



COLLEGE OF
THE ROCKIES

PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

2020

cotr.ca

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COLLEGE OF THE ROCKIES

This Climate Change Accountability Report for the period January 1, 2020 to December 31, 2020 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2020 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2021 and beyond.

By June 30, 2021 COLLEGE OF THE ROCKIES' (The College) final *2020 Climate Change Accountability Report* will be posted to our website at www.cotr.bc.ca.

ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2020

Stationary Fuel Combustion, Electricity (Buildings)

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

Mobile Fleet Combustion (Fleet & Other Vehicles)

- Continue to change out inefficient vehicles to newer more fuel-efficient models when applicable.
- Due to COVID-19 restrictions:
 - Recruitment Officers did not travel to attend high school recruitment fairs, instead recruiting virtually, reduced distance travelled by more than 3,000km from the previous year.
 - Starting mid-March, 60% of classes were transitioned to online format. Approximately 75% of staff/faculty worked/taught from home which reduced to and from work commutes.
- Bicycle racks are available at all campuses. Biking or walking to and from work is encouraged.



Supplies (Paper)

2020 Photocopy Paper Purchase:

- 1 case only 11x17 Specialty Paper 10% Recycled Content
- 2 cases only 8.5x11 Specialty Paper 10% Recycled Content

Other

College-Wide

- All invoicing and bill payments are submitted via email pdf submissions to the Finance Department.
- Microsoft Teams used in place of in-person meetings due to COVID-19 restrictions.
- Use of document planning and editing on MS Teams for collaborative projects.

Student Residences:

- Transitioned all student forms online to reduce paper usage in the office.
- Stopped creating paper files for each student living in housing which in the past included signed contracts, applications, etc. This information is now all handled through our student housing software system.

Bookstore:

- Uses an online Text Request System for faculty to order textbooks. This has eliminated paper requests.

Financial Services: College of the Rockies' Finance department is working to transition to a more paperless environment:

- Encouraging electronic approvals vs physical signature on paper.
- Encouraging emailing as opposed to printing and physically mailing.
- Eliminating printing of paper copies for accounting transactions, transitioning to electronic storage.

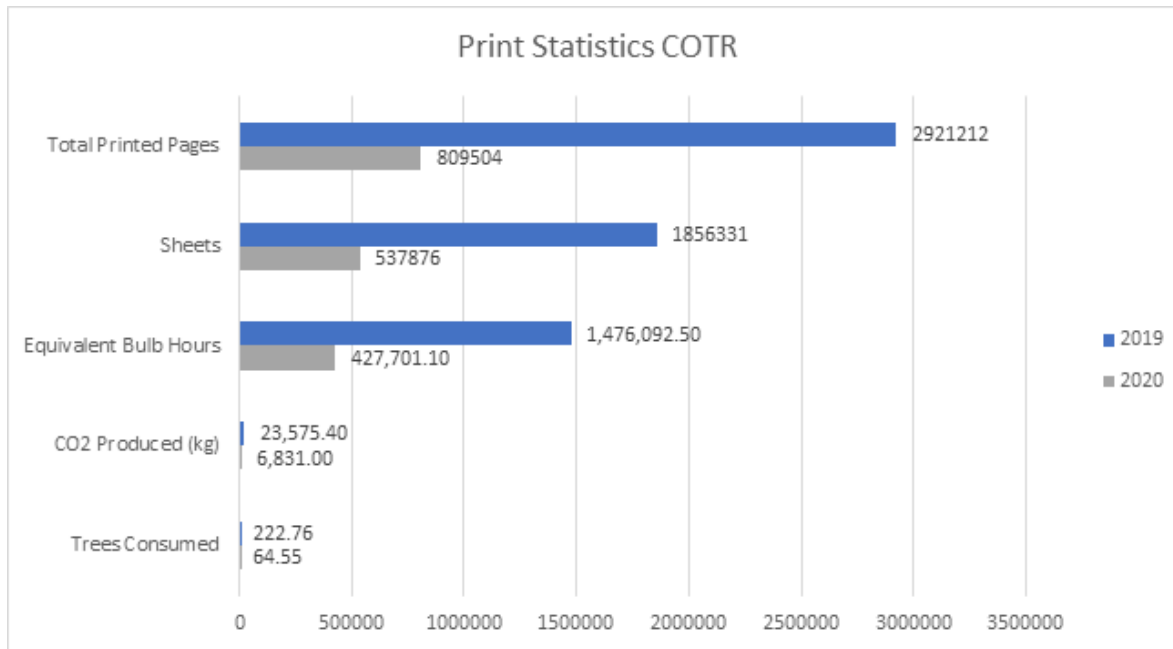
Human Resources / Payroll:

- Due to COVID-19 restrictions, all Interview Packages have been converted to electronic documents.
- The majority of "Leave Plans" are now done electronically.
- All year-end documentation for the auditors is electronic. COVID-19 forced our hand to become much more organized with our electronic filing and emailing system. It is still necessary to print off documents for employee files, however.

