COLLEGE OF THE ROCKIES

CARBON NEUTRAL ACTION REPORT | 2017

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2017 CARBON NEUTRAL ACTION REPORT

COLLEGE OF THE ROCKIES

This Carbon Neutral Action Report for the period January 1, 2017 to December 31, 2017 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2017 to reduce our greenhouse gas emissions, and our plans to continue reducing emissions in 2017 and beyond.

By June 30, 2017 COLLEGE OF THE ROCKIES' (The College) final *Carbon Neutral Action Report* will be posted to our website at *www.cotr.bc.ca*.

ACTIONS TAKEN TO REDUCE GREENHOUSE
GAS EMISSIONS IN 2017

Stationary Fuel Combustion, Electricity (Buildings)

Continue to change out inefficient fluorescent light fixtures to new LEDs.

Mobile Fleet Combustion (Fleet & Other Vehicles)

Trades and Facilities Departments co-purchased used 2011 CAT TH514 Telehandler.

Trades Department purchased Skid Steer

Golden Campus purchased a 2017 Ford Transit Wagon

Supplies (Paper)

2017 Photocopy Paper Purchase:
- White Paper 30% Recycled Content
- Coloured Paper 30% Recycled Content
- Specialty Paper 15% Recycled Content

Other

Staff and Faculty participated in BC Bike to Work Week 2017.

Bicycle parking is available at all campuses.

Carpooling is mandatory whenever the President, Board of Governors and the President's Council are involved in common meetings off site. Exceptions to this are approved by the President or Board Chair under exceptional circumstances only. Meetings are piggybacked for efficiency of travel. Dean's meetings are scheduled consecutively as many have multiple portfolios.

All Campuses deliver documents and packages by way of already planned travel in an effort to avoid scheduling unnecessary deliveries.

Student Services/ Student and Enrolment Services: All Education Advisors, Disability Service Coordinators, Learning Assistance staff and Aboriginal Coordinator desks have cameras and video conferencing software, making meetings with students at regional Campuses possible without having to travel.

Faculty members video conference with students rather than travel to placement sites. All regional campuses further than 50km from Cranbrook have been equipped with full video conferencing suites. Video-recorded assignments for practicum students cut down on faculty travel for site visits. YouTube is used for posting video assignments.

Staff and faculty are encouraged to attend meetings virtually via teleconference, webinars and web conferencing whenever possible ie: BC Net. Advanced network to increase bandwidth at all campuses.

All computers and printers utilize sleep functions to reduce energy costs.

Window blinds are utilized to reduce heating and cooling costs, as well as energy costs.

All campuses provide courses to staff and the community on various topics related to climate change, conservation and sustainability.

- For example, Fernie Campus offers the following courses:
    - Small Water Systems Operations – A two-day course covering the required material for taking the EOCP small water systems certificate exam.
    - Water Quality Sampling and Testing – A one-day course to help operators understand how, when and where to take water samples.
    - Source and Receiving Environment – A one-day course to help operators understand the increasing demand, diversity of uses, and cumulative effects on our water resources, and watersheds.

All toner is ordered in a larger size to reduce waste. All cartridges are recycled where facilities are available.

All electronics equipment from IT services are recycled properly through electronics recycle depot.

Cranbrook Campus - Battery recycling collection bin located in Shipping & Receiving shop. Facilities Department staff then bring the batteries to the local collection depot for recycling.

Staff and students are encouraged to print only when necessary, and all printer settings are defaulted to print double-sided.

Moodle:
- The Production Support Centre staff is trained in supporting faculty in moving toward more online instruction through Moodle.
- Student Services/Registration and Institutional Research - Stores training documentation on Moodle.
- Faculty emails or posts handouts on Moodle rather than make copies for class distribution.
- Learning Resource Centre uses electronic document library.
- Faculty requests that students upload their assignments to Moodle sites. Faculty then marks the assignments virtually rather than making paper copies.

The College encourages electronic submissions from our students.

AssetPlanner:

All faculty and staff requests to the Production Support Centre, IT Technology Department, and Facilities Maintenance Department are submitted electronically through the AssetPlanner (formerly FAME) system, eliminating all paper requests.

SharePoint:

- Student Services/ Student and Enrolment Services, and Institutional Research - Created a SharePoint site.
- All media monitoring/clipping done and filed electronically in SharePoint, replacing weekly photocopy circulation.
- Use SharePoint for Nursing Program to jointly edit and create accreditation documents.
- Learning Resource Centre uses SharePoint technology for electronic editing.
- HR/Payroll uses SharePoint for all payroll handout documents. Most of this department's information is now electronic.
- Electronic records of training (ROT) have been set up on SharePoint so that Office Administration faculty can enter grades electronically. ABE Directed Studies is grading online using AccessCOTR to submit grades rather than on paper copies, saving many reams of paper.

