

School District No. 74 (Gold Trail)

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School District No. 74 (Gold Trail)

2010 Carbon Neutral Action Report

Executive Summary

As previously reported the Gold Trail School District has been taking steps for many years to becoming closer to being carbon neutral. Reductions in fuel consumption, electricity, paper and water are all areas of priority for this School District. We will continue to actively work towards carbon neutrality; in accordance with the Board's policy they will encourage incentives to protect the environment in the areas of purchasing, waste management, facilities management and environmental management. The Board is committed to the concepts of "reduce, reuse and recycle."

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

In 2009 we changed the lighting in three of our school gymnasiums. In 2010 we carried this on when retro-fitting one of our schools for the new K-12 facility. More efficient lighting and less power consumption will be obtained. We continued installing occupancy sensors throughout the district.

Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2013

The number one priority this year will be to upgrade HVAC system. We will be replacing outdated and inefficient boiler and rooftop units. An electrical audit will be completed this year. The outcome of this survey will assist us in preparing a schedule for upgrading lighting with more efficient lighting systems.

Secretary Treasurer

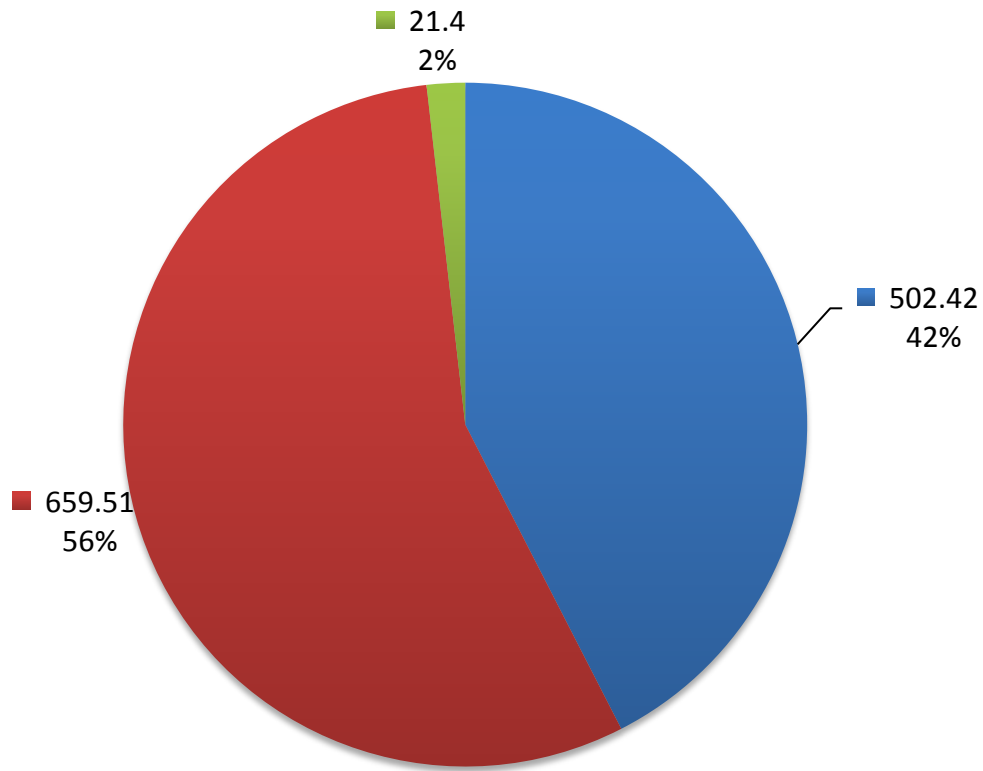
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Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 1183.33

- 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: **776.01**. Total offset investment: **\$19,400.25**. Emissions which do not require offsets: **407.32** **

*Tonnes of carbon dioxide equivalent (tCO₂e) 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 Government Neutral 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.

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	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		purchased three more new fuel-efficient vehicles	replace more if budge permits	2007	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress				2007	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress		continue with regular maintenance of all vehicles	have preventive maintenance program in progress and will conintue	Started before 1995	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress					
Behaviour change program						
Provide fleet driver training to reduce fuel use	Ongoing/In Progress		continued to provide training for our drivers	continue on with this	2007	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		posters and pamphlets at both bus garages as a reminder to driving staff	will continue to meet with drivers and emphasize anti-idling	2007	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress		on-going - carpooling has always been encouraged	continue with encouraging carpooling when travel is necessary	2006	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
Planning/management						
Reduce office space (square meters) per employee	In Development					
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress		we completed a lighting retro-fit at one of our schools	undergoing electrical audit and will complete upgrades in the years to come as budget permits	2008	No End Date (Continuous)
Retrofitting owned buildings						
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress		audit completed	will begin to replace outdated boilers and rooftop units	2009	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress		completed at one school	will continue to upgrade	2008	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress					
Improve building insulation (including windows) during retrofits	Ongoing/In Progress		Installed new vinyl thermostealed windows at one school	will continue when replacement needed	2007	No End Date (Continuous)
IT power management						