IT Services:

- **Printing: (Due to COVID-19)**

Overall printing at the college was reduced by 65% during 2020. Much of this was the result of staff, faculty, and students working/studying from home due to COVID-19 restrictions. However, some processes that used to require paper have now been digitized. Please see the inserted report in excel format. Another year-over-year report will be generated next fiscal.



- **Web conferencing (Due to COVID-19)**

The College issued 115 laptops equipped with webcams and microphones dramatically increasing the ability of employees to participate in web conferencing.

The College issued 75 Headsets for use in Web conferences.

The College issued 60 HD webcams for use in web conferences.

The College retrofitted 9 classrooms to use web conferencing technologies.

Our use of Web conferencing increased significantly. However, we do not have year-over-year statistics on the increase.

Communications and Marketing:

- Due to COVID-19 restrictions, College of the Rockies collaborated with WorkBC and Kootenay Rockies Tourism to host the East Kootenay Virtual Career Fair event on Wednesday, March 3, 2020. The online platform allowed job seekers to submit their resumes to employers, to video or text chat with business representatives, and to attend virtual breakout sessions presented by employers and industry experts.
- Did not print the 2020 Viewbook, for a savings of more than 160kg of paper.

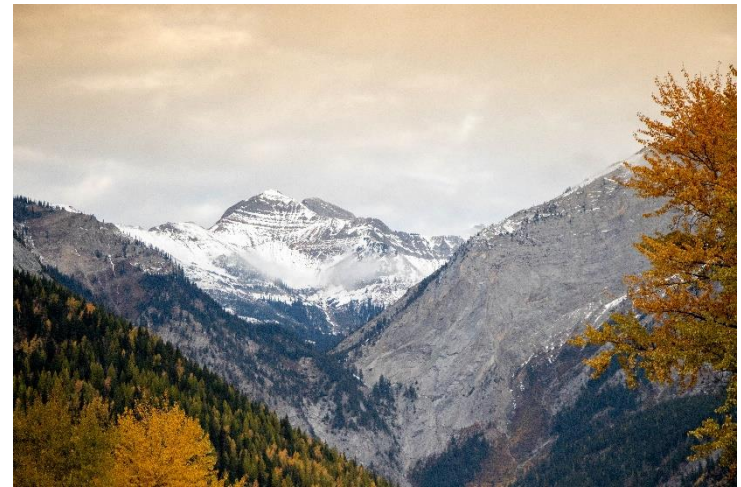
Student and Enrolment Services:

- All Education Advisors, the Financial Aid Officer, Accessibility Services Coordinator, Co-op and Employment Coordinator, Learning Specialist, Counsellor, and the Aboriginal Education Coordinator desks have cameras and video conferencing software, making meetings with online students and students located at regional Campuses possible without having to travel.
- College of the Rockies onboarded electronic transcript exchange for BC high school transcripts. This now allows BC high school students to send their Ministry of Education transcript to the college electronically, which no longer requires the printing and mailing of High School transcripts for both current and former High School students.
- The Enrolment Services office continues to enhance online services to register and pay fees online. Students can view and access their student account activity and registration statements without having to print them first. The enhancement of online services reduces the need to travel for on-campus services.

Regional Campuses, Continuing Education, & Contract Training:

- Continuing Education, & Contract Training:
 - Offered introduction to Green Building as part of our Introduction to Construction Program.
 - Partnered with the Chamber of Commerce and Fortis to offer an on-line course on Step Code for Building.
- Invermere Campus composts food scraps and compostable K cups in compost bins at local high school's greenhouse.
- Use buses/carpooling for fieldtrips (following all COVID-19 safety protocols).
- Scan and use electronic file system, rather than photocopying all invoices, quotes, contracts, all correspondence working from home.
- Scan and email receipts and registration forms to Continuing Education and Contract Training registrants, saving the cost and paper involved in mailing these documents.
- Resources are usually emailed or a link to materials/resources sent to students instead of printing.

- Encourage e-text course books instead of printed copies for most HOSP Diploma courses.
- Student handouts and course materials to electronic format.
- Limit the use of flipcharts. Use whiteboards instead.
- Unplug small kitchen appliances (coffee maker, kettle etc.) and small office electronics (pencil sharpener, shredder, laminator etc.) when not in use.
- Re-use office supplies such as binders, report covers and sheet protectors – decreases purchasing of plastics.
- Recycle, return (to IT Dept) and donate (to local thrift stores) electronics that are out of date or are no longer being used. Items such as TV's, VCR's, slide projectors, and overhead projectors, recycle batteries and toner where available.
- Where possible, campuses use local Refill stores for purchase of items at campus such as dish soap.
- First Aid Program launders triangular bandages and blankets instead of disposing of them and purchasing new.



