COLLEGE OF THE
ROCKIES

KOOTENAY CENTRE

2012 Carbon Neutral Action Report

EXECUTIVE SUMMARY

College of the Rockies 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

College of the Rockies
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO$_2$e*)

42
4.9%

19
2.2%

795
92.9%
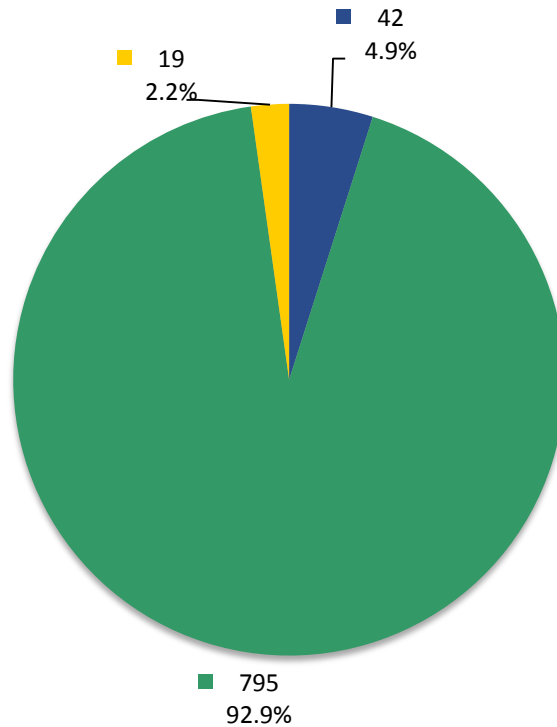
Total Emissions: 856

■ Mobile Fuel Combustion (Fleet and other mobile equipment)

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2012 (Generated March 20, 2013 1:44 PM)
Total offsets required: **829**. Total offset investment: $**20,725**. Emissions which do not require offsets: **27**

*Tonnes of carbon dioxide equivalent (tCO$_2$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

OFFSETS APPLIED TO BECOME CARBON NEUTRAL IN 2012

Totals Calendar Year 2012, College of the Rockies							
			Greenhouse Gases in Tonnes				
	Measure	Quantity	CO_2	$BioCO_2$	CH_4	N_2O	tCO_2e [1]
Scope 1 (Direct) Emissions							
Mobile Combustion (Fleet)	Litres	17,217.36	38.24	1.33	0.01	0.01	**42.47**
Stationary Combustion, Estimated [2]	GigaJoules	250.98	12.51	0.00	0.00	0.00	**12.59**
Stationary Combustion, Reported [3]	GigaJoules	13,880.55	692.08	0.00	0.01	0.01	**696.25**
Scope 2 (Indirect) Emissions							
Purchased Energy, Estimated [2]	GigaJoules	205.75	1.42	0.00	0.00	0.00	**1.42**
Purchased Energy, Reported [3]	GigaJoules	12,296.74	84.85	0.00	0.00	0.00	**84.85**
Scope 3 (Business Travel and Office Paper) Emissions							
Office Paper	Packages	4,410.00	18.50	0.00	0.00	0.00	**18.50**
Total Emissions, Calendar Year 2012			**847.61**	**1.33**	**0.02**	**0.02**	**856**
Carbon Neutral or Offset Exempt			**23.92**	**1.33**	**0.00**	**0.01**	**27**
Total for Offsets[4]			**823.69**	**0.00**	**0.02**	**0.02**	**829**

1. Each greenhouse gas has been converted to a standard measurement (tCO_2e) by multiplying its emissions by its [global warming potential (GWP)](). The GWP of carbon dioxide (CO_2) from both anthropogenic and biogenic sources is 1; methane (CH_4) is 21, and nitrous oxide (N_2O) is 310. The Totals for tCO2e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO2e can be purchased for offsets.