Regional campuses scan and email receipts and registration forms to Continuing Education and Contract Training registrants, saving the cost and paper involved in mailing these documents.

Marketing Department:

- Distribute a monthly emailed newsletter rather than a printed version.
- Dramatically reduced the amount of printed material (i.e. posters, brochures) that we produce, and have moved the majority of information online.
- When producing printed marketing material, we always ask for 30% or greater recycled content, and use Forestry Stewardship Certified paper and vegetable dyes whenever possible.

The Deans Department circulates agendas and minutes electronically and encourages use of e-readers rather than printed documents.

Board of Governors meeting packages are sent to Board members electronically.

College staff/student online message portal and College social media platforms post information about upcoming programs and courses.

The Bookstore uses an online Text Request System for faculty to order textbooks. This has eliminated paper requests.

College of the Rockies participated in Fuel Management Treatment Activities - Cranbrook Community Forest, College of the Rockies – Wildfire Hazard Reduction Project. The treatment program is designed to reduce the available fuels in the case of a catastrophic wildfire, which could threaten the College as well as homes in the surrounding neighborhoods.

Faculty in Business and University Arts and Science programs review BC Campus Open Education Resources when selecting their textbooks. Many courses at the College have adopted these textbooks as free downloadable resources under a Creative Commons license.

CARBON NEUTRAL GOVERNMENT 2017 SUCCESS STORY
Sustainability Committee Rolls Out 15 New Waste/Recycle Collection Pods

In 2016, College of the Rockies used the Student Opportunities fund to hire a Sustainability Committee Assistant to work with the Sustainability Committee. The Committee directed the Assistant to do an audit of all the waste and recycling collection containers at the Cranbrook Campus. The Assistant went around the College campus and coded the containers based on what they collected as well as the style of the containers. This report showed that there was as many as eight different container styles used to collect waste, over four different styles to collect recyclables and four different multi-sorted bins. It was also noted that the recycle bins were used for both recycling as well as refundables. The Assistant also administered a survey to students and staff asking about their recycling habits.

The report noted that:
- The College recycling program presents no consistent or efficient standard.
- Many different waste bin categories.
- Bins were not efficiently allocated throughout the College.
- Bins were not clearly signed.
- Students/Staff do not receive instructions regarding recycling procedures in the College.

It recommended that a consistent, uniform, collection system should be implemented and properly communicated to the College community.

In 2017, this report was used by the Facilities Director to justify the expense of a coordinated, consistent collection system that would be easy to identify as well as use. Numerous quotes were collected and the best system was purchased. The College purchased 15 colour-coded multi-collection bins that separated discarded material into recyclables, refundables and landfill waste. The system was implemented in April 2017 and during the roll out the Sustainability Assistant set up a display outside of the Cafeteria for a week from 11:30am-1:00pm each day. That display featured the collection pods, information on the Regional District of East Kootenay recycling program as well as an information video about recycling and the journey that refundables, recyclable cardboard/paper and waste take after they are collected on Campus. The roll out sessions were followed up with educational sessions. The Sustainability Assistant interacted with students leaving the Cafeteria, assisted them with their waste sorting and offered further encouragement of sustainable practices when it comes to diverting waste from the landfill.

PLANS TO CONTINUE TO REDUCE GREENHOUSE
GAS EMISSIONS IN 2017 AND BEYOND

2018 – New photocopiers to be purchased and installed. Staff to scan their employee ID card to make copies.

2018 – Contracted an energy audit. Will take guidance from results/recommendations.

Identifying opportunities to use digital learning resources. One of the potential benefits being the reduction of paper consumption.

Change out aging MAUs to newer models with variable frequency drives.

Continue to change out inefficient light fixtures to LEDs.

Continue to replace aging vehicles with more efficient models.

Continue to change out water fountains with water bottle filling stations where applicable.

Cranbrook Campus – Investigating Campus-wide composting options, to divert organic waste from the landfill and turn it into compost.
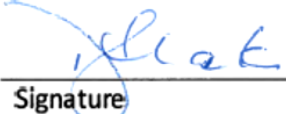
Emissions and Offsets Summary:

COLLEGE OF THE ROCKIES' GHG Emissions and Offsets for 2017 (TCO2E)	
GHG Emissions created in calendar year 2017 (from SMARTTool Homepage)	
Total Emissions (TCO^{2}E)	*776*
Total Offsets (TCO^{2}E)	*755*
Adjustments to GHG Emissions Reported in Previous Years (from SMARTTool Homepage)	
Total Emissions (TCO^{2}E)	*0*
Total Emissions for Offsets (TCO^{2}E)	*0*
Total Emissions for Offset for the 2017 Reporting Year (from SMARTTool Homepage)	
Total Offsets (TCO^{2}E)	*775*

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, **COLLEGE OF THE ROCKIES** **(the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2017 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to $25 per tonne of offsets retired on its behalf plus GST.