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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
Install power management software which shuts down computers outside of regular business hours	Ongoing/In Progress	80	% of computers shut down automatically outside of regular business hours	upgrade deep freeze to automated shutdowns at 5:00 pm daily on student machines	install deepfreeze to automate shutdowns at 8:00 pm on all staff machines	2009	2011
Implement server virtualization	Ongoing/In Progress	35	% of servers have been virtualized since start year indicated	moved three more servers to virtualization	increase to 60%	2009	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	90	% of computers have auto-sleep settings applied	replacing old with new and making sure that auto sleep is on	continue to replace	2006	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			multi-function devices have been installed in each office	continuous lease	2007	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	85	% of devices have auto-sleep settings applied	all new machines have this function and it is set to on	continue same practice	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	95	% of computers are ENERGY STAR rated	each new unit purchased is Energy Star	continue to replace with Energy Star	2006	2012
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			any replacement purchased are Energy Star	replacement of appliances when necessary is done with Energy Star	2005	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			any replacement purchased are Energy Star	replacement of appliances when necessary is done with Energy Star	2005	No End Date (Continuous)
Behaviour change program							
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress			Standardized throughout district	Continue on with process of standardizing	2006	No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Have been doing this for a long time	Will carry on with this practice	2006	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Have purchased new blinds that are down all the time for 4 sites	Will continue to purchase new when replacement necessary	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			4 New dishwashers installed	Will continue to ask that air dry setting be used	2005	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Heating and cooling systems on auto set-back for after hours, weekends and holidays	continue with set-backs	1995	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress			Three of our schools have elevators for handicapped persons only, a key is needed before it can be used	continue with this practise	Started before 1995	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Posters, pamphlets, web-site info and stickers, etc. provided to schools	continue to send reminders	2007	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			Continued to replace hot water tanks with more efficient ones	continue with this practise	2005	No End Date (Continuous)
Supplies (Paper)							
Paper Type							

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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
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	100	% of total paper purchased contains 30% recycled content	carrying on with this from previous years	carry on purchasing paper that contains at least 30% recycled content	2005	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress			purchasing paper with greater recycle content	carry on with the purchase of paper with a greater recycle content when possible	2010	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	35	% of network printers or photocopiers are set to automatic double-sided	purchase printers capable of doing double-sided	increase the purchase printer with this capability	2007	No End Date (Continuous)
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress			this option is being used on machines that are capable	carry on with using on machines that are able	2007	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			practice as much as possible	carry on with this practice	2006	No End Date (Continuous)
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	80	% of staff workstations with software installed	Web-based software used throughout district	increase use of web-based software	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			purchased laserfiche system for district office	will continue to increase use in different departments	2009	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			job postings, meeting agendas and minutes are no longer printed and sent out	will carry on	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	100		started this in 2007	Adding accounts payable vendors to getting electronic notification of direct deposits	2007	No End Date (Continuous)
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	75	% of staff currently have received collaborative software training	installed district Moodle server for collaboration	increase use by staff	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			have been doing this since 2005 initiated paperless agenda for all board meetings in district	carry on with this practice	2005	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			have been doing this for years	continue to recycle paper that is still good on one side	Started before 1995	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Policy and budgeting							
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress			Travel reduction is a goal in District's Tech Plan	Ensure goal is being met	2010	No End Date (Continuous)
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	100	% of computers have web-conferencing software installed	Started using Elluminate Live Conferencing software three years ago throughout district for meetings and some classes. Installed and began using video conferencing units for meetings and classes last year.	Continue to install additional video conferencing units	2006	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	30	% of staff have access to a desktop web-camera	Purchased more staff laptops with web cameras	Continue to purchase more machines that have web cameras	2007	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	50	% of meeting rooms have access to video-conferencing equipment	Installed an additional five personal video-conferencing units	Continue to add to this	2008	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	80	% of staff are trained web-conferencing	Hold training sessions	Continue to train as needed	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	Hold training sessions	Continue to train as needed	2008	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Have been doing this since we had our first units in 2004	Continue to encourage virtual attendance	2004	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Always have	We are in a large rural area and have always encouraged carpooling	Started before 1995	No End Date (Continuous)
Other Sustainability Actions							
Waste reduction/diversion							
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress			Recycling programs are in place in our district	We continue to recycle paper, plastic and tin	2008	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress			We store and then have a contractor pick up.	Continue with this practice, but get staff to avoid purchasing hazardous materials	Started before 1995	No End Date (Continuous)
Procurement (non-paper supplies)							
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 operations staff are encouraged to exercise their knowledge of purchasing products that fall within the Green Standards	continue with this practice	2007	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
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Ongoing/In Progress		as above	as above	2007	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress		Using green product where possible and recycled paper products and bags	continue with this practice	2005	No End Date (Continuous)
Building construction, renovation, and leasing						
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress		When possible, we do recycle material for re-modeling	Continue this practice	2003	No End Date (Continuous)
Indoor air quality						
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress		This has been put in place in some sites do to staff or students having allergies	Continue with scent free buildings	2000	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		Only low VOC paint is used and carpets are being replaced with marmoleum.	Continue with this practice	2006	No End Date (Continuous)
Commuting to and from home						
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		where possible it is encouraged	we are a rural area - so walking can only be done within each community	Started before 1995	No End Date (Continuous)