2. Estimated data has been calculated based on the methods described in the Methodology Document.

3. Reported data refers to consumption which has been directly billed to the organization.

4. Report the tCO_2e value from the "Total for Offsets" line, to the Pacific Carbon Trust.

ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2012

- Fernie Campus Lighting Retrofit.
- Fernie Campus Motion Sensors installed in all classrooms and offices
- Replaced 97% of black and white printers with multifunction printers.
- View Books printed on 30% post-consumer recycled paper using soya-based and vegetable inks.
- 2012's paper order for 8 ½ x 14, 11x17, and coloured paper was for 30% recycled content.
- 2012's paper order for 8 ½ x 11 white paper was for 100% recycled content.
- All Paper towel and Toilet paper features at least 40% post- consumer content
- All network printers/photocopiers are set to automatic double-sided.
- System-wide power setting which shuts down computers outside of regular business hours enabled on all computers.
- Starting in 2012 most College employees now receive "Pay Advices" online through AccessCOTR. They also have the option to receive their T4s electronically.
- All faculty and staff requests to the Production Support Centre are now made electronically through the FAME system, eliminating all paper requests.
- Marketing:
    - Instituted a monthly emailed newsletter of latest program offerings and events rather than a printed newsletter.
    - Instituted the use of USBs to promote the College to potential students. This has replaced the print run of View Books by 4,000.
    - Marketing and the Student's Association stopped printing 5,000 student handbooks each year and put all student information online.
    - Stopped printing program information on posters and quick card brochures. All information is now on USBs or online.
- Bookstore has implemented online Text Request System for faculty to order textbooks. This eliminated all paper requests.
- Student Services/Registration emailed all residence packages and graduation invitations.
- Kimberley Campus reduced outgoing mail by scanning and emailing registration to students.
- Instructors ask students to upload assignments to Moodle sites and then mark assignments virtually rather than making paper copies.
- All Regional Campuses further than 50 km from Cranbrook have been equipped with full video conferencing suites.
- If available, staff and faculty attend meetings and webinars through Skype, Lync, Live Meeting and Webex.
- 75% of BSN program meetings use virtual attendance methods.
- Student Services/Registration is piloting a proctoring service allowing distance students to write their final exams at home using a headset, camera and computer.
- Video-recorded assignments for practicum students cut down on faculty travel for site visits. YouTube is used for posting video assignments.
- All student exit surveys and instructor evaluations are compiled electronically.
- Kimberley Campus - 2nd Annual Green Building Conference March 2-3, bringing together community partners to encourage and educate on Green Building Practices.
- Creston Campus - Environmental Solar Heating Conference June 2012
- Cranbrook Campus - Changing Climates, Changing Forests presentation March 8, 2012.

PLANS TO CONTINUE REDUCING GREENHOUSE GAS EMISSIONS 2013 – 2015

- In 2013 the AST Program purchased a 2012 Prius hybrid vehicle which will be used by the Recruiting officers when not required for program use.
- 2013 Lighting Retrofits:
    - Replaced lighting all fixtures in Gold Creek Campus Admin Building and Planermill Building.
    - Reballast and relamp 128 lighting fixtures in Cranbrook Campus Gymnasium.
    - Creston Campus - Installed LED lighting: six emergency light wall packs, nine parking lot lights, five walkway lights, and eleven pot light bulbs.
    - Replace six Golden Campus exterior fixtures with LED lighting.
    - Motion sensors installed in all Gold Creek Campus classrooms and offices.
    - Fernie Campus installed four parking lot fixtures with photocell, and two LED ceiling mount exterior building lights.
- Continue to train staff to use Moodle and SharePoint to file common documents, and to use collaborative software for electronic editing.
- Roll out program that allows students at regional campuses to receive Education Advising and Disability Service remotely using Lync software.
- 2013's paper order for 8 ½ x 14, 11x17, and coloured paper was for 30% recycled content.
- 2013's 8 ½ x 11 white paper order was for 100% recycled content.
- Email College admission packages to applicants.
- 2013 - Upgrade video conferencing technology in the Cranbrook Campus Boardroom.
- 2013 - Fernie Campus to install new modern bike rack to encourage staff and students to use that mode of transportation.
- Continue to expand Web Marketing and Social Medial Marketing.
- All Campuses – Replace all Washroom fixtures with low flow models.
- February 19, 2013 - College of the Rockies, in partnership with Columbia Basin Trust's Communities Adapting to Climate Change Initiative is hosting a presentation by climate change experts Mel Reasoner and Hans Schreier.
- March 14, 2013 - Cranbrook Campus hosting Bring Genomics Home presentation with Dr. Jennifer Gardy.
- Spring 2013 - Food Forest Hands-On Training Workshop
- Incorporate a Green Cleaning Janitorial Plan to all of our campuses
- Research the feasibility of campus composting at our Cranbrook Campus
- Conduct a high level study on the feasibility of Solar Power at our Main Campus and at the Residence Building.
- The Registration and Continuing Education Departments are implementing the Instant Enrollment Colleague module. This will allow Continuing Education students to register and pay their fees online through AccessCOTR – the online registration interface.

