School District #45 (West Vancouver)
2009 Carbon Neutral Action Report

Executive Summary

The West Vancouver Board of Education has recently renewed its Strategic Plan which focuses on three strategic issues: educational excellence, system sustainability and community connections. Within the plan are several goals and objectives that focus on the District's work on becoming more sustainable and moving to carbon neutrality.

On the Education side, the Board has set a goal of "ensuring our students have knowledge, skills and attitudes they will need to succeed in our changing world in the areas of environmental responsibility, technology, health and wellness, global awareness, and social responsibility." Also on this topic, the Board endeavours to "promote and facilitate the implementation of environmental education and sustainable practices in the district." The District sees the changes it makes on the facilities or business side of the organization as directly linked to education and changing behaviours on the education side of the organization.

The West Vancouver School District looks forward to finding ways to continue to "green" the organization, change behaviours and reduce emissions.

C.J. Kennedy
Deputy Superintendent

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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 larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	7	% of vehicles down-sized since start year indicated	One large pick up replaced with a smaller vehicle reducing fuel consumption by 50% over previous usage.	Electronics vehicle will be replaced with smaller more efficient vehicle.	2011	2012
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Vehicles were reviewed and maintained to promote maximum fuel efficiency.	Continue regular reviews and maintenance for all fleet vehicles.	2007	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	100	All fleet drivers have been instructed re the anti-idling policy	Continued to follow the North Shore guidelines on anti-idling	Continue to follow North Shore guidelines and post signs to raise awareness of anti-idling.	2009	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Complete			Enrolled in a building energy benchmarking program		2008	2009
Owned buildings							
Establish energy performance baseline for owned buildings	In Development			Selected software to provide energy management tracking analysis and reporting to provide baseline.	Acquired software and began data management.	2009	2011
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	Ongoing/In Progress			We follow all guidelines regarding the management and handling of refrigerants	Continue to follow guidelines regarding the management and handling of refrigerants.	2006	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade lighting systems during retrofits	Complete	25	% of retrofits (captured above) had lighting systems upgrades	Completed relighting of 5 elementary schools		2007	2012
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development			Planned for acquisition of software and implementation requirements.	Installation of energy management software	2010	2010
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Every request for replacement is measured against other existing machines and efficiencies of stand alones	Continue to review existing machines and work toward greater consolidation.	2009	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Complete	100	% of computers are ENERGY STAR rated	Continued program of replacing end of life computers with Energy Star models		2007	2010
Appliances and electronic devices							

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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
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	20	% of fridges are ENERGY STAR rated	As old fridges are replaced new energy efficent models are installed	Continued program of replacing end of life fridges with new energy efficient models.	2008	2012
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Ongoing staff and student information programs	Continue behaviour management programs	2009	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Ongoing staff and student information programs	Continue behaviour management programs	2009	No End Date (Continuous)
Encourage use of stairs instead of elevators	Complete			Normal practice as elevators are limited to handicapped persons.		2005	2010
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Complete			Ongoing staff and student information programs.		2008	2009
Supplies (Paper)							
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	25	% of network printers or photocopiers are set to automatic double-sided	introduction of software and training sessions at sites	Continue training that started in 2009	2009	2011
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	Ongoing/In Progress	25	% of network printers have 'print and hold' settings applied	introduction of software and training sessions at sites	Expand use of print/hold in conjunction with plans to reduce printing by 20% across the District	2009	2011
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development			District portal includes the provision for sharing documents	Continue to enhance the use of SharePoint portal for sharing documents - creating an "admin central" where all forms, documents are located.	2009	No End Date (Continuous)
Use electronic document library for filing common documents	In Development			District portal includes the provision for sharing documents	Continue to enhance the use of SharePoint portal for sharing documents - creating an "admin central" where all forms, documents are located.	2009	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			District portal includes the provision for sharing documents	Continue to enhance the use of SharePoint portal for sharing documents - creating an "admin central" where all forms, documents are located.	2009	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of regular employees receiving electronic pay stubs	Completion of e-notification of payroll slips to all regular staff		2008	2009
Behaviour change program							
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff currently have received collaborative software training	Staff are trained to use the districts portal for sharing documents etc.	Continue to build capacity with using the SharePoint portal for sharing all documents across the District.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development			The process has been introduced with some success	District and Board will model "paperless" meetings to begin to change the culture of the organization around paper.	2009	No End Date (Continuous)

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Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act.* Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

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
Business Travel							
Behaviour change program							
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Where possible virtual attendance choice is taken	Investigate and Pilot the use of Live Meeting to do web conferencing using Exchange (part of new license)	2009	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	In Development			The Superintendent, Board of Education have indicated in the districts policies, missions and value statemetns that sustainability is a priority in our schools.	Introduction of pilot programs with cross district personnel	2009	No End Date (Continuous)
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			Supported virtual conference attendance for a variety of webcast series	Expand the use of webcasts for professional development	2008	No End Date (Continuous)
Staff awareness/education							
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/in progress			Consumption information is regularly provided to schools and individual employees for a variety of utilities	Continue to provide consumption information to schools and tie financial decisions to green initiatives	2009	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/in progress			District website and e-mail blasts provide green information to all employees	Continue to enhance information provided to employees regarding energy efficiencies	2009	No End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the conservation of water, energy, and raw materials	In Development			Beginning to work with our parent community on providing information that has been supplies to schools	Continue to enhance information provided to parents and others in the community regarding energy efficiencies.	2009	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/in progress			School and District websites contain green information	Raise the profile of the website information provided on school and district sites	2009	No End Date (Continuous)
Other Sustainability Actions							
Water conservation							
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress	5	Caulfeild Elementary	One school completed	6 schools in progress	2008	2011
Put in place a potable water management strategy to reduce potable water demand of building-level uses such as cooling tower equipment, toilet fixtures, etc. and landscape features	Ongoing/In Progress	5	Bowen Island Community School	Re-engaged well to irrigation system	Program of installing water management and hardware in all sites has begun and will be continued	2008	2012
Waste reduction/diversion							
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress			Continued to divert lamps (bulbs) away from landfills through recycling. Encouraged recycling through use of re-usable containers and less disposable containers.	Introducing enhanced recycling program to all schools	2010	2012
Implement a hazardous waste reduction and disposal strategy	In Development			Identified hazardous materials and began development of policy	Development of hazardous waste information and guidelines	2010	2012

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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
Procurement (non-paper supplies)							
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			Continuing evaluation and introduction of green products	Continue re-evaluation and introduction of green products	2007	No End Date (Continuous)
Building construction, renovation, and leasing							
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress			Continuing program of recycling and reuse of materials	Continue program of recycling and re-use of materials	2006	No End Date (Continuous)
Incorporate lifecycle costing into new construction or renovations	Ongoing/In Progress			Lifecycle costing is applied in all minor renovation, building maintenance, as well as capital improvements when funding is available	Continue to apply lifecycle costing in all minor renovation, building maintenance and capital improvements	2006	No End Date (Continuous)
Indoor air quality							
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Complete	100	In purchasing practice	Continue purchasing practice of using low volatile compound products for paint, carpets and furniture		2006	No End Date (Continuous)
Commuting to and from home							
Provide shower or locker facilities for staff/students who commute by foot or by bicycle	Complete	33	1/3 of all District sites have shower or locker facilities	As funding permits additional shower and locker facilities will be installed		2006	No End Date (Continuous)