

School District No. 74 (Gold Trail)

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School District No. 74 (Gold Trail)

2012 Carbon Neutral Action Report

Executive Summary

The Gold Trail School District continues to take positive steps toward our goals in carbon neutrality. Reductions in fuel consumption, electricity, paper and water are all areas of priority for this School District. We will continue to actively work towards reducing greenhouse gases. The Board encourages staff to be environmentally friendly in all areas of their day to day duties. Increased awareness of conserving energy, recycling and generally looking after our planet is evident in the classrooms.

2012 Greenhouse Gas Emissions & Offsets Applied to Become Carbon Neutral in 2012

Total emissions for 2012 were 848 tonnes, in order to become carbon neutral School District No. 74 purchased a total of 901 offsets for a total investment of \$22,525. It was also determined that the total emissions for the 2011 calendar year were under reported by 53 tonnes and the difference in offsets required will be purchased and applied against our 2011 emissions.

Actions Taken to Reduce Greenhouse Gas Emissions in 2012

In 2012 another major electrical retrofit project took place at our largest secondary school, all interior and exterior lighting was changed from T12 to T8 or T5. More efficient lighting and less power consumption will be obtained. We continue installing occupancy sensors throughout the district. Outdated boilers are being replaced with high efficient condensing units.

Plans to Continue Reducing Greenhouse Gas Emissions 2013 – 2015

We plan to replace outdated inefficient rooftop units with air-to-air heat pumps in the upcoming years.

A handwritten signature in black ink, appearing to read "A. Hinkley", is written over a horizontal line.

Secretary Treasurer

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School District 74 Gold Trail - 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	Continue to train new drivers and provide refreshers for other employees.	Continue on with this practice.	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	Yearly reminders to drivers at training sessions. Posters and brochures distributed to staff.	Continue this practice.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress	Carpooling has always been encouraged in our rural school district whenever possible.	Continue to encourage carpooling as a money/fuel savings concept.	2008	No End Date (Continuous)
Vehicle fuel efficiency					
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	No new vehicles were purchased in 2012.	As funding allows, we will replace older vehicles with fuel efficient ones.	2008	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	No new vehicles purchased this year.	Smaller vehicles will be purchased for the maintenance department when replacement is necessary.	2008	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	Continue with regular scheduled maintenance program in our own garage.	Have preventive maintenance program in place and will continue with this program.	2008	No End Date (Continuous)
Stationary Fuel Combustion, Electricity					
Behaviour change program					
Help staff reduce personal energy use through "workstation tune-ups"	Ongoing/In Progress	New computer image will prevent the staff from making computers inefficient. Staff will not be guided to "tune-up" their own workstation. That will be centrally controlled.	New image, and centralized management system will control efficiencies of all computers, thus eliminating human error.	2012	2013
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to unplug electrical equipment or switch off power bars when not in use	Completed (in Previous Year)				No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress	When window blinds need to be replaced we are purchasing blinds that remain down.	Will continue with purchasing blinds that remain down.	2009	2012
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress	Continue to remind staff of lunch programs, home ec, cafeteria, etc. to use the air dry settings on the dishwashers.	Continue with reminders about using air dry settings.	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	Heating and cooling systems are on auto setback for after hours, weekends and holidays.	Continue with the practice for auto set back controls on our heating and cooling systems.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	Elevators in our schools are for physically handicapped persons only, all others are required to use stairs. If an elevator is needed a key must be obtained from the school office in order for it to work.	Continue with the practice all school elevators be used by physically handicapped persons only.	2008	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress	Continuance process with posters, stickers, etc. being provided to schools as a reminder to save energy wherever possible.	Continued reminders about saving energy.	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress	When replacement of hot water tanks is necessary, they are being replaced with energy star high efficient tanks. Thermostats have been turned to lower temperatures.	Continue with the practice of reminding schools to use less hot water whenever possible.	2008	No End Date (Continuous)
IT power management					
Install power management software which shuts down computers outside of regular business hours	In Development	Develop new computer image to put computers into hibernation mode (power save mode) if students or staff don't shut down the computer.	Install, and continue with newly developed image.	2012	2013
Implement server virtualization	Ongoing/In Progress	All individual school file servers have been centralized into the new data centre. Most district servers have also been virtualized into 2	Further virtualization of lesser utilized servers.	2012	2013

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Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		servers. This is a 75% reduction in the total number of physical servers being used throughout the district.			
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	Develop new computer image to put computers into hibernation mode (power save mode) if students or staff don't shut down the computer.	Install, and continue with newly developed image.	2012	2013
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy	Ongoing/In Progress	Planning stages of centralizing printing to strategically located printers into our new computer image to reduce the number of stand alone printers.	Implement the centralized print management system described above.	2012	2013
Apply auto-sleep settings on printers, fax machines, and/or multi-function devices	Ongoing/In Progress	Part of the planning of the print management system.	This will be part of our new print management system.	2013	2013
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	Devise a computer replacement strategy to remove old inefficient computers with new model complying with ENERGY STAR specifications.	We are replacing 90% of the end user computers in the district with new efficient, ENERGY STAR compliant computers.	2012	2013
Owned buildings					
Register for performance labelling/certification for operations and maintenance of owned buildings (e.g., LEED EB:O&M)	Not Yet Evaluated				No End Date (Continuous)
Register for performance labelling/certification for commercial interiors of owned buildings (e.g., LEED CI)	Not Yet Evaluated				No End Date (Continuous)
Perform energy retrofits on existing, owned buildings	Ongoing/In Progress	Re-lamped the entire interior of our largest secondary school.	Possibly re-lamping another school this summer.	2011	No End Date (Continuous)
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Not Yet Evaluated				No End Date (Continuous)
Planning/management					
Reduce office space (square meters) per employee	Ongoing/In Progress	Continue to close of unused classrooms and other areas in buildings that are not being used. Ensure that these areas are only minimally heated.	Monitor buildings to ensure that rooms are being used efficiently and that vacant rooms are not heated.	2008	No End Date (Continuous)
Retrofit details for owned buildings					
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	Ongoing/In Progress	No mechanical upgrades were done in 2012.	If funding permits we will be doing a mechanical upgrade at our board office and maintenance shop.	2012	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	Re-lamped our largest secondary school.	If funding available, we will be re-lamping one of our elementary schools.	2010	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Not Yet Evaluated				No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Not Yet Evaluated				No End Date (Continuous)
Supplies (Paper)					
Behaviour change program					
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	Sharepoint collaboration space and website being developed for staff/student use for electronic assigning and completing of school work.	Staff will be trained on the use of Sharepoint in the later part of 2013 once it has been implemented.	2013	2013
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Completed (in Previous Year)				No End Date (Continuous)
Electronic media in place of paper					
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	Sharepoint collaboration space and website being developed for staff/student use for electronic assigning and completing of school	Sharepoint spaces to be implemented by mid 2013.	2013	2013

