



2017 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2018

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2017). Please fill in the required information below

Organization Name:

School District No. 84 (Vancouver Island West)

Contact name:

Sheldon Lee, Assistant Secretary
Treasurer

GHG Emissions and Offsets for 2017 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2017 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	207
Total Offsets (tCO ₂ e)	181
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2017 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2017)	
Grand Total Offsets (tCO ₂ e)	181

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2017? 89.0fte
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2017: 25,515 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Providing public educational programs & services for approximately 416fte students.
4. How many motor vehicles did your organization own or lease as of Dec 31, 2017? 12



Briefly describe the top three actions taken by your organization in 2017 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Replaced one diesel school bus used for field trips with a new gas passenger van. Replaced 5 aging and energy inefficient fleet vehicles with new.
2. Replace boiler at Gold River Secondary School from a diesel boiler to a heat pump.
3. Completed implementation of electronic Leave Absence Management system for request/approval and document storage. This will reduce paper copies of invoices, and reduce storage space.
4. Replace aging an inefficient dust collection system at Gold River Secondary School woodshop.

Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

1. To replace energy inefficient mobile portable employee housing with new building structure.
2. Ongoing utilization of video conferencing to reduce in-person travel.
3. Ongoing lighting upgrades at various worksites.
4. Reviewing various options for Gold River Secondary school, an aging and energy inefficient school.
5. Review various options with downsizing Captain Mears Elementary Secondary School located in Tahsis. The school only has about 25fte student, but the school was built for about 300+ fte students.
6. Replace inefficient diesel generators in Kyuquot Elementary Secondary School with efficient models.

Describe any actions your organization took during 2017 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)



Unable to initiate any additional action in 2017 due to budgetary and human resource constraints.

Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, School District No.84 (Vancouver Island West) (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 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

Name: **Lawrence Tarasoff**
(print) _____

Title: **Superintendent/Secretary
Treasurer** _____

Signature:  _____

Date: **May 1, 2018** _____

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca

