

# CARBON NEUTRAL ACTION REPORT



**We care about ourselves, each other  
and  
this place**



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# Executive Summary

On behalf of the Board of Education No. 61 (Greater Victoria) I am pleased to submit our Carbon Neutral Action Plan for 2013. Our 2013 report again clearly demonstrates our District's ongoing commitment to the reduction of our greenhouse gas emissions. Our Board, as in previous years, continues to work diligently, to improve the learning environment for students and staff by demonstrating leadership in the reduction of our carbon footprint.

The integration of environmentally sustainable considerations in all of our business decisions is guided by our Board approved Environmental Change Policy.

Recognizing the importance of reducing our carbon footprint, a focus on energy savings and greenhouse gas emission reductions continues to be a priority in our ongoing commitment towards carbon neutrality. Projects that include the installation of high efficiency condensing boilers, heating control upgrades, window replacement projects and ongoing waste reduction initiatives continue to demonstrate to students, staff and community the importance of environmental sustainability as well as our District's ongoing commitment towards carbon neutrality.

As part of our 2013 energy savings program we have replaced more of our older inefficient heating systems, installed new heating controls and completed window replacement projects at two more of our schools.

In the coming year, we plan to continue our energy savings initiatives and have been approved for a major boiler replacement and heating controls upgrade at one of our elementary schools under the Ministry's Carbon Neutral Capital Plan. In addition, we will be incorporating boiler replacement, heating controls and energy efficient windows into the seismic upgrade of an elementary school that is scheduled to start this summer. Work also continues this summer on our new LEED Gold high school replacement project scheduled for completion in the summer of 2015. These projects will provide opportunities to modernize our schools and further reduce our carbon footprint for 2014 and the future.

As reported previously our District continues to receive tremendous support from students, staff and parents for initiatives that embrace and model sustainability, social responsibility and reductions to our carbon footprint. We now have close to 90% of our schools participating in a full recycling program. The student's passion for change and enthusiasm in reducing our impact on the environment is an inspiration to us all. We are extremely proud of our achievements to date and look forward to continued success in this area.

For the 2013 reporting period the total emissions are 5,545 tons total offsets with an adjustment of 172 from previous year's data, for a net 2013 offset of 5,373 equal to the total investment of \$134,325.00. Through a combination of favorable weather conditions and these on-going initiatives we are pleased to report that our greenhouse gas emissions have been reduced by approximately 8.4% over last year's totals.

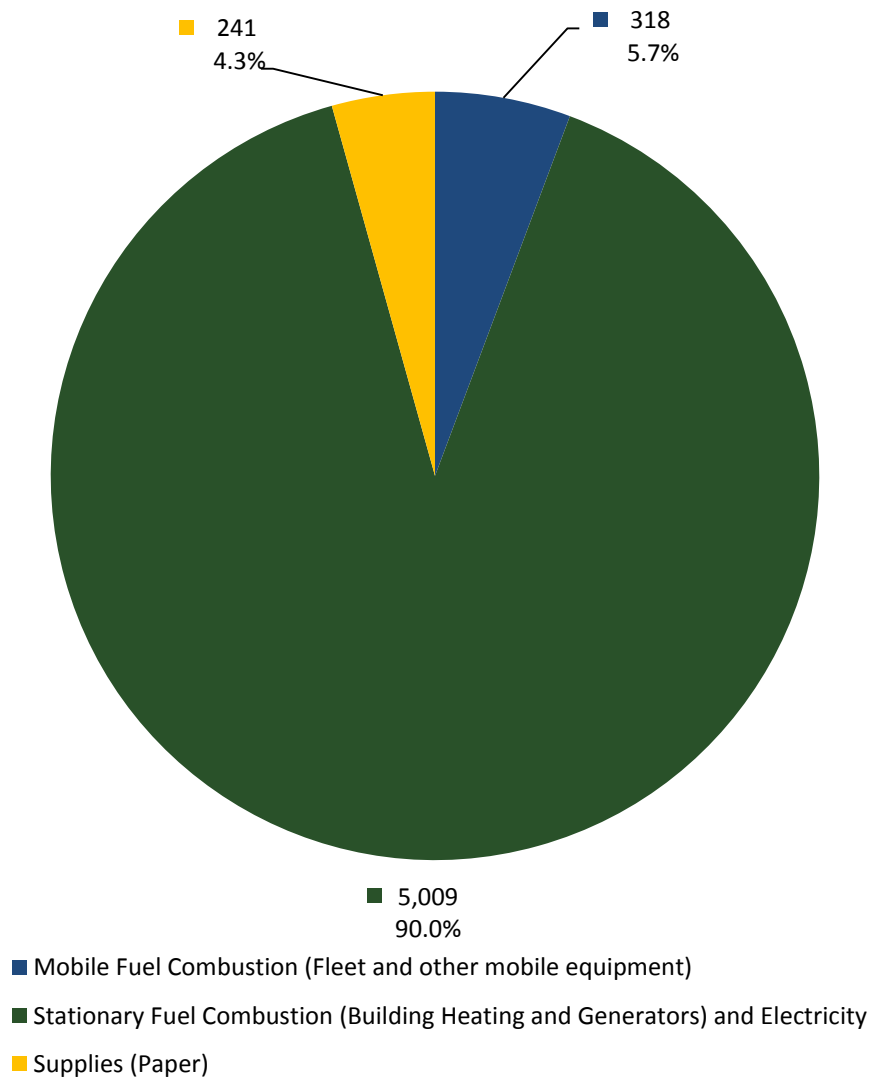
The Board of Education No. 61 (Greater Victoria) clearly recognizes its role as a leader in environmental stewardship and will continue to support initiatives that will reduce energy consumption and reduce our impact on the environment.