College of the Rockies - 2012 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	Steps Taken	Steps Planned	Start Year	End Year
Mobile Fuel Combustion (Fleet and other)					
Behaviour change program					
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	College of the Rockies Policy & Procedures Manual: 5. Facilities 5.1 Equipment 5.1.6 College Vehicles B.3 Driver Related: B.3.5.2 Where the College, in exceptional circumstances, may require services of an inexperienced driver, the driver shall complete a 1-day driver training workshop (theory and hands-on experience), including defensive driving, Code requirements and such other experiential training as may be required by the College, prior to driving. B.3.6 Education: B.3.6.1 College approved drivers with Class 4 or specialized licensing shall maintain their approved status by completing a 1-day driver training refresher every year. B.3.6.2 College approved drivers of Class 4+ vehicles or specialized licensing shall be required to take defensive driving, Code requirements, assessments and are recommended to take OFA1.	Continue to provide fleet driver training to reduce fuel use.	2008	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	In Development	In Development	Anti-idling signage to be purchased and installed in 2013.	2013	2013
Encourage carpooling in fleet vehicles	Ongoing/In Progress	All departments are encouraged to use the College van, as well as to carpool. Carpooling for student/staff activities that require vehicles, otherwise bus is provided.	Continue to encourage all Departments to use the College van, as well as to carpool. Carpooling for student/staff activities that require vehicles, otherwise bus is provided.	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 the U-Pass program which is mandatory for all full-time Cranbrook Campus students and provides unlimited public transit usage. Campuses have installed additional bicycle racks. Creston Campus - 7 of 15 employees walk or bike to work every day.	College of the Rockies Student Association will continue to provide the U-Pass program which is mandatory for all full-time Cranbrook Campus students and provides unlimited public transit usage.	2008	No End Date (Continuous)
Other Mobile Fuel Combustion Actions					
Each Department is responsible to pay for their own fuel usage.	Ongoing/In Progress	Each College department has to pay for and keep track of their own fuel usage when using College vehicles. All College departments 100% comply.	Continue to hold each Department responsible to pay for their own fuel usage.	2008	No End Date (Continuous)
Delivery of documents and packages.	Ongoing/In Progress	Deliver documents and packages by way of already planned travel so as to not schedule deliveries unless necessary.	Continue to deliver documents and packages by way of already planned travel so as to not schedule deliveries unless necessary.	2008	No End Date (Continuous)
Vehicle fuel efficiency					
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.	Continue replace College owned vehicles with the most fuel efficient model when feasible.	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.	In 2013 the AST Program purchased a 2012 Prius hybrid vehicle which will be used by the Recruiting Officers when not required for program use.	2008	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	All College staff who use College vehicles must complete pre and post trip inspections of any College vehicle that they use. Pre and post trip inspections identify service problems with vehicles early to keep them running efficiently.	Continue to require that all College staff who use College vehicles complete pre and post trip inspections of any College vehicle that they use.	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through ""workstation tune-ups""	Ongoing/In	Desk audits let us evaluate what is needed and not needed	Continue desk audits	2010	2014

