

**2019 Carbon Neutral Action Report**  
**Board of Education of School District 60 ( Peace River North )**

This is the 2019 Carbon Neutral Action Report (CNAR) for School District 60, Peace River North. This report contains our emissions profile, offset purchased and the actions we have taken in 2019 to reduce our greenhouse gas emissions. This report also contains our plans to continue reducing emissions in 2020 and beyond. This report will be posted by 30 June 2020 on our website at [www.prn.bc.ca](http://www.prn.bc.ca)

Peace River North School District is entering its 19th year of energy conservation. Carbon reduction relationships that have been established over the years will be continued with district personnel seeking to further their knowledge and skills in the operation of building systems. The district continues to face growth pressures and all forms of energy reduction and conservation will be considered and as much as possible be implemented in new and renovated construction.

Destination Conservation has continued to be a provider of energy use and reduction strategies to staff and students. In the past, we have had monetary support for this program from community benefactors and although this year outside funding did not happen the district felt the value of the program necessitated its continuation. Schools are at different levels in the program with some being in their fifth year. Green teams are active and continue to be supported by the program and district personnel. Staff and students are encouraged to bring lunches in reusable containers to reduce garbage. North Peace Senior Secondary continues to monitor and document effects of the solar rooftop panels and uses this information in classroom instruction. This instruction and exercise provide students with the knowledge and choices in their use of all forms of energy. We are planning to provide real time monitoring to further this instruction.

Each of our schools have also implemented daily routines and programs to encourage and educate staff and students in reducing our Carbon Footprint. Programs such as recycling, outdoor gardening, school yard clean-ups, NEAT programs, walking field trips instead of bussing and other various activities. The district also implements idle free zones, have installed motion light detectors, air dryers instead of paper products, and other energy saving practices throughout our locations. All of these and many more to ensure we are meeting expectations and voluntary participation to a cleaner, healthier environment.



The District has a new school construction project in progress during 2019/2020 year. This structure is being built to a higher level of energy efficiency and incorporates low carbon technologies and energy efficient lighting designs. The district also implements continual upgrades to existing structures to ensure the maximum energy reductions are being achieved. Future projects such as boiler, windows, and exterior upgrades to ensure we maintain the best possible outcome to reduce emissions.

Peace River North School District will continue on the path of energy monitoring looking for areas of reduction while providing a safe comfortable working environment for all occupants of the buildings and grounds. It is our purpose to find and secure that happy medium of lower energy use resulting in lower carbon emissions while providing acceptable space in which to live and work. To this end we all must be contributors; not only in mechanical expectations but also in personal purpose.



## CNAR Overview

**Title:** 2019 Carbon Neutral Action Report

**Organization:** School District 60 Peace River North

**Declaration statement:** This Carbon Neutral Action Report for the period January 1, 2019 to December 31, 2019 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2019 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2020 and beyond.

By June 30, 2020 School District 60 Peace River North's final Carbon Neutral Action Report will be posted to our website at [www.prn.bc.ca](http://www.prn.bc.ca).

### Emissions and Offset Summary Table:

| GHG Emissions and Offsets for 2019   |        |
|--|--------|
| As per the <a href="#">Directive</a> issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR. |        |
| Total Emissions (tCO <sub>2</sub> e)   | 4089   |
| Total BioCO <sub>2</sub>   | 53.95  |
| Total Offsets (tCO <sub>2</sub> e)   | 2795   |
| Offset Investment (\$25 per tCO <sub>2</sub> e)  | 69,875 |

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District 60 Peace River North is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). 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: Brenda Hooker-Secretary Treasurer**



