009       | No End Date (Continuous) |
| Encourage use of stairs instead of elevators   | Ongoing/In Progress        |  | Elevator keys provided for wheelchair access only                                | Continue to implement  | 2009       | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages)   | Ongoing/In Progress        |  | Custodians trained; occupancy sensors at some locations                          | Continue to implement  | 2008       | No End Date (Continuous) |

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| Action   | Status<br>(as of 12/31/10) | Performance to Date<br>(as of 12/31/10) |  | Steps Taken in 2010   | Steps Planned for 2011 -2013                            | Start Year | End Year                    |
|--|----------------------------|---|--|---|---|------------|-----------------------------|
| Promote hot water conservation   | Ongoing/In Progress        |   |  | Direct staff to energy management websites  | Continue to implement                                   | 2009       | No End Date<br>(Continuous) |
| <b>Other Stationary Fuel Combustion and Electricity Actions</b>                                  |                            |   |  |   |   |            |                             |
| Installed motion activated lights  | Ongoing/In Progress        | 30                                      | % installed  | Motion activated lights and security cameras as part of capital plan  | Continue to implement                                   | 2009       | No End Date<br>(Continuous) |
| Unplug unused equipment  | Ongoing/In Progress        | 100                                     | % of redundant equipment unplugged   | Reduce energy consumption   | Continue to implement by unplugging redundant equipment | 2009       | No End Date<br>(Continuous) |
| Vending machine Energy Misers  | Ongoing/In Progress        | 100                                     | % completed with existing vending machines; ongoing for new vending machines | Procurement documents require all vending machines to have motion detectors so power is off when no movement is detected  | Continue to implement                                   | 2005       | No End Date<br>(Continuous) |
| Undertaken monitor turn-off challenge  | Ongoing/In Progress        | 100                                     | % completed for existing monitors  | Remotely shut off from central data centre; continue practice with all new monitors   | Continue to implement                                   | 2005       | No End Date<br>(Continuous) |
| <b>Supplies (Paper)</b>  |                            |   |  |   |   |            |                             |
| <b>Paper Type</b>  |                            |   |  |   |   |            |                             |
| Purchase 30% post-consumer recycled paper  | Ongoing/In Progress        | 10                                      | % of total paper purchased contains 30% recycled content                     | Converted custodial supplies and monitoring prices and testing performance of bond paper  | Continue to purchase                                    | 2006       | No End Date<br>(Continuous) |
| Purchase 100% post-consumer recycled paper   | Ongoing/In Progress        | 10                                      | % of total paper purchased contains 100% recycled content                    | Converted custodial supplies and monitoring prices and testing performance of bond paper  | Continue to purchase                                    | 2006       | No End Date<br>(Continuous) |
| <b>Printer/document settings</b>   |                            |   |  |   |   |            |                             |
| Switch networked printers and photocopiers to automatic double-sided                             | Ongoing/In Progress        | 70                                      | % of network printers or photocopiers are set to automatic double-sided      | Paper consumption - new printers purchases with double-sided capacity and existing printer settings changed to double-sided   | Continue to purchase                                    | 2006       | No End Date<br>(Continuous) |
| Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs          | Completed in 2010          | 100                                     | % of network printers have 'print and hold' settings applied                 | All settings done through central data centre   |   | 2006       | No End Date<br>(Continuous) |
| <b>Electronic media in place of paper</b>  |                            |   |  |   |   |            |                             |
| Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)            | In Development             |   |  | Server built; some training completed   | Implementation  | 2011       | No End Date<br>(Continuous) |
| Use electronic document library for filing common documents                                      | Ongoing/In Progress        | 50                                      | % of electronic documents available through website                          | Number of on-line documents increased   | Implementation  | 2011       | No End Date<br>(Continuous) |
| Post materials online that were previously printed   | Ongoing/In Progress        | 50                                      | % of materials are available online  | Number of on-line documents increased   | Continue to implement                                   | 2002       | No End Date<br>(Continuous) |
| <b>Behaviour change program</b>  |                            |   |  |   |   |            |                             |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress        | 1                                       | % of staff currently have received collaborative software training           | Converted home learning to Moodle   | Continue to implement                                   | 2009       | No End Date<br>(Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts)                  | Ongoing/In Progress        |   |  | Trustees have shown leadership with laptops at Board meetings; technology used for video and audio conferencing; implementing SmartBoard technology in schools to replace paper | Continue to implement                                   | 2008       | No End Date<br>(Continuous) |
| Encourage re-use of scrap paper  | Ongoing/In Progress        |   |  | Paper consumption - paper and containers available for reuse and recycle; advertise to schools surplus materials for reuse  | Continue to implement                                   | 2006       | No End Date<br>(Continuous) |
| <b>Other Paper Supplies Actions</b>  |                            |   |  |   |   |            |                             |
| Used laptops and tablets   | Ongoing/In Progress        |   |  | One to one program for schools, principals and special needs; school district provides used laptops to general public   | Continue to implement                                   | 2006       | No End Date<br>(Continuous) |
| Restructured a process to use less paper   | Ongoing/In Progress        |   |  | Software implemented for document management and work orders  | Ongoing process   | 2006       | No End Date<br>(Continuous) |
| Purchased cradle to cradle goods   | Ongoing/In Progress        |   |  | Bulk order of supplies direct shipped   | Ongoing process   | 2000       | No End Date<br>(Continuous) |
| Encouraged re-use of furniture and equipment   | Ongoing/In Progress        |   |  | Centralized purchasing and inventory allows for reuse of equipment, furniture, computers, etc.  | Ongoing process   | 2000       | No End Date<br>(Continuous) |