Faculty Teleconferencing/Webinars/Web Conferencing:

- Continued integration of new curriculum components in Trades
 - BC Energy Step Code in Carpenter and Electrician
 - Hybrid and electric vehicle technology in Automotive Service Technician
- Reduced paper consumption due to increased use of paperless processes and on-line resources – all programs in Trades and Technology. Some of this was pandemic-drive, but much should persist post-pandemic.
- More instructors transitioned from desktop and older laptop computers to newer and more energy efficient laptops.
- Reduced administrative travel for both regional and provincial travel. While some of this reduction was pandemic-driven, it is expected that some reduction in face-to-face meetings will continue post-pandemic, with an ongoing reduction in automobile and air travel.

COTROnline:

- Faculty using more online testing options to avoid printing paper copies.
- Student feedback of instructors has moved online. There has been an increase from approximately 30 online evaluations to more than 100 each semester.

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 for those departments.

SUSTAINABILITY COMMITTEE PROJECT

Organic Waste Collection and Composter

College of the Rockies is converting food waste generated by its Cranbrook campus' cafeteria, Professional Cook program, and Class Act Dining Room into compost thanks, in part, to \$30,000 in grant funds from Columbia Basin Trust.

“We are excited to have a new composter in use at our Cranbrook campus and grateful to the Trust for their support of this initiative,” said Allan Knibbs, Director of Facilities at the College. “One of our key values at the College includes caring for the future of each other and of our communities. Helping to reduce our environmental footprint is one way we are able achieve this goal.”

The composting program is being introduced on a limited basis initially, due to the reduced number of people on the campus due to COVID-19 restrictions and the corresponding decrease in food waste being produced. Once the campus is back to full operations, the Sustainability Committee will launch an educational campaign with the goal of encouraging students and employees to compost all food waste generated on campus.



Funds received from Columbia Basin Trust covered about one-third of the cost of the purchase and installation of the composter, a project which was spearheaded by the College's Sustainability Committee.

“This initiative is a great way the College can reduce their food waste and make an impact on their environmental footprint,” said Brianna Burley, Columbia Basin Trust Manager, Environment. “We are excited to support projects like this one that align with our commitment to strengthen environmental well-being in the region.”

“Our long-term goal is to reduce the amount of food waste destined for the landfill to zero,” said Greg McCallum, Sustainability Committee chair. “Not only will this help to reduce our environmental footprint but will also provide our facilities crew with some amazing compost for gardens and plants on our campuses.”

[College of the Rockies aims to reduce food waste - College of the Rockies \(cotr.bc.ca\)](https://www.cotr.bc.ca)

MEMBERSHIPS

College of the Rockies is proud to be a member of the Association for Advancement of Sustainability in Higher Education. AASHE is an association of Colleges and universities that are working to create a sustainable future.



PLANS TO CONTINUE TO REDUCE GREENHOUSE GAS EMISSIONS IN 2020 AND BEYOND

IT Department to implement a method for the students to print from their own devices, this will reduce our electricity consumption as students will not need to start a desktop computer to print but can use a lower power laptop device to print.

Installed Level 2 Electric Car Charger at Cranbrook Campus in 2021. Continue to install vehicle charging stations as funding allows.

Human Resources Department moved all Interview Packages to electronic format due to COVID-19 restrictions. They expect to keep that practice going forward.

Reduce the number of desktop computers in use by staff, moving them to laptops which use less power and generate less heat for their operation.

Double the videoconferencing / web conferencing capabilities at each of the regional campuses.

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.

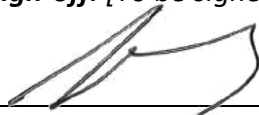
Continue to change out water fountains with water bottle filling stations where applicable.

College of the Rockies 2020 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2020	
Total Emissions (tCO ₂ e)	804
Total BioCO ₂	804
Total Offsets (tCO ₂ e)	797
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	150
Grand Total Offsets for the 2020 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2020 Reporting Year	947
Offset Investment (\$25 per tCO ₂ e)	\$23,675.00

Retirement of Offsets:

In accordance with the requirements of the Climate Change Accountability 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 2020 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: [To be signed by a senior official, such as **CEO, COO or Superintendent**]

	Signing on behalf of Dianne Teslak, VP Finance & Corporate Services	May 28, 2021
_____ <i>Signature</i>		_____ <i>Date</i>
Allan Knibbs		Facilities Director
_____ <i>Name (please print)</i>		_____ <i>Title</i>

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