*Sherril Bell*

Superintendent

# Greenhouse Gas Emissions

## School District 61 - Greater Victoria Greenhouse Gas Emissions by Source for the 2013 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 5,568**

### Offsets Applied to Become Carbon Neutral in 2013

Total offsets required: 5,545 - 172 = 5,373. Total offset investment: \$134,325.00.

Emissions which do not require offsets: 22\*\*

\*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.

**Please Note:** For the 2013 reporting period the total emissions are 5,545 tons total offsets with an adjustment of 172 from previous year's data, for a net 2013 offset of 5,373 equal to the total investment of \$134,325.00.

# Offsets Applied to Become Carbon Neutral in 2013

## Greater Victoria School District #61 offsets applied to become Carbon Neutral in 2013

Total offsets required:  $5,545 - 172 = 5,373$  tonnes

Total offset investment: **\$134,325 for 2013**

Emissions which do not required offsets: 22

*\*\*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.*

## Changes to Greenhouse Gas Emissions and Offsets Reporting from Previous Years

| Year | Totals     | Emissions | Offsets Purchased |
|------|------------|-----------|-------------------|
| 2010 | 6082       | 6096      | \$152,050         |
| 2011 | 6950       | 6974      | \$173,750         |
| 2012 | 6362 + 22  | 6387      | \$159,050         |
| 2013 | 5545 - 172 | 5373      | \$134,325         |

# Emissions Reduction Activities

## Actions Taken to Reduce Greenhouse Gas Emissions in 2013

- ❖ Installation of new high efficiency boilers at Lake Hill and Tillicum Elementary Schools.
- ❖ Installation of new Direct Digital Control Systems at both Lake Hill and Tillicum Elementary School.
- ❖ Installation of 89 new Energy Star windows at Lake Hill Elementary School.
- ❖ Installation of 98 new Energy Star windows at Victoria West Elementary School.
- ❖ Ongoing in-servicing of district staff in the operation and maintenance of these new heating systems.
- ❖ Continued support for behavioural change initiatives for students and staff.
- ❖ Participation in District waste reduction program has increased and there are now 90% of all schools participating in the program.

## Plans to Continue Reducing Greenhouse Gas Emissions 2014-2016

We have enjoyed success in recent years in reducing energy consumption and greenhouse gas emissions through a focus on upgrading and replacement of aging heating systems and controls, window replacement and student and staff education.

As a public sector organization our ability to continue to reduce greenhouse gas emissions is dependent of government funding. Our Board remains committed to support energy saving initiatives through Ministry of Education funding received for major capital improvements (5 Year Capital Plan) and the Ministry of Education's Annual Facilities Grant (AFG) and the newly introduced Carbon Neutral Capital Plan (CNCP).

