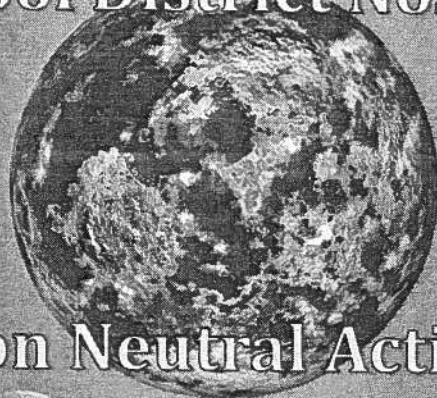


# Kootenay-Columbia School District No. 20



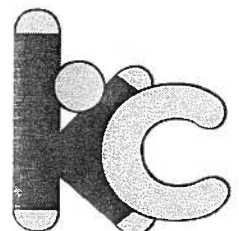
## 2013 Carbon Neutral Action Report FINAL REPORT

### **Executive Summary**

This is the 2013 Carbon Neutral Action Report for School District No. 20 Kootenay Columbia. Contained in this report are our 2013 gas emissions, the amount of offsets purchased and a list of actions and activities that we have taken to attempt to reduce our carbon emissions. As well, it contains a list of future planning toward reduction in Greenhouse gas emissions.

Our District is located in a beautiful part of our province and we are committed to preserving the environment in any way that we can. Beyond reducing greenhouse gas emissions, the spin-off benefits from reducing emissions generally include financial savings, which can be spent on improving the overall learning environment.

School District No. 20 is committed to continual improvement in terms of reduction of greenhouse gases with specific focuses on building improvements, changes to our mobile fleet as well as several actions throughout the District with respect to services and supplies.



## Emissions and Offsets Summary Table

<b>School District No. 20 Kootenay Columbia Greenhouse Gas Emissions and Offsets for 2013 (TCO2E)</b>	
<b>Greenhouse Gas Emissions in calendar year 2013:</b>	
Total Emissions	2000
Total Emissions for Offsets	1583
<b>Adjustments to GHG Emissions Reported in Previous Years:</b>	
Total Emissions	-93
Total Emissions for Offsets	-93
<b>Credit owing from PCT at end of 2012 reporting year:</b>	
Credit Owing	0
<b>Total Emissions for Offsets for the 2013 Reporting Year:</b>	<b>1490</b>

# Emission Reduction Activities

The following is a list of actions taken toward carbon neutrality in 2013:

- Installed Occupancy sensors in several rooms throughout the District.
- Replaced incandescent bulbs with CFL bulbs as they burn out.
- Reduced office space (square meters) per employee (reduced number of schools by 1).
- Utilizing power management software which shuts down computers outside of regular business hours.
- Utilizing server virtualization.
- Using auto-sleep settings on computer monitors and CPUs.
- Removing stand-alone printers, copiers, and/or fax machines and install multi-function devices.
- Utilizing auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices.
- Replacing computers with ENERGY STAR models during regular computer upgrades.
- Replacing appliances with ENERGY STAR models whenever new appliances are purchased.
- Purchased paper with recycled content.
- Continually complete, where financially possible, mechanical upgrades to buildings.
- Continue reducing number of vehicles in fleet.
- Continue to replace vehicles in fleet with more efficient vehicles.
- Redo Smart Driver training.
- Review and reduce number of kms driven on bus routes.
- Review and streamline travel for Operations Staff.

## **Future Plans for the continual reduction of Greenhouse Gas Emissions**

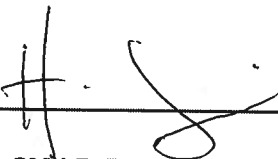
We are in the process of trying to get an overall status of all our buildings in terms of their mechanical systems so we can best see where we can achieve energy savings and potential reduction of greenhouse gases. We have completed step one of this by completing several mechanical upgrade reports for our buildings. The next step of the process is developing a strategic plan to prioritize these jobs and complete them as soon as possible. As always, funding is the limiting factor.

Our priority jobs were put in for requests for the CNCP grant (of which we were successful for one of our buildings.) The awarding of this grant would be our greatest success story for 2013 and I presume the completion of the project will be our story for 2014 as we look forward to the energy savings and overall reduction of Greenhouse Gases.

Other potential projects to be considered within the buildings in our District include window replacements, re-commissioning and rebalancing of mechanical systems, boiler upgrades, upgrades to DDC controls and the addition of CO2 sensors.

We are continually monitoring our mobile fleet for ways to save fuel and thus reduce greenhouse gas emissions as well.

We will continue will all the smaller upgrades and changes as listed above in our actions as well. Each step will help School District No. 20 get closer to achieving the goal of carbon neutrality.



---

2013 CNAR Report prepared by Director of Operations, Heather Simm



---

2013 CNAR Report approved by Superintendent, Greg Luterbach

# 2013 Carbon Neutral Action Report (CNAR) - Part 2 ACTIONS

Created Thursday, March 27, 2014

Updated Wednesday, May 28, 2014

<https://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/5e1035ff1042575ea98588a020dab744/>

---

## Page 1

Please complete the following sections of the 2013 Carbon Neutral Action Report form. Save your work frequently to prevent it from being lost. You can also save a copy for your own use as either a WORD or PDF file using the buttons at the bottom of each page.

This is Part 2 of the Carbon Neutral Action Report form. This section reports on actions taken to reduce emissions during the 2013 calendar year. This information will be included in your final Carbon Neutral Action Report posted on the Ministry of Environment website.

