

**SCHOOL DISTRICT 69 (Qualicum)**  
**2013 Carbon Neutral Action Report**

This is the 2013 Carbon Neutral Action Report for School District #69 (Qualicum). This report contains our 2013 emissions profile, offsets purchased, the actions we have taken in 2013 to reduce our GHG emissions and our plan to continue reducing emissions in 2014 and beyond.

By June 30 School District #69 (Qualicum)'s final CNAR will be posted to our website at [www.sd69.bc.ca](http://www.sd69.bc.ca)

**Executive Summary:**

The district concluded the creation of a Board wide strategic plan in 2013. This plan included the following items which are applicable to emission reduction:

- Under values: "Social responsibility and environmental sustainability" and "Innovation as a means of ensuring that we respond and adapt to a changing world and new understandings"
- As a Guiding Principle: Stewardship of the public investment in education in our community is crucial – this requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities." We see this guiding principle as including environmental stewardship as part of fiscal responsibility.

In 2014 the district plans to conclude with a Framework for Action which will include specific items the district will embark upon to meet the goals of the strategic plan.

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5 year capital plan and our Annual Facility Grant projects annually. In 2013, the district completed the following projects which will reduce carbon emissions:

- Through the replacement of end of life busses, the district has chosen to replace one with a propane bus and has reduce the size of another from an 84 passenger bus to a 76 passenger bus. The district plans to continue evaluating every bus replacement and consider whether to purchase propane over diesel buses and to reduce the size of buses purchased in order to conserve energy.
- Engineering studies were performed on three sites, two of which are run on propane and one which is on a diesel generator. The district plans energy conversion projects for the two propane sites and initiated an upgrade on the site with a diesel generator (further described below).
- The district began a significant upgrade at one of our isolated sites. This site is reliant on energy produced by a diesel generator. The overall system was downgraded to produce less energy and the batteries and converters replaced which will increase the efficiency of the system overall, thereby reducing the amount of energy lost. The district continues to work with local groups to investigate alternative energy solutions which may further reduce or eliminate the use of a diesel generator in the future.
- An outdoor lighting project was initiated in 2013. This project saw the replacement of 265 kW bulbs with 55kW LED bulbs. This project will be completed in 2014 and will result in a significant reduction in energy use.
- The district replaced old photocopiers with newer, more energy efficient, and multi-purpose devices. Each of these devices includes a scanner to encourage the use of paperless options where possible. In addition, the district began to better inform schools of the cost of single purpose devices such as desktop printers. In future years the district plans to significantly reduce or eliminate single purpose devices which will assist in the reduction of paper usage as well as energy usage through the reduction of number of units.

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2013 Carbon Neutral Action Report**

Energy conservation continues to be a goal for the district. Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. These are all part of day to day operations. In addition the district looks to reduce its carbon footprint through conversion to propane busses and reduction of energy usage in unused space.

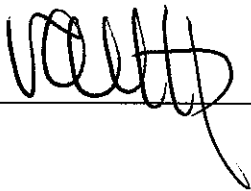
**Emissions and Offsets Summary:**

<b>School District #69 (Qualicum) Emissions and Offsets for 2013 (TCO2E)</b>			
<b>GHG Emissions created in calendar year 2013:</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Total Emissions	2,206	2,669	2,519
Total Emissions for Offsets	1,633	1,897	1,896
<b>Adjustments to GHG Emissions Reported in Previous Years:</b>			
Total Emissions	0		
Total Emissions for Offsets	0		
<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>1,633</b>		

In 2013, School District #69 (Qualicum) paid \$40,825 to purchase offset credits. The District maintains a bus fleet for which offsets were not purchased. As required by section 5 of the Carbon Neutral Government Regulation, 573 tCO<sub>2e</sub> of emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions for 2013. However, they were not offset as they are out of scope under section 4(2)(c) of the Carbon Neutral Government Regulation.

**Operational Changes in 2013:**

A facility review study was initiated in 2013. This study was to evaluate the appropriate number of buildings for the district and consider whether buildings should be closed. The results of this study could have an impact on emissions should it result in the closure and subsequent reduction of utilities. In addition, if the results of the student allow a simplification of the transportation system, there would be a further reduction in fuel consumption.