- The Greater Victoria School District No. 61 has a link for Green Initiatives on the School District Website: <http://www.sd61.bc.ca/green/default.aspx>

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

Created Tuesday, February 04, 2014

Updated Friday, May 23, 2014

<https://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/104fb5aec66162ca32e63ca352dd9ce1/>

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## 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

*Board of Education No. 61 (Greater Victoria)*

**Actions Taken to Reduce Emissions**

1) Stationary Fuel Combustion, Electricity (Buildings):

Indicate which actions were taken in 2013:

Performed energy retrofits on existing buildings

*Yes*

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

*Yes*

Undertook an evaluation of overall building energy use.

*Yes*

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

*New high efficiency boilers and heating controls at Tillicum and Lake Hill Elementary schools.*

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)

*No*

Replaced existing vehicles with hybrid or electric vehicles



No

Reduced the overall number of fleet vehicles

No

Took steps to drive less than last year

Yes

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

*Employees are encourage to carpool whenever possible.*

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:

*Implemented time sheet entry web so some payroll is now paperless for the majority of the support staff workers (inside) are paperless. Some of the new multi-function units are more energy efficient, and the default settings in the schools are being set to the multi-function printing units. The default setting for the multi-function units are being set to double sided printing, resulting in reduced paper usage. In 2013 the option to order virgin paper has been removed from the stationary order form.*

Actions Taken to Reduce Emissions - continued

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

*We plan on continuing to reduce energy consumption and greenhouse gas emissions by focusing on upgrades, replacement of aging heating systems and controls, window replacement and student and staff education.*

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

*No*

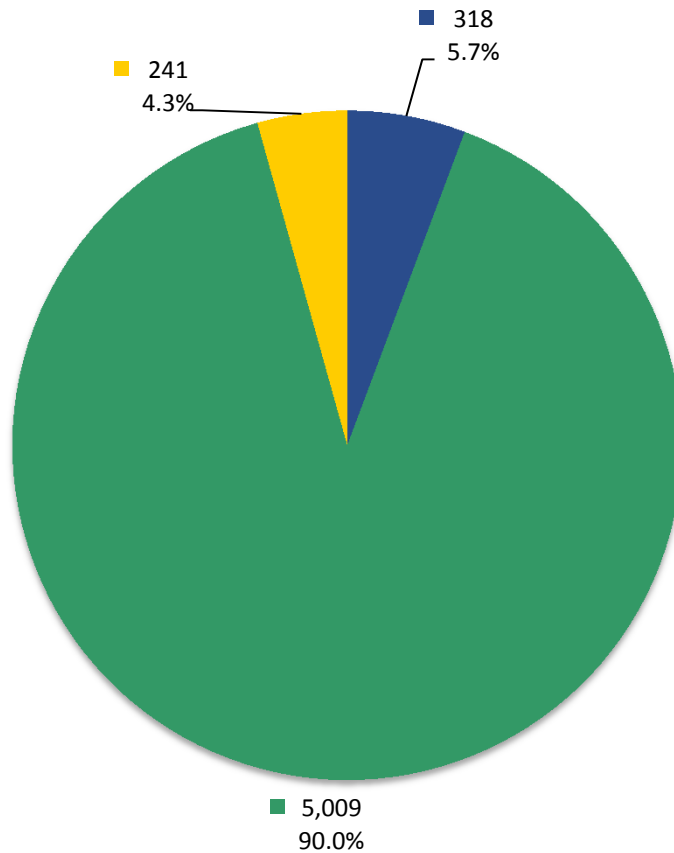
Thank you for completing the 2013 Carbon Neutral Action Report.

If this form is now complete please use the submit button below to forward it to the Climate Action Secretariat, otherwise you can save it to continue at a later time. Only use the submit button once the form is 100% complete.

You can also save your own copy as a WORD or PDF file.

Once you click the submit button, the Climate Action Secretariat will create a PDF summary of these actions to append to your final CNAR Overview when it is submitted. Together, these will be posted on the Ministry of Environment website by June 30, 2014 as your final report for 2013.

### School District 61 - Greater Victoria Greenhouse Gas Emissions by Source for the 2013 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 5,568**

- 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 3:58 PM)**

Total offsets required: **5,545**. Total offset investment: **\$138,625**. Emissions which do not require offsets: **22** \*\*

\*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.