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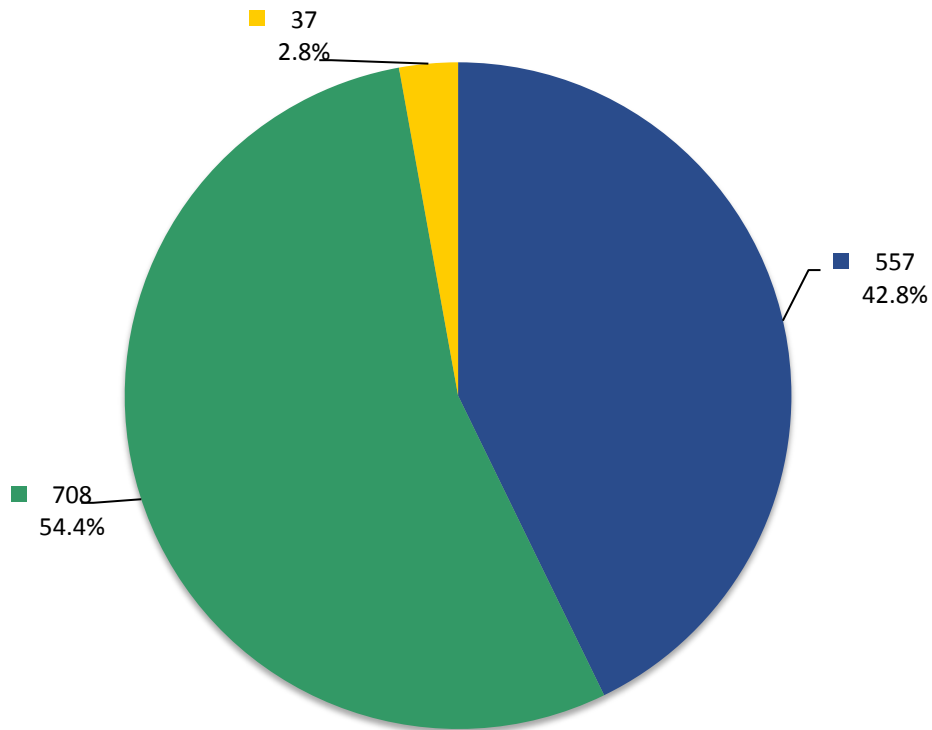
Action	Status	Steps Taken	Steps Planned	Start Year	End Year
		work.			
Use electronic document library for filing common documents	Completed (in Previous Year)				No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress	Electronic notification of pay stubs was implemented in 2007. In 2011 all other payments to employees (ie expense claims, etc.) from the accounts payable desk are sent electronically. Payment to suppliers are continually being added when possible.	Add more suppliers to the list of companies that we process direct payment and electronic notifications.	2008	No End Date (Continuous)
Paper Type					
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	We have been buying copy paper that is least 30% recycled content for a number of years. We encourage the use of "good one side paper".	Continue to encourage the purchase of recycled paper.	2008	No End Date (Continuous)
Purchase 40% post-consumer recycled paper	Ongoing/In Progress	If paper with 40% to 100% recycled content is available at a comparable cost, we would purchase it.	Continue to monitor prices for paper of a higher recycled content.	2008	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	As above, will continue to check prices to see if it is possible to purchase 100% recycled paper.	Always monitor prices.	2008	2008
Printer/document settings					
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	All new printers and photocopiers set to duplex.	Continue with setting automatic double-siding on any new printers or copiers.	2010	No End Date (Continuous)

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					
Virtual meeting technology					
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	Our district has multiple video conferencing site's which are utilized for numerous meetings. We also utilize web-conferencing such as Bridgit and Elluminate for meetings.	We are adding additional video conferencing site's as well as moving to Microsoft Lync for web conferencing at a greater number of site's.	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	In Development	Web cameras are integrated in all of the staff computers coming in the next round of computers.	Computers with cameras are to be distributed to all staff by June of 2013.	2013	2013
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress	Video conferencing is in multiple rooms in most schools throughout the district as well as the school board office.	We are installing more video conferencing units ongoing over the next number of years.	2008	No End Date (Continuous)

**School District 74 - Gold Trail
Greenhouse Gas Emissions by Source
for the 2012 Calendar Year (tCO₂e*)**



Total Emissions: 1,302

- 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 May 31, 2013 12:08 PM)

Total offsets required: **848**. Total offset investment: **\$21,200**. Emissions which do not require offsets: **454** **

*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 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.