Signature

MAY 30, 2014

Date

ROLLIE KOOP

Name (please print)

SUPERINTENDENT OF SCHOOLS

Title

Attached: Chart: Greenhouse Gas Emissions by Source for the 2013 Calendar Year

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

Created Wednesday, May 28, 2014

Updated Thursday, May 29, 2014

<http://fluidsurveys.com/surveys/cas-z/2013-cnar-form-bps-actions/8f181531ece16e9202131e5acef6e0c0/>

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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 #69 (Qualicum)*

**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.

*No*

Undertook an evaluation of overall building energy use.

*Yes*

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

*The district completed engineering studies on three facilities that are currently reliant on propane or diesel.*

*The district began an upgrade to one facility that is reliant on a diesel generator. This upgrade included a reduction in the kilowatts generated and increased the efficiency of the system through replacement of batteries and converters. This project will be completed in 2014.*

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

No

Took steps to drive less than last year

No

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

*Replaced one diesel bus with propane as it was up for renewal. Replaced one 84 passenger bus with a 76 passenger bus to reduce fuel consumption.*

*The district no longer allows bus drivers to take busses home with reduces kilometerage driven.*

3) Supplies (Paper):

Indicate which actions were taken in 2013:

Used less paper than previous year

No

Used only 100% recycled paper

Yes

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:

*The district renewed photocopiers with newer multiuse devices which were lower energy usage and included scanners to encourage less paper usage. We have begun increasing awareness on costs of personal printers (i.e. desktop inkjet printers). This program is at the awareness stage. We hope to expand this to eliminate the use of personal printers and rely only on the central multiuse devices.*

Actions Taken to Reduce Emissions - continued

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

*We plan to continue to replace busses as they come up for renewal with small and/or propane busses where appropriate.*

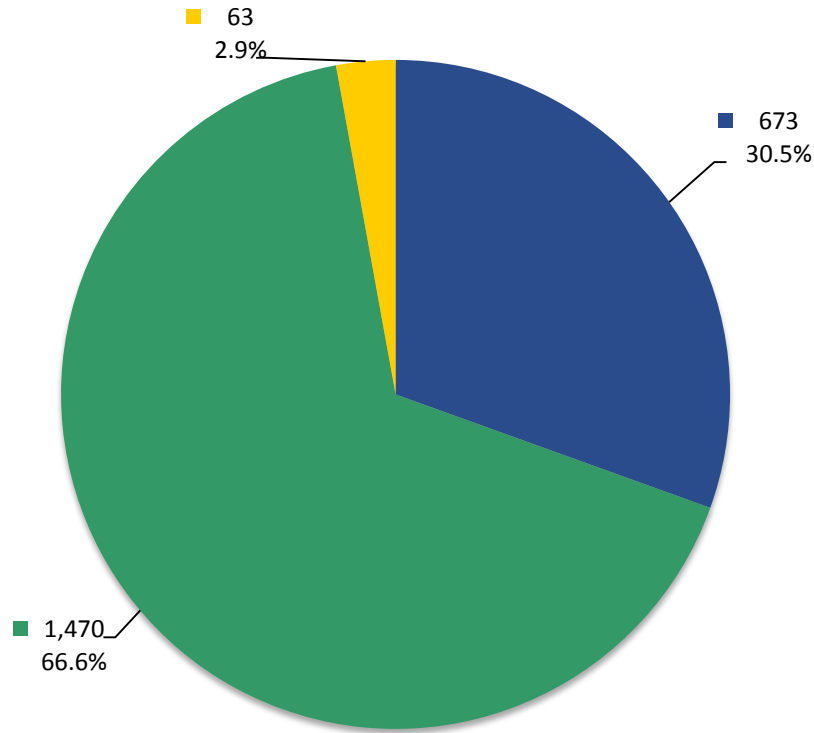
*Over the next 3 years we plan to perform 2 energy retrofits to buildings that currently use propane to geothermal technology.*

*In 2014 we plan to complete significant upgrades to one building reliant on a diesel generator to greatly improve the efficiency of the system and thereby reduce overall usage. We also plan to reduce the amount of time the system is on to reduce the energy consumption.*

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 69 - Qualicum  
Greenhouse Gas Emissions by Source  
for the 2013 Calendar Year (tCO<sub>2</sub>e\*)**



**Total Emissions: 2,206**

- 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 4:05 PM)**

Total offsets required: **1,633**. Total offset investment: **\$40,825**. Emissions which do not require offsets: **573** \*\*

\*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.