Signature

May 12 / 2020

Date

Brenda Hooker

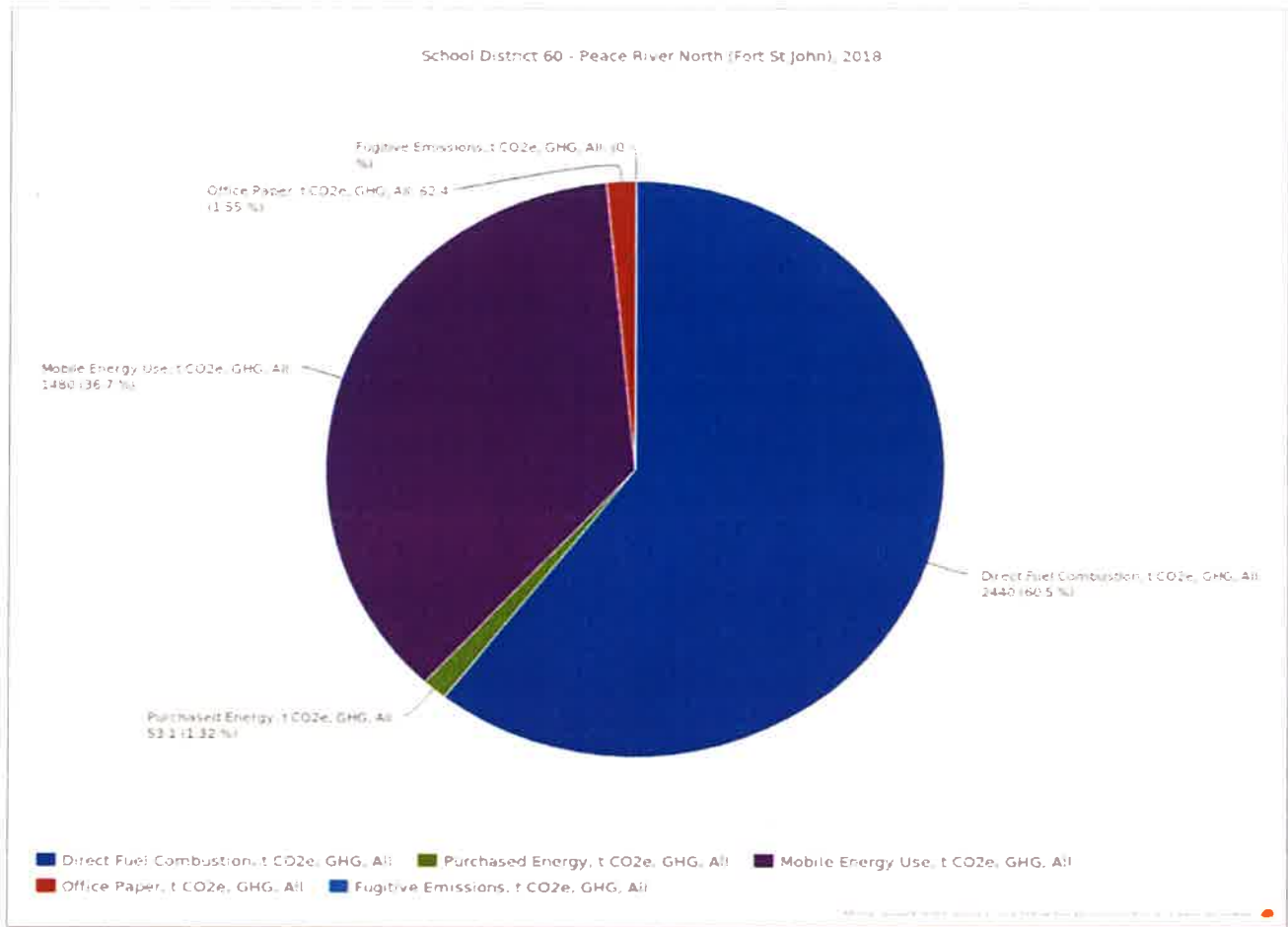
Name (please print)

Secretary Treasurer

Title



# School District 60-Peace River North (Fort St. John) Total GHG Emissions by Source for the 2018 Calendar Year



**Confirmation number:** 00BD8296

**Submitted date:** 2020-05-19 10:32:20 Pacific Daylight Time

# Carbon Neutral Action Report Survey - 2019

Public sector organizations (PSOs) are required to complete this survey, in addition to a Carbon Neutral Action Report (CNAR) as mandated by BC's [Climate Change Accountability Act](#) and the [Carbon Neutral Government Regulation](#).

Due to the COVID-19 pandemic, the following [Directive](#) was issued on March 31, 2020. Certain deadlines were also extended for the 2019 reporting year (see below).

## **March 31, 2020 Directive:**

*Under my authority as the Director for the purposes of the Act, and under the authority delegated to me in Section 6 of the Carbon Neutral Government Regulation, I hereby direct that all ministries and Public Sector Organizations covered by the Carbon Neutral Government requirement shall use their 2018 GHG emissions as a temporary estimate for their actual 2019 GHG emissions, for the purposes of the 2019 Carbon Neutral Action Reports and 2019 Carbon Neutral Government reporting required under the Climate Change Accountability Act.*

Neil Dobson, Executive Director, Clean BC Implementation  
Climate Action Secretariat

Although 2018 emissions data will be used as a placeholder for 2019, **all other (qualitative) components of the CNAR and CNAR Survey are to be completed with information from 2019 (e.g., actions taken or planned to reduce emissions)**. The only change to the survey is that the deadline was extended by one month to June 30, 2020.

This survey is divided into two parts:

**Part 1** - Will be made public on the Climate Action Secretariat (CAS) [website](#) after June 30, 2020; however, it will not be appended directly to each individual PSO CNAR as was done in previous years. This section collects details about actions taken or planned to reduce emissions and is intended to supplement the legislative requirements in your CNAR.

**Part 2** - Will NOT be made public. Information you provide in this section is important and will be used internally to help CAS staff with planning for emissions reduction and climate change adaptation initiatives. Although not required, PSOs are highly encouraged to complete Part 2.

**Note:** Survey progress can be saved at any time by clicking the "Save and continue later" button at the bottom of each page. A new window will open and you will be asked to provide your name and email. An email will be sent to you from [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) with the subject line: "Questionnaire Link", which will include a hyperlink for the "Project: Carbon Neutral Action Report Survey – Broader Public Sector 2019". You can then continue responding at another time or email the hyperlink to a colleague to complete remaining section(s).

|                |   |
|----------------|---|
| May 29, 2020   | <ul style="list-style-type: none"><li>The final, signed version of the <b>CNAR</b> (or Small Emitters Form) must be submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a></li></ul>   |
| June 30, 2020* | <ul style="list-style-type: none"><li>Ministry of Environment and Climate Change Strategy must post a final CNAR for each organization on the BC Government's CNG <a href="#">website</a> and each PSO is encouraged to post the report on their website.</li><li>The <b>CNAR Survey</b> (optional for Small Emitters) must be completed and submitted online.<br/>*Deadline extended from May 29, 2020.</li><li><u>All offset invoice payments must be submitted to CAS.</u></li></ul> |
| Sept 30, 2020* | <ul style="list-style-type: none"><li><b>Clean Government Reporting Tool (CGRT) Data Entry</b> must be completed for the 2019 reporting year.</li></ul>   |

|               |  |
|---------------|--|
|               | *Deadline extended from April 30, 2020.  |
| Oct 15, 2020* | <ul style="list-style-type: none"> <li>• <b>Self-Certification checklist</b> must be completed, signed and submitted by email to: <a href="mailto:Carbon.Neutral@gov.bc.ca">Carbon.Neutral@gov.bc.ca</a>.</li> </ul> *Deadline extended from May 15, 2020. |

\*See the [Carbon Neutral Government – Program Requirements website](#) for more information on program requirements, timelines and templates.

## PART 1 - Included as part of your public CNAR report.

Reminder that Part 1 will be made public on the CAS [website](#).

|  |  |
|--|--|
| <b>Contact Name:</b>   | <i>Chad Cushway</i>                              |
| <b>Contact Email:</b>  | <i>ccushway@prn.bc.ca</i>                        |
| <b>Organization Name:</b>  | <i>Schoold District 60 Peace River North</i>     |
| <b>Role – Please select the best category for your current role with your organization. If more than one individual completed the survey, multiple categories may be selected:</b> | <i>Facilities/Operations Manager/Coordinator</i> |
| <b>Please select your sector:</b>  | <i>School District (SD)</i>                      |

## Stationary Sources (e.g. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

Actions taken by your organization in 2019 to support emissions reductions from buildings

|  |            |
|--|------------|
| <b>Do you have a strategy to reduce emissions from stationary sources?</b> | <i>Yes</i> |
|--|------------|

Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from stationary sources:

|   |   |
|---|---|
| <b>Over the medium-term term (1-5 years)</b>                                    | <i>To reduce emissions through reduction in usage of stationary sources. This will include boiler and electrical upgrade, building envelopes.</i> |
| <b>Over the long term (6-10 years)</b>  | <i>To continue conducting upgrades as required.</i>   |
| <b>Please describe your strategy's goals (if any) related to energy audits.</b> | <i>District will continue to consult with our engineering company(s) to achieve best possible strategies for current and future improvements.</i> |

What % on average of your building portfolio has an energy audit completed each year (if any)?

0

Please describe your strategy's goals (if any) related to building retrofits.

*District will continue to consult with our engineering company(s) to achieve best possible strategies for potential improvements.*

What % on average of your building portfolio is retrofitted each year in the following categories (if any) - click here for further information:

8

Minor retrofits (e.g. low cost, easy to implement measures including caulking, lighting, adding roof insulation, etc.)

N/A

Major retrofits (e.g. replacing windows and doors, equipment replacement such as boilers, etc.)

*Boiler replacements and new window installations.*

Deep retrofits (e.g. replacing roof, replacing the heating, ventilation and air-conditioning system with a renewable technology like a ground-source heat pump, etc.)

N/A

Please describe your strategy's re/retro-commissioning goals (if any)?

N/A

What % on average of your building portfolio do you recommission each year?

0

Do you keep records of Refrigerant gases<sup>1</sup> category and refilling volumes?

[1] Fugitive emissions from stationary cooling equipment are attributed to the leakage and loss of HFC and PFC based coolants from air conditioning and commercial type refrigeration systems. Coolant loss can occur during the manufacturing, operation, and disposal of such equipment. Gases that may be reported via CGRT include HFC R-134, HFC R-134a, HFC R-404a, HFC R-407c, HFC R-410a.

