



School District No. 40 (New Westminster)

2009 Carbon Neutral Action Report

Executive Summary

- The school district worked with BC Hydro, Terasen Gas, Natural Resources Canada (NRCAN) and the Ministry of Education to develop and implement a plan for facilities upgrades.
- Used an energy manager on a contract basis to monitor and recommend a plan for the most efficient energy upgrades.
- Planned and secured funding for heat pump, HVAC, and lighting upgrades at the following schools:
 - Queensborough Middle School
 - Ecole Glenbrook Middle School
 - Lord Kelvin Elementary School
 - Lord Tweedsmuir Elementary School
- The school district is offering educational programs to students, including:
 - Environmental groups
 - Student gardens
 - Recycling programs
 - Replacing appliances with energy efficient models
 - Use of public transit for field trips

Overviews

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

- Replacement of maintenance vehicles with vehicles that consume bio-diesel.
- Electronic distribution of meeting materials.
- Public documents available electronically through the school district's web site.
- Implementation of electronic pay statements for employee groups.
- Recycling programs in place throughout the district.
- Electronics recycling program in place throughout the district.

Operational Changes in 2009

- Anti-idling policy for school district maintenance vehicles.
- Implementation of regular fleet maintenance schedule.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

- Implementation of plan for reducing the number of print devices in the school district by using networked multi-function devices.
- Introduction of print technology that utilizes environmentally friendly toners.
- Expand use of electronic pay statements to include all employee groups.
- Introduction of energy management software on computers.
- Employee awareness campaigns on energy conservation to change practice/behaviour.

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Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Complete	20	% of vehicles are fuel- efficient models	Replaced two vehicles from gasoline to bio-diesel		2008	2009
Perform regular fleet maintenance to improve fuel-efficiency	Complete	100	% of vehicles are subject to regular maintenance for fuel efficiency	Schedule of regular fleet maintenance has been established		2008	No End Date (Continuous)
Behaviour change program							
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Anti-idling signs set up at key locations	Continue to identify key locations	2008	2010
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Complete energy retrofits on existing, owned buildings	Ongoing/In Progress	25	% of owned buildings have undergone energy retrofits since start year indicated	Developed plan for lighting upgrades and identified funding sources.	Upgrade lighting at 3 school sites.	2009	No End Date (Continuous)
Leased buildings							
Develop a green lease policy that requires green features to conserve energy be included in all lease negotiations	In Development				Develop policy to guide future lease negotiations	2010	2011
IT power management							
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	In Development			Completed external review of print devices and plan for reducing the number of devices by installing networked mutli-function devicies.	Implentation of plan.	2010	2012
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)
Promote hot water conservation	In Development				Develop staff awareness program to change behaviour	2010	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Supplies (Paper)						
Printer/document settings						
Switch networked printers and photocopiers to automatic double-sided	In Development			Information technology plan under development	2010	2010
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development			Information technology plan under development	2010	2010
Electronic media in place of paper						
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			Information technology plan under development	2010	2010
Use electronic document library for filing common documents	Ongoing/In Progress		Document management system in place.	Standards for electronic document retention under review.	2009	No End Date (Continuous)
Post materials online that were previously printed	Complete		All board materials, public reports, program information posted to district web site.		2003	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Ongoing/In Progress		Approx. 75% of regular employees are receiving electronic pay notification.	Implement electronic pay notification for remainder of regular employees.	2009	2010
Behaviour change program						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		All board meeting materials distributed electronically. Materials for other meetings distributed electronically whenever possible.	Continue to expand electronic distribution of meeting materials to include all meetings.	2008	2012