Executive sign-off:

_____   _May 31/18._____
Signature   Date

_Dianne Teslak._____   _Vice President - Finance & Corporate Services._
Name (please print)   Title

Part 1: CNAR Survey

1. General Information

Name: Allan Knibbs, Director, Facilities; Wendy Roberts, Facilities Administrative Assistant

Contact Email: aknibbs@cotr.bc.ca, wroberts@cotr.bc.ca

Organization Name: College of the Rockies

Sector: Post Secondary

2. Stationary Sources (eg. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

During 2017, did your organization take any of the following actions to support emissions reductions from buildings? (please select all that apply)

None of the above

If you selected "*Performed energy retrofits of the organization's building(s)*":

How many buildings were retrofitted?:

If you selected "*Built, or are building new LEED Gold or other "Green" buildings*":

How many new "Green" buildings?:

Did your Organization perform any retrofits during 2017? Please describe briefly:

N/A

2a. Stationary Sources (eg. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

Please briefly describe your organization's plans to continue reducing emmissions from its stationary sources:

a) Over the next 1-5 years

Contracted an energy audit to take place in 2018. Will take guidance from results/recommendations.

b) Over the following 6-10 years

Same as above.

3. Mobile Sources (Vehicles, Off-road/portable Equipment): Fuel Combustion:

During 2017, did your organization take any of the following actions to support emission reductions from its mobile sources? (please select all that apply)

Replaced existing vehicles with more fuel efficient vehicles (gas/diesel); Took steps to drive less than previous years

If you selected "*Replaced existing vehicles with more fuel efficient vehicles (gas/diesel)*":

How many vehicles?: 3

If you selected "*Replaced existing vehicles with hybrid or electric vehicles*":

How many vehicles?:

3a. Mobile Sources (Vehicles, Off-road/portable Equipment): Fuel Combustion:

Please briefly describe your organization's plans to continue reducing emissions from its mobile sources:

a) Over the next 1-5 years

Quarterly maintenance program on current vehicles.
Replace aging vehicles with more efficient models.

b) Over the following 6-10 years

Same as above.

4. Supplies (Paper): Indicate which actions your PSO took in 2017:

During 2017, did your organization take any of the following actions to support emissions reductions from paper supplies? (please select all the apply)

None of the above

4) Supplies (Paper): Indicate which actions your PSO took in 2017: - Other? Please describe briefly:: 2017 - Photocopy paper purchase:
White paper 30% recycled content; Coloured paper 30% recycled content; Specialty paper 15% recycled content.

If you selected "*Had a policy requiring the purchase of recycled content paper*":

State the required recycled content here (30%, 50%, 100%):

If you selected "*Had a policy requiring the purchase of alternate source paper (bamboo, hemp, wheat, etc)*", which type of alternate source paper did you use?

Please briefly describe your organization's plans to continue reducing emissions associated with its office paper use in future years.

Continued use of non-paper methods for payroll and suppliers. Payment by Electronic Funds Transfer, online transactions, rather than paper cheques. This saves paper usage (cheques) as well as transportation costs for items sent by mail.

5. Other Sustainability Actions

a) Business Travel

During 2017, did your organization take any of the following actions to support emissions reductions from business travel? (please select all that apply)

Encouraged alternative travel for business (e.g. bicycles, public transit, walking)

5) Other Sustainability Actions - Other? Please specify:: Bicycle parking available at all campuses.

b) Education/Awareness

During 2017, did your organization have any of the following programs or initiatives to support sustainability education and awareness? (please select all that apply)

A Green, Sustainability or Climate Action Team; Support for professional development on sustainability (e.g. workshops, conferences, training); Supported or provided education to staff about the science of climate change, conservation of water, energy and/or raw materials

c) Other Sustainability Actions

During 2017, did your organization have any of the following programs or initiatives to support sustainability? (please select all that apply)

A water conservation strategy which may include a plan or policy for replacing water fixtures with efficient models; An operations policy or program to facilitate the reduction and diversion of building occupant waste (e.g., composting, collection of plastics, batteries) from landfills or incineration facilities; Green procurement standards for goods (e.g., office furniture, etc.)