No

What, if any, mitigation approaches have been considered? Please describe.

N/A

How many newly constructed buildings received at least LEED Gold certification in 2019?

0

How many newly constructed buildings did not receive LEED Gold certification?

1

Please explain why LEED Gold certification was not obtained for those new buildings.

*Equivalent compliance acquired.*

Other actions? Please describe briefly:

N/A

## Mobile Sources (Fleet Vehicles, Off-road/portable Equipment): Fuel Combustion:

Actions taken by your organization in 2019 to support emissions reductions from mobile sources?

Do you have a strategy to reduce emissions from mobile sources?

Yes

Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from mobile sources:

Over the medium-term term (1-5 years)

*To update Fleet as required*

Over the long term (6-10 years)

*Electrical/Battery powered Vehicles*

How many fleet vehicles did you purchase from the following categories:

Electric Vehicle – EV - (e.g., Nissan Leaf, Chevy Bolt)

0

“Plug In” Electric Vehicle – PHEV (e.g., plug-in Prius, Chevy Volt)

0

Hybrid vehicle – HEV – non “Plug In”- (e.g., Toyota Highlander Hybrid)

0

Hydrogen fuel cell vehicle

0

Natural gas/propane

0

Gas/diesel vehicle

9

If you purchased new gas/diesel vehicles, can you briefly explain why vehicles from the other categories were not chosen?

*Not practical for our geographical location.*

Actions taken by your organization in 2019 to support emissions reductions from mobile sources? (Continued)

How many existing EV charging stations does your organization have in each category:

Level 2?

0



Level 3?

0

How many level 2 stations (if any) are specifically for your fleet vehicles?  
As defined as Level 2 stations only your organization's fleet vehicles may use

0

How many level 3 stations (if any) are specifically for your fleet vehicles?  
As defined as Level 3 stations only your organization's fleet vehicles may use

0

How many EV charging station(s) did you install in 2019 in each category:

Level 2?

0

Level 3?

0

How many level 2 stations (if any) were installed specifically for your fleet vehicles?  
As defined in the previous section

0

How many level 3 stations (if any) were installed specifically for your fleet vehicles?  
As defined in the previous section

0

Please briefly describe any other related actions, (e.g. charging station feasibility studies, electrical panel upgrades, etc.)

N/A

Please indicate the total number of the vehicles in the following vehicle classes that are in your current fleet

**Definitions:**

- Light duty vehicles (LDVs) are designated primarily for transport of passengers <13 and GVWR<3900kg
- Light duty trucks (LDTs) are designated primarily for transport of light-weight cargo or that are equipped with special features such as four-wheel drive for off-road operation (include SUVs, vans, trucks with a GVWR<3,900kg )
- Heavy duty vehicles (HDV) includes vehicles with a GVWR>3,900 kg (e.g. ¾ tonne pick-up truck, transport trucks)

Light duty vehicles (LDVs)

Electric Vehicles – EV - (e.g., Nissan Leaf, Chevy Bolt)

0

“Plug In” Electric Vehicle – PHEV -- (e.g., plug-in Prius, Chevy Volt)

0

Hybrid vehicles – HEV – (e.g., non “Plug In”- older Toyota Prius, Toyota Camry hybrid)

0

Hydrogen fuel cell vehicles

0

Natural gas/propane

0

Gas/diesel

60

#### Light duty trucks (LDTs)

Electric Vehicles – EV

0

“Plug In” Electric Vehicle – PHEV

0

Hybrid vehicles – HEV – (e.g., non “Plug In”- older Ford Escape Hybrid, older Chevrolet Silverado pickup hybrid, etc)

0

Hydrogen fuel cell vehicles

0

Natural Gas/propane

0

Gas/diesel

43

#### Heavy duty vehicles (HDV)

Electric Vehicles – EV

0

“Plug In” Electric Vehicle – PHEV

0

Hybrid vehicles – HEV – (e.g., non “Plug In”)

0

Hydrogen fuel cell vehicles

0

Natural Gas/propane

0

Gas/diesel

0

Actions taken by your organization in 2019 to support emissions reductions from paper supplies.

Briefly describe your organization's plans to continue reducing emissions from paper use:

Over the medium-term (1-5 years)

*Continue to use our reduce, recycle and reuse practices.*

Over the long term (6-10 years)

*Continue to use our reduce, recycle and reuse practices.*

Do you have an awareness campaign focused on reducing office paper use?

Yes

Purchased alternate source paper (bamboo, hemp, wheat, etc.)

No

Other 2019 actions, please specify

*District uses software such as PaperCut to reduce paper use. Each location has printing stations in place to reduce individual printer use.*