



**CNAR SCHOOL DISTRICT NO.74 GOLD TRAIL**

**Title:** 2019 Carbon Neutral Action Report

**Organization:** School District No. 74 (Gold Trail)

**Declaration statement:** This Carbon Neutral Action Report for the period January 1, 2019 to December 31, 2019 summarizes the district’s 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 No. 74’s final *Carbon Neutral Action Report* will be posted to our website at [www.sd74.bc.ca](http://www.sd74.bc.ca).

**Overview:**

Priority items completed during 2019 include:

- Phase 2 of 3 for Geothermal plant at one of our High Schools
- Phase 1 of 3 Mechanical upgrade at another of our High Schools
- Design for Mechanical upgrade in elementary wing of K-12

**Emissions and Offset Summary Table:**

SD No. 74 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)	1085
Total BioCO <sub>2</sub>	21.01
Total Offsets (tCO <sub>2</sub> e)	635
Offset Investment (\$25 per tCO <sub>2</sub> e)	\$15,875

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District No.74 (Gold Trail) (the Organization) 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 (the Ministry) 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:**

June 18, 2020

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Signature

Date

Lynda Minnabarriet

Secretary Treasurer

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Name (please print)

Title

Please scan and email the completed form to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca)

**Confirmation number:** 00C3E9C9

**Submitted date:** 2020-06-25 15:24:44 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. *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>Deb Sansome</i>
<b>Contact Email:</b>
<i>dsansome@sd74.bc.ca</i>
<b>Organization Name:</b>
<i>School District No.74 Gold Trail</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>We are in the process, with Ministry support, of building a geothermal plant for our Lillooet High School. This is an all electric building so while the system is already low in emissions, we are going to reduce it further by the incorporation of this unit. We have been in the process of converting a Secondary School in Lytton to become a K-12 school. With low student count in the area, this makes sense in reduction of our carbon footprint. This will also enhance the learning opportunities for the students in a beautifully designed newly renovated school.</i>
<i>We are also mindful of technology changes which can assist us in our daily lives. LED lighting upgrades are still on-going and hopefully will be completed within the next few years.</i>

Over the long term (6-10 years)

*While we have been reducing our footprint over the past several years, we are still looking forward to GHG reduction. We have a school that is in need of a building envelop upgrade. The amount of leakage and waste of relatively efficient mechanical systems needs to be addressed.*

*While we have replaced and added insulation to our roofs as required, we still need to investigate the potential for more building envelop upgrades, particularly in our older schools. While we can put in all of the most current, efficient systems the current world has to offer, if we have leaky buildings, it is not of significant value.*

Please describe your strategy's goals (if any) related to energy audits.

*We have been working with an Energy Manager assigned by BC Hydro to assist us in direction. We have now brought on PUMA energy system to support us in determining which areas need our immediate attention. Reporting feature is providing us with some valuable data.*

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

100

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

*We are looking at all of our systems for mechanical and lighting upgrades. I have been with this District since 2015 and in this time we have upgraded 4 sites. This will be continued throughout the District.*

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

100%

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

35%

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.)

25%

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

*Minor repair work is done all the time throughout the district when issues arise. Door and Window upgrades are part of the day to day process, unless in large quantities, then it becomes a major project. We have limited access to do these and they primarily take place in the summer months when students are not present. Mechanical system upgrades are done quickly should a failure arise then use of the latest replacement unit is utilized*

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

*Each year we submit funding requests to Ministry for major upgrades. This would be entire system replacement in the mechanical field. These mechanical upgrades have always included Heat Pump Technology as well as Geothermal where it is within regions that are conducive to it.*

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.

None

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

N/A

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

N/A

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

N/A

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)

*Replacement of older buses with newer, more efficient buses  
Replacement of White Fleet vehicles with newer, more efficient vehicles  
Within our District there are many kilometers between schools it is difficult to find an electric version that can support this amount of travel time. If there were more infrastructure in place, we could review*

Over the long term (6-10 years)

*Hoping for better technology to allow us to look at other options*

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)

1

Hydrogen fuel cell vehicle

0

Natural gas/propane

0

Gas/diesel vehicle

20

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

*We do not currently have the infrastructure in place to support EV. It is something we are investigating but we live in a challenging geographical area and have an extensive amount of travel between schools.*

## 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 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)	1
Hydrogen fuel cell vehicles	0
Natural gas/propane	0
Gas/diesel	4

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	12

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

4

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)

*Our prime focus has and will continue to be finding efficiencies within our District. Currently the projections for enrolment are low over the next 10 year period. The District has amalgamated schools in two of our communities and is now in the process of amalgamating a third in an effort to enhance learning opportunities for students in a more comfortable setting. By eliminating the older schools we are reducing our carbon footprint and being fiscally responsible. In another of our communities we are in the middle of installing a geothermal plant. This is estimated to be completed in 2 years time and will bring considerable savings over its' lifetime.*

Over the long term (6-10 years)

*When mechanical and lighting upgrades are completed within the district to achieve the most efficient systems are in place, we are then looking to building envelop upgrades. We have a significant amount of "leakage" from our existing buildings. With reduction or elimination of leakage we can find more savings in fossil fuel useage.*

*During this time if advancements are made in technology, we will look at other opportunities for efficiencies.*

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

No

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

No