When the form is complete press the submit button on the last page to automatically submit the information to the Climate Action Secretariat (CAS). Do not press submit before you are ready – this may result in a loss of work.

In addition to completing this survey (Part 1 2), you are required to submit your completed Overview (Executive Summary) and Self-Certification Checklist. The 2013 Overview template was included in the email sent and can also be found on the LiveSmart leaders Community.

Please ensure you meet the following reporting deadlines:

A DRAFT 2013 CNAR is due to CAS by March 31, 2014. The draft is comprised of the Overview ONLY (no executive sign-off required).

The FINAL 2013 CNAR is due to CAS by May 30, 2014. The final 2013 CNAR includes Part 1 Part 2 survey form and Overview.

The Self-Certification Checklist is due to CAS by May 15, 2014.

For more information about the Carbon Neutral Government process, please refer to *Becoming Carbon Neutral 2013*, or should you have any questions please contact [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca).

Organization Name

*School District No. 20 - Kootenay Columbia*

**Actions Taken to Reduce Emissions**

1) Stationary Fuel Combustion, Electricity (Buildings):

Indicate which actions were taken in 2013:

Performed energy retrofits on existing buildings

*No*

Built or are building new LEED Gold or other "Green" buildings.

*No*

Undertook an evaluation of overall building energy use.

*No*

Please list any other actions taken to reduce emissions from Buildings:

- Installed Occupancy sensors in several rooms throughout the District*
- Replaced incandescent bulbs with CFL bulbs as they burn out*
- Reduced office space (square meters) per employee (reduced number of schools by 1)*
- Utilizing power management software which shuts down computers outside of regular business hours*
- Utilizing server virtualization*
- Using auto-sleep settings on computer monitors and CPUs*
- Removing stand-alone printers, copiers, and/or fax machines and install multi-function devices*
- Utilizing auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices*
- Replace computers with ENERGY STAR models during regular computer upgrades*
- Replace appliances with ENERGY STAR models whenever new appliances are purchased*

2) Mobile Fleet Combustion (Fleet and other vehicles):

Indicate which actions were taken in 2013:

Do you have a fleet?

*Yes*

Replaced existing vehicles with more fuel efficient vehicles (gas/diesel)

Yes

Replaced existing vehicles with hybrid or electric vehicles

No

Reduced the overall number of fleet vehicles

Yes

Took steps to drive less than last year

Yes

Please list any other actions taken to reduce emission from fleet:

*-Perform regular fleet maintenance specifically to improve fuel-efficiency*

3) Supplies (Paper):

Indicate which actions were taken in 2013:

Used less paper than previous year

Yes

Used only 100% recycled paper

No

Used some recycled paper

Yes

Used alternate source paper (Bamboo, hemp, etc.)

No

Please list any other actions taken to reduce emissions from paper use:

*-Switch networked printers and photocopiers to automatic double-sided*



Actions Taken to Reduce Emissions - continued

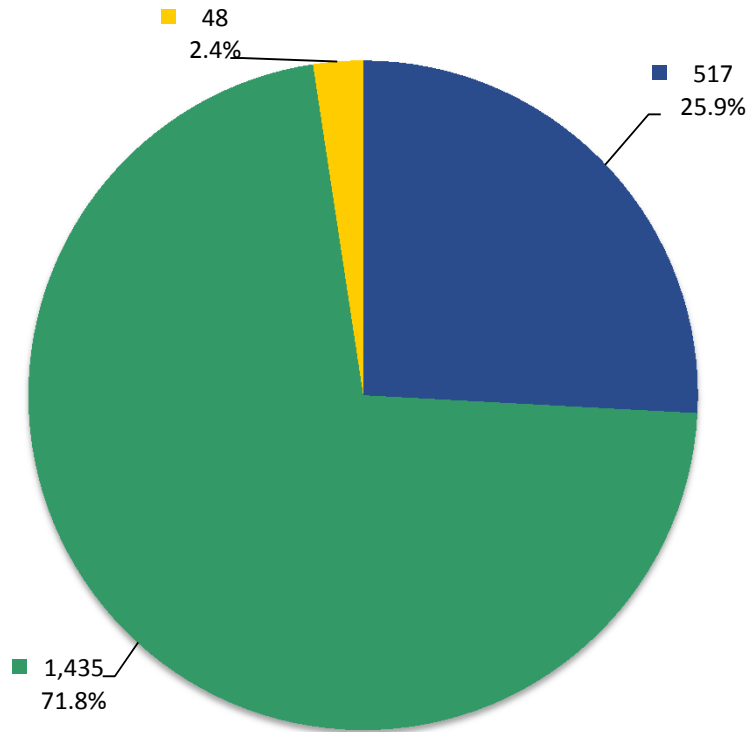
Explain how you plan to continue minimizing emissions in 2014 and future years:

- Continually complete, where financially possible, mechanical upgrades to buildings.*
- Continue reducing number of vehicles in fleet*
- Continue to replace vehicles in fleet with more efficient vehicles*
- Redo Smart Driver training*
- Review and reduce number of kms driven on bus routes*
- Review and streamline travel for Operations Staff*
- Continue with all other current efforts to reduce emissions*

If you wish to list any other "sustainability actions" outside of buildings, fleet, paper and travel check "yes". This reporting is optional.

No

## School District 20 - Kootenay-Columbia Greenhouse Gas Emissions by Source for the 2013 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 2,000**

- 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 2013 (Generated May 21, 2014 3:18 PM)**

Total offsets required: **1,583**. Total offset investment: **\$39,575**. Emissions which do not require offsets: **417** \*\*

\*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.