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	Blinds are utilized to reduce heating and cooling costs as well as energy costs.	Blinds are utilized to reduce heating and cooling costs as well as energy costs.	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	Creston Campus - Turn down heat/air conditioning at 3:30pm.	Creston Campus - Teach instructors and staff how to override system when working on weekends.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Health and Wellness Committee.	Health and Wellness Committee.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Stickers are posted and are available to be posted in classrooms and offices. Kimberley Campus - Lighting is turned off when daylight is sufficient.	Stickers are posted and are available to be posted in classrooms and offices. Kimberley Campus - Lighting is turned off when daylight is sufficient.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	Washrooms - Turn down hot water, sensor taps.	Continue to conserve hot water where applicable.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	Completed (in Reporting Year)	System wide power setting has been enabled on all computers		2010	2012
Implement server virtualization	Completed (in Reporting Year)	Servers have been virtualized at all campuses		2008	2012
Apply auto-sleep settings on computer monitors and CPUs	Completed (in Reporting Year)	System wide power setting has been enabled on all computers		2008	2012
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Completed (in Reporting Year)	Replaced 97% of black and white printers with multifunction printers and enabled paper tracking software on all systems.		2012	2012
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	All computers and printers have been programmed to utilize sleep functions to reduce energy costs.	All computers and printers will continue to be programmed to utilize sleep functions to reduce energy costs.	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	95% complete.	Continued purchasing of Energy Star compliant systems.	2010	2014
Owned buildings					
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	Completed (in Reporting Year)	College of the Rockies achieved LEED Certification on the South Main Entrance Project.		2010	2012
Perform energy retrofits on existing, owned buildings	In Development	In development.	Energy will be retrofits performed on all Campuses as budget allows.	2013	No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Ongoing/In Progress	Cranbrook Campus has office spaces containing workstations that are designated to be shared by part-time and auxiliary faculty. Creston Campus - Modification of schedules to share office space with part-time employees.	Continue to make use of shared work spaces where feasible.	2008	No End Date (Continuous)
Retrofit details for owned buildings					
Upgrade lighting systems during retrofits	Ongoing/In Progress	Fernie Campus, full facility lighting upgrade, light sensors in all classrooms and office space.	Replaced lighting all fixtures in Gold Creek Campus Admin Building and Planermill Building. Reballast and relamp 128 lighting fixtures in Cranbrook Campus Gymnasium. Creston Campus - Installed LED lighting: six emergency light wall packs, nine parking lot lights, five walkway lights, and eleven pot light bulbs. Fernie Campus - Installed four parking lot fixtures with photocell, and two LED ceiling mount exterior building lights.	2012	No End Date (Continuous)

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
			Replace six Golden Campus exterior fixtures with LED lighting.		
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	Fernie Campus, full facility lighting upgrade, light sensors in all classrooms and office space.	Motion sensors installed in all Gold Creek Campus classrooms and offices.	2012	No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	Production Support Centre staff trained in supporting faculty in moving toward more online instruction through Moodle. All faculty and staff requests to the Production Support Centre are now made electronically through the FAME system, eliminating all paper requests. Student Services/Registration and Institutional Research - Created a SharePoint site. HR/Payroll uses SharePoint for all payroll handout documents. Most of this department's information is now electronic.	Continue to train staff to use collaborative software for electronic editing.	2011	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress	Student Services/Registration - All staff who have laptops attend meetings with their laptops rather than paper files. Advocated to the Queen's Printer they produce electronic versions of Trades instructional resources. Deans - Circulate agendas and minutes electronically and encourage use of e-readers rather than printed documents.	Continue to encourage faculty and staff to hold paperless meetings or presentations.	2012	No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	All media monitoring/clipping done and filed electronically in SharePoint, replacing weekly photocopy circulation. Use of shared network for Nursing to jointly edit and create accreditation documents. Learning Resource Centre uses technology for electronic editing.	Continue to encourage more departments to use SharePoint for electronic editing.	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress	Student Services/Registration and Institutional Research - Store training documentation on Moodle. Instructors email or post handouts on Moodle rather than make copies for class distribution. Learning Research Centre uses electronic document library.	Continue to train staff to use Moodle and SharePoint to file common documents.	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	Since 1995 most College employees received electronic payslips. Starting in 2012 most College employees now receive "Pay Advices" online through AccessCOTR. They also have the option to recieve their T4s electronically.	Continue to issue "Pay Advices" and T4s online through AccessCOTR.	2008	No End Date (Continuous)
Other Paper Supplies Actions					
Post material online that was previously printed	Ongoing/In Progress	Marketing has instituted a monthly email newsletter of latest program offerings and events rather than a printed newsletter. Marketing and the Student's Association stopped printing 5,000 student handbooks each year and put all student information online. They have also stopped printing program information on posters and quick card brochures. All information is now on USBs or online.	Continue to promote College programs, events, and news through email/electronic newsletter and RRS feeds. Continue to provide information to potential students in electronic formats - USB, web, mobile web, etc. Continue to provide student information online rather than print student handbooks. Continue to provide prospective student and parent information online rather than in printed format.	2012	No End Date (Continuous)

