



COLLEGE OF  
THE ROCKIES

# PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

2021

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# 2021 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

## COLLEGE OF THE ROCKIES

### PART 1. Legislative Reporting Requirements

This PSO Climate Change Accountability Report for the period January 1, 2021, to December 31, 2021, summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our GHG emissions, and our plans to continue reducing emissions in 2022 and beyond.

By June 30, 2022, COLLEGE OF THE ROCKIES' (The College) final 2021 Climate Change Accountability Report will be posted to our website at [www.cotr.bc.ca](http://www.cotr.bc.ca).

#### Emission Reductions: Actions & Plans

##### A. Stationary Sources (e.g. buildings, power generation)

###### College-Wide:

- Replacement of 12 Solar Thermal Evacuated Tube Solar Panels at Purcell House Student Residence on Cranbrook Campus. These new panels are described as having a higher efficiency through increased light absorption on the panels.
- Continue to change out inefficient fluorescent light fixtures to new LEDs.
- Continue to upgrade to energy efficient equipment as funding allows.
- Change out aging MAUs to newer models with variable frequency drives as funding allows.
- Staff and Faculty transitioned from desktop and older laptop computers to newer and more energy efficient laptops.

##### B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

###### College-Wide:

- Continue to change out inefficient vehicles to newer more fuel-efficient models when applicable.
- Install vehicle and e-bike charging stations on campuses as funding allows.
- Bicycle racks are available at all campuses. Biking or walking to and from campus is encouraged.
- Use of document planning and editing on MS Teams for collaborative projects, and in place of in-person meetings where possible.
- 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.

**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.

**C. Paper Consumption****College-Wide:**

- All standard printer paper switched to Sugar Sheet™ paper.  
Product Details: Sugar Sheet™ paper is 100% "tree-free" paper, which is made from bagasse (recycled sugarcane waste fibre). Every two boxes of Sugar Sheet™ paper saves 1 tree and reduces approx. 60 kilograms of Co2 emissions as verified by a 2017 TrueCost Life Cycle Assessment.
- Reduced paper consumption due to increased use of paperless processes and on-line resources.
- Continued effort to digitize forms thereby reducing paper consumption and using Sharepoint as a repository of information and documents to reduce physical printing.
- All invoicing and bill payments are submitted via email pdf submissions to the Finance Department.
- 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.

**Bookstore:**

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

**Financial Services:**

- 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.

**Student Residences:**

- Transitioned all student forms online to reduce paper usage in the office. Files for each student living in housing which in the past included signed contracts, applications, etc. are now all handled through the student housing software system.

**Human Resources / Payroll:**

- 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. It is still necessary to print off documents for employee files, however.

**Regional Campuses. Continuing Education & Contract Training:**

- 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.

**COTROnline:**

- Faculty using more online testing options to avoid printing paper copies.
- Student feedback of instructors has moved online.

**Other**

- Zero-Emission Vehicle (ZEV) technician training is coming to College of the Rockies in 2022. We were approved for funding to develop zero emission vehicle technician training. The funding supports the training, other curriculum development costs, support for a pilot delivery, and training equipment. The ZEV program was originally developed by BCIT and our instructor traveled to BCIT in late March for a week of training.

## 2021 GHG Emissions and Offsets Summary Table:

College of the Rockies 2021 GHG Emissions and Offsets Summary	
<b>GHG Emissions created in Calendar Year 2021</b>	
Total Emissions (tCO <sub>2</sub> e)	989
Total BioCO <sub>2</sub>	1.08
Total Offsets (tCO <sub>2</sub> e)	988
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0 <i>(Populate using "2021 PYA Calculation" spreadsheet &amp; instructions posted to CGRT welcome page under "Files")</i>
<b>Grand Total Offsets for the 2021 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e) to be Retired for 2021 Reporting Year	0
Offset Investment (\$25 per tCO <sub>2</sub> e)	$(988) \times \$25 = \$24,700$

### 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 2021 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.

## PART 2. Public Sector Leadership


### 2A. Climate Risk Management

N/A

### 2B. Other Sustainability Initiatives

N/A

### Executive Sign-off:

  
Signature \_\_\_\_\_ Date June 8, 2022

Dianne Teslak \_\_\_\_\_  
Name (please print) Title Vice President - Finance & Corporate Services