**School District No. 67 (Okanagan Skaha) - 2010 Carbon Neutral Action Report**

| Action               | Status<br>(as of 12/31/10) | Performance to Date<br>(as of 12/31/10) | Steps Taken in 2010   | Steps Planned for 2011 -2013 | Start Year | End Year                    |
|----------------------|----------------------------|---|---|------------------------------|------------|-----------------------------|
| Page monitor program | Ongoing/In Progress        |   | Purchased electronic periodical subscriptions; purchasing electronic textbooks for math program | Ongoing process              | 2008       | No End Date<br>(Continuous) |



## School District No. 67 (Okanagan Skaha) - 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<br>(as of 12/31/10) | Performance to Date<br>(as of 12/31/10)   | Steps Taken in 2010   | Steps Planned for 2011 -2013  | Start Year | End Year                 |
|--|----------------------------|---|---|---|------------|--------------------------|
| <b>Business Travel</b>   |                            |   |   |   |            |                          |
| <b>Virtual meeting technology</b>  |                            |   |   |   |            |                          |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)   | Ongoing/In Progress        | 30<br>% of computers have web-conferencing software installed                         | Web conferencing equipment reviewed   | Software evaluation to commence   | 2011       | No End Date (Continuous) |
| Make desktop web-cameras available to staff  | Ongoing/In Progress        | 10<br>% of staff have access to a desktop web-camera                                  | Reviewed equipment  |   | 2010       | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units   | Ongoing/In Progress        | 1<br>% of meeting rooms have access to video-conferencing equipment                   | Reviewing best location for meeting rooms   | Begin infrastructure for meeting room web conferencing  | 2011       | 2013                     |
| <b>Behaviour change program</b>  |                            |   |   |   |            |                          |
| Train staff in web-conferencing  | In Development             | 30<br>% of staff are trained web-conferencing   | Minimal training required; all staff have access for own use  | Develop in-service training programs  | 2012       | No End Date (Continuous) |
| Train staff in video-conferencing or provide technical support for video-conferencing set-up   | In Development             | 1<br>% of staff are trained in video-conferencing or have access to technical support | Training required   | Trial web conferencing meetings planned to ensure practicability  | 2011       | 2012                     |
| Encourage staff to consider virtual attendance/presentation at events where possible   | Ongoing/In Progress        |   | All staff encouraged to attend meetings via web conference where practicable  | Continue to remind staff of plans to reduce travel  | 2011       | No End Date (Continuous) |
| Encourage carpooling to meetings   | Ongoing/In Progress        |   | Continue to encourage car pooling   | Continue practice of encouraging car pooling  | 2010       | No End Date (Continuous) |
| <b>Education, Awareness, and Engagement</b>  |                            |   |   |   |            |                          |
| <b>Staff Professional Development</b>  |                            |   |   |   |            |                          |
| Support green professional development (e.g., workshops, conferences, training)  | Ongoing/In Progress        |   | Completed Destination Conservation program for schools  | Continue to implement Destination Conservation good practices in schools  | 2008       | No End Date (Continuous) |
| <b>Staff awareness/education</b>   |                            |   |   |   |            |                          |
| Provide education to staff about the science of climate change   | Ongoing/In Progress        |   | Staff and students received education associated with Destination Conservation program                                      | Continue to provide education associated with Destination Conservation good practices                               | 2008       | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials  | Ongoing/In Progress        |   | Staff and students received education associated with Destination Conservation program                                      | Continue to provide education associated with Destination Conservation good practices                               | 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        |   | K-12 students received education associated with Destination Conservation program and take that information home to parents | Continue education of K-12 students   | 2006       | No End Date (Continuous) |
| Provide education to clients/public about the conservation of water, energy, and raw materials   | Ongoing/In Progress        |   | K-12 students received education associated with Destination Conservation program and take that information home to parents | Continue education of K-12 students   | 2006       | 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        |   | Low flow fixtures provided in most schools  | Continue to implement installation of low flow fixtures   | 2006       | 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        |   | Use effluent water for irrigation at three school sites and untreated irrigation water at three school sites                | Continue to implement plans to use non-potable water for irrigation services  | 2006       | 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        |   | All schools and offices have bins to store recyclables for weekly pick up   | Continue waste and recycle contract   | 2009       | No End Date (Continuous) |
| Implement a hazardous waste reduction and disposal strategy  | Ongoing/In Progress        |   | Hazardous material storage facility cleaned out annually for removal to acceptable facility                                 | Continue to remove hazardous materials from schools, store in district approved storage facility for annual removal | 2006       | No End Date (Continuous) |

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| Action  | Status<br>(as of 12/31/10) | Performance to Date<br>(as of 12/31/10) | Steps Taken in 2010   | Steps Planned for 2011 -2013   | Start Year | End Year                    |
|---|----------------------------|---|---|--|------------|-----------------------------|
| <b>Procurement (non-paper supplies)</b>   |                            |   |   |  |            |                             |
| Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags                                      | Ongoing/In Progress        |   | Continue to purchase green cleaning products                                    | Continue to purchase green cleaning products   | 2008       | No End Date<br>(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        |   | When capital projects are designed to sustainable standards equivalent to LEEDS | Continue to apply LEEDS equivalents standards to capital projects                        | 2006       | No End Date<br>(Continuous) |
| Incorporate lifecycle costing into new construction or renovations  | Ongoing/In Progress        |   | Value management and lifecycle costing performed for all new capital projects   | Value management and lifecycle costing performed for all new capital projects            | 2006       | No End Date<br>(Continuous) |
| <b>Indoor air quality</b>   |                            |   |   |  |            |                             |
| Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture       | In Development             |   |   | Standards to be developed for furniture; standards are implemented for interior finishes | 2008       | No End Date<br>(Continuous) |