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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	Steps Taken	Steps Planned	Start Year	End Year
Post material online that was previously printed.	Ongoing/In Progress	Bookstore has implemented online Text Request System for faculty to order textbooks. This eliminated all paper requests.	Continue to use the electronic Text Request System.	2012	No End Date (Continuous)
Use of ereaders and electronic technology	In Development	Bookstore will encourage the use of e-books and sell e-readers and electronic textbooks.	e-book and e-reader technology will be embraced and supported by the Bookstore.	2012	No End Date (Continuous)
Student Services/Registration Graduation and Residence Packages	Ongoing/In Progress	Due to previous year's mail strike, Student Services/Registration emailed all residence packages and graduation invitations. This has become a permanent process.	Email College of the Rockies admission packages to applicants.	2012	No End Date (Continuous)
Student Services/Registration Grade Submissions	Ongoing/In Progress	Set up electronic records of training (ROT) on SharePoint so that faculty from Directed Studies Program (Adult Basic Education and Office Administration) could enter grades electronically rather than on paper.	Continue entering grades electronically rather than on paper.	2012	No End Date (Continuous)
Student Services/Registration - Instant Enrollment	In Development	The Registration and Continuing Education Departments are developing the Instant Enrollment Colleague module. This will allow Continuing Education students to register and pay their fees online through AccessCOTR - the online registration interface.	Roll out Instant Enrollment module.	2012	No End Date (Continuous)
Reduce outgoing mail	Ongoing/In Progress	Kimberley Campus - Reduce outgoing mail by scanning and emailing registrations to students.	Continue scanning and emailing registrations to students.	2012	No End Date (Continuous)
Mark assignments electronically	Ongoing/In Progress	Instructors ask students to upload assignments to Moodle sites and then mark assignments virtually rather than making paper copies.	Continue to mark assignments virtually.	2012	No End Date (Continuous)
Electronic Accreditation Reports	Ongoing/In Progress	Rather than sending 12 binders of accreditation reports, sent out 12 USBs of electronic documents.	Continue sending out electronic documents rather than paper copies.	2012	No End Date (Continuous)
Electronic Lecture and Instructor Notes	Ongoing/In Progress	Creston Campus - Encourage instructors to put lecture notes on shared drives for access by students. Students given USBs to hold instructor notes.	Continue to encourage instructors to put lecture notes on shared drives for access by students.	2012	No End Date (Continuous)
Electronic Coursepacks	In Development	Meetings and PD activities in May 2012 introducing concepts of in-house production of electronic coursepacks; procurement of hardware to support production of electronic coursepacks for different platforms (eg: ibooks).	Begin providing electronic options for coursepacks to students.	2012	No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	View books printed on 30% post-consumer recycled paper using soya-based and vegetable inks. 2012's paper order 8 1/2x14, 8 1/2x14, 11x17, and coloured paper was for 30% recycled content.	Course calendars and view books will continue to be printed on post-consumer recycled paper using soya-based and vegetable inks. 2013's paper order 8 1/2x14, 8 1/2x14, 11x17, and coloured paper was for 30% recycled content.	2008	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	2012's 8 1/2x11 white paper order was for 100% recycled content.	2013's 8 1/2x11 white paper order was for 100% recycled content.	2011	No End Date (Continuous)
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	All network printers/photocopiers are set to automatic double-sided. Staff and students are encouraged to print/copy double-sided when feasible.	Continue to ensure that all network printers/photocopiers are set to automatic double-sided, and encourage staff and students to print/copy double-sided when feasible.	2012	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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
Business Travel					
Behaviour change program					
Train staff in web-conferencing	Ongoing/In Progress	Student Services/Registration - Started training our regional staff using Bridgit software. Attending more meetings remotely by using various conference software. Store training documentation on Moodle for future reference. International Department - Encouraged and supported staff in webinars to increase familiarity with online technology.	Continue to train staff in web-conferencing.	2012	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress	Registrar and Assistant Registrar attended several meetings in 2012. International Department - Attend via webinars and web conferencing where possible. 75% of BSN program meetings use virtual attendance methods. Learning Resource Centre tries to attend virtually whenever possible	Request this option when it isn't offered to reduce the number of business trips in 2013. Education of staff with continue. College is joining BCNet to access Blue Jeans network.	2011	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress	CYFS Faculty carpool when possible to visit students at practicum sites. Kimberley Campus - Carpool whenever possible. If two or more people are traveling to the same meeting or function, travel together.	Continue to encourage carpooling where possible.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress	Use transit system for business travel where ever available. Creston Campus - 7 of 15 staff members bike or walk to work.	Fernie Campus- Installing new modern bike rack in 2013 to encourage staff and students to use that mode of transportation.	2008	No End Date (Continuous)
Other Business Travel Actions					
Distance Students write their exams from home	In Development	Student Services/Registration - Piloting a proctoring service allowing distance students to write their final exams at home using a headset, camera, and computer.	Roll out this option to the College community.	2013	No End Date (Continuous)
Video recorded assignments to cut down on faculty travel	Ongoing/In Progress	Video recorded assignments for practicum students cuts down on faculty travel for site visits. YouTube is used for posting video assignments.	Continue to video recorded assignments where feasible to cut down on faculty travel.	2008	No End Date (Continuous)
Carbon Offsets for travel	In Development	In development.	International Department - Explore possibility of purchasing carbon offsets for flights	2013	No End Date (Continuous)
Policy and budgeting					
Create a low-carbon travel policy or travel reduction goal	Ongoing/In Progress	Meetings are piggybacked for efficiency of travel. Dean's meetings are scheduled consecutively as many have multiple portfolios. (ie: Human Service Deans, Health Deans, BSN Partnership meetings and NECBC meetings are scheduled in thee consecutive days which mean one return flight to Vancouver. BC Business Deans and Arts and Science Denas are scheduled back to back.) Reduced travel to out of region meetings (ie: only attend one out of two articulation meetings face to face)	Continue to reduce travel and travel more efficiently.	2008	No End Date (Continuous)
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Deans - All collaborative planning with sister institutions are conducted via teleconference. International Department - Lync software HR/Payroll - Attend several Webinars through Live Meeting and Webex with benefit providers and Colleague groups in the Province monthly. Learning Resource Centre uses web conferencing software for	Upgraded Cranbrook Campus Boardroom video conferencing technology. IT Department has planned a full roll out of Lync.	2012	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

Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		meetings.			
Make desktop web-cameras available to staff	Ongoing/In Progress	Student Services/Registration - All Education Advisors will have their stations equipped with web-cameras and headsets so that they can provide support to distance students. Instructors - Use Skype to conference with students rather than travel to placement sites.	Continue to make desktop web-cameras available to staff and to encourage their use.	2012	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Completed (in Reporting Year)	All Regional Campuses further than 50km from Cranbrook have been equipped with full video conferencing suites.		2012	2012
Education, Awareness, and Engagement					
Other Education, Awareness, and Engage					
STARS Project	Ongoing/In Progress	One of COTR's BBA students is doing a capstone research project on COTR's preparation for a Sustainability Tracking and Assessment Rating (STARS) which measures sustainability performances of colleges and universities.	Ongoing research project complete. College-wide presentation on findings.	2011	2013
Staff Professional Development					
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress	Instructors - Electing to watch online webinars for PD rather than attend conferences. Staff - Electing to watch webinars as part of PD activities rather than attend conferences. Kimberley Campus - 2nd Annual Green Building Conference March 2-3, bringing together community partners to encourage and educate on Green Building Practices. Creston Campus - Environmental Solar Heating Conference June 2012 Cranbrook Campus - Changing Climates, Changing Forests presentation March 8, 2012.	February 19, 2013 - College of the Rockies, in partnership with Columbia Basin Trust's Communities Adapting to Climate Change Initiative is hosting a presentation by climate change experts Mel Reasoner and Hans Schreier. March 14, 2013 - Cranbrook Campus hosting Bring Genomics Home presentation with Dr. Jennifer Gardy. April 22, 2013 - The Solar Future - Sponsored by City of Cranbrook and SolarBC Spring 2013 - Food Forest Hands-On Training Workshop May 2013 PD Days Sessions - Composting Basics and Clean Bin Challenge; Carsharing, Vanpooling and other Transportation Alternatives; Growing and Caring For Your Own Native Plant Garden.	2008	No End Date (Continuous)
Include green options in employee performance measurement system	Ongoing/In Progress	Student exit surveys and instructor evaluations are compiled electronically.	Continue to compile student exit surveys and instructor evaluations electronically.	2008	No End Date (Continuous)
Staff awareness/education					
Provide education to staff about the science of climate change	Ongoing/In Progress	All College of the Rockies campuses provide courses to staff and the community on various topics related to climate change.	Continue to provide courses to staff and the community on various topics related to climate change.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress	All College of the Rockies campuses provide courses to staff and the community on various topics related to conservation.	Continue to provide courses to staff and the community on various topics related to conservation.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress	College staff/student message portal posts information about upcoming "Green" workshops and conferences. Creston Campus - Newsletter posted on website and Facebook page and emailed with Greenhouse Happenings, including xeriscape workshops.	Continue to provide green tips on staff website or in newsletters. e.g. Earth Day 2013 at COTR - The Environmental Committee updated links on their website to include sustainability plans for each of the College communities as well as COTR's Carbon Neutral Action Report. e.g. The College officially joined the Association for Advancement of Sustainability in Higher Education (AASHE).	2008	No End Date (Continuous)
Team-building					
Providing behaviour change education/training to teams (e.g.,	Ongoing/In Progress	Marketing and Student Recruitment will continue to grow in the areas	Continue to expand Web Marketing and Social Media Marketing.	2011	No End Date

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Actions to Reduce Provincial Emissions and Improve Sustainability

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
community-based social marketing)	Progress	of Web Marketing and Social Media Marketing and less in print-based marketing. Creston Campus - Facebook page with information from "Know & Grow Community Farm" (COTR greenhouse)			(Continuous)
Other Sustainability Actions					
Adaptation to Climate Change					
Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas	Ongoing/In Progress	International Department - Continue to work with international partners to identify and mitigate long-term climate change problems through a variety of interventions, such as projects in conservation, sustainable tourism, etc.	The same steps taken as in 2012.	2008	No End Date (Continuous)
Building construction, renovation					
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 are instructed to reuse/recycle materials where feasible.	Continue to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities.	2008	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Not Yet Evaluated				No End Date (Continuous)
Commuting to and from home					
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.	Continue to offer telework/work from home where applicable.	2008	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress	College of the Rockies Students Association has implemented U-Pass program which is mandatory for all full time Cranbrook Campus students and provides unlimited public transit usage. Bike racks are available on College of the Rockies campuses.	Continue to encourage commuting by foot, bicycle, carpool or public transit.	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 are available in gym locker rooms.	Continue to provide shower or locker facilities for staff/students who commute by foot or by bicycle	2008	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress	Bike racks are available on College of the Rockies campuses.	Continue to provide secure bicycle storage.	2008	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 toner is ordered in a larger size to reduce waste. All cartridges are recycled where available.	Continue to place bulk orders and to recycle toner cartridges where available.	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.)	Ongoing/In Progress	Follow LEED guidelines for flooring materials.	Continue to follow green standards for goods that are replaced infrequently and/or may require capital funds to purchase.	2011	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress	Green Cleaning Policy adopted. All products must follow LEED standards. Use of green products specified and required in all future custodial contract tenders.	Continue to follow Green Cleaning Policy.	2011	No End Date (Continuous)
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	Recycle non-sensitive paper documents and materials, shred sensitive document. Can be used for gardening and composting materials.	Continue to recycle non-sensitive paper documents and materials, shred sensitive document. Can be used for gardening and composting materials.	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.	Continue to follow hazardous waste reduction and disposal strategy.	2008	No End Date (Continuous)
Water conservation					

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Action	**Status**	**Steps Taken**	**Steps Planned**	**Start Year**	**End Year**
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress	Cranbrook Main Campus has introduced water fountains in the weight room and gym to encourage students, staff, and the public to bring water bottles to refill rather than purchase bottled water.	Alll Campuses - Replace all toilet fixtures with low flow models.	2010	No End Date (Continuous)
Introduce a stormwater management landscape strategy (e.g., vegetated roofs, permeable paving, rain gardens, bioswales)	Ongoing/In Progress	Creston Campus - Rain barrels and water catchment that catch water off of 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	Continue to minimize water usage via stormwater management landscape strategy.	2008	No End Date (Continuous)