

School District No. 40

NEW WESTMINSTER

2015
CARBON NEUTRAL
ACTION REPORT

EXECUTIVE SUMMARY

On behalf of School District #40, New Westminster, I am pleased to submit the 2015 Carbon Neutral Action Report. New Westminster School District continues to actively work towards carbon neutrality. The Board believes the district has a responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management. Each employee, student and school volunteer, is encouraged to actively participate in district sustainability programs to the point that acting in a sustainable manner is second nature. Reducing energy use and greenhouse gas emissions will benefit the district by a reduction in expenses, lessening the environmental impact on the surrounding area, and providing a positive example within the community.

School District No. 40 is proud of our continued work towards achieving carbon neutrality with conscious and committed efforts to support energy and natural resource conservation.

Patrick Duncan

Superintendent of Schools

Greenhouse Gas Emissions

• 2015 Greenhouse Gas (GHG) Emissions: 1601 tonnes of CO₂ e

	Emissions Reported in 2014	Emissions Reported in 2015
Total Emissions	1555	1601
Emissions foroffsets	1553	1599

The following chart gives a detailed comparison of the Greenhouse Emissions for New Westminster School District's calendar year 2014 to 2015.

Emission Source	2014 (tC02e)	2015 (tC02e)	2014 vs 2015
Buildings Electricity Natural Gas & Propane	38.56 1382.61	38.17 1394.67	+11.67 (inc. 1%)
Fleet -Mobile	55.75	74.34	+18.69 (inc. 34%)
Office Paper	78.24	93.74	+15.50 (inc. 20%)
Total Emissions	1555.16	1600.92	+45.76 (inc. 3%)

Changes to Greenhouse Gas Emissions and offsets Reporting from previous years Greenhouse Gas Emissions

Total Emissions for the Calendar year 2013 Were 1829 and the Total Emissions for Offsets is 1827, the adjustment for Emissions Reported in previous year were 2 tonnes C02e.

Total Emissions for the Calendar year 2014 were 1555 and the Total Emissions for offsets is 1553. The adjustment for Emissions Reported in previous year were 2 tonnes CO2e.

Total Emissions for the Calendar year 2015 is 1601 and the Total Emissions for offsets if 1599. The adjustment for Emissions Reported is 2 tonnes CO2e.

Emissions Reduction Activities

We continue to manage energy management software on computers and to manage default duplex printing on print devices. We have increased scanning access on all photocopiers and our school sites are using re-cycled newsprint. Our employees will be reminded of energy conservation by stickers placed at their site reminding them to turn off the lights. The district has initiated an energy management program district wide.

The District has implemented fuel combustion and electrical reductions on four schools following our five year capital plan. Electrical upgrades with motion detectors and retrofitted to LED lighting. DDC upgrades, condensing boilers and automated control upgrades.

Due to the addition of a new school consumption has increased throughout the District. New Westminster school district has grown by 3000 square meters in 2015.

Plans to Continue Reducing Greenhouse Gas Emissions 2016 - 2017

We are entering an Energy Management Program and plan to reduce gas emissions by introducing a DDC program and installing HVAC equipment upgrades. We plan to re-commission our mechanical systems at all schools on our five year school renewal plan. The school district is implementing a vehicle replacement program that will replace current vehicles with smaller more efficient models. With regards to paper emissions, the district is encouraging the staff to use electronic messages and to use re-cycled paper.

We continue to encourage New Westminster students and employees to commit their efforts to support our energy efficient plans.

Offsets Applied to Become Carbon Neutral in 2015

In 2007, the B.C. Government passed the Greenhouse Gas Reduction Targets Act (GGRTA), which legally requires all public sector organizations (PSOs) to be carbon neutral beginning in 2010. The Carbon Neutral Government Regulation (CNGR) passed in support of the GGRTA requires the New Westminster School District to define, measure, report and verify certain greenhouse gas (GHG) emissions, plan and implement internal actions to reduce GHG emissions and offset any remaining emissions. School District #40, New Westminster has been provided with access to SMARTTool by the B.C. Government, which is a web-based GHG measurement and reporting tool for mandatory use.

In order to become carbon neutral for 2015, the Board of Education of School District #40 (New Westminster) will purchase carbon offsets for .49 tonnes of CO2e from the Pacific Carbon Trust in May of 2016. As required by section 5 of the Carbon neutral Government Regulation, 1600.92 tonnes of CO2e emissions resulting from the operation of heavy duty maintenance vehicles were reported as part of our greenhouse gas emissions profiled in 2015.



SMARTTool Greenhouse Gas Inventory Report

Reporting Entity: School District 40 - New Westminster

Reporting Year: Calendar Year 2015

			Greenhouse Gases in 1			Fonnes	
	Measure	Quantity	CO ₂	CH ₄	N ₂ O	tCO ₂ e ¹	
Scope 1 (Direct) Emissions							
Mobile Combustion (Fleet)	Litres	30,044.76	67.25	0.01	0.02	71.98	
Stationary Combustion, Estimated ²	GigaJoules	29.38	1.45	0.00	0.00	1.46	
Stationary Combustion, Reported 3	GigaJoules	27,943.62	1,384.74	0.03	0.03	1,393.21	
Total Scope 1 Emissions			1,453.44	0.03	0.04	1,466.65	
Scope 2 (Indirect) Emissions							
Purchased Energy, Reported 3	GigaJoules	13,632.03	38.17	0.00	0.00	38.17	
Total Scope 2 Emissions			38.17	0.00	0.00	38.17	
Scope 3 Emissions							
Business Travel and Office Pape	er						
Office Paper	Packages	14,656.00	93.74	0.00	0.00	93.74	
Total Scope 3 Emissions			93.74	0.00	0.00	93.74	
Emissions from Blomass							
Total Biomass Emissions			2.36	0.00	0.00	2.36	
Total Emissions, Calendar Year 2	015		1,587.71	0.03	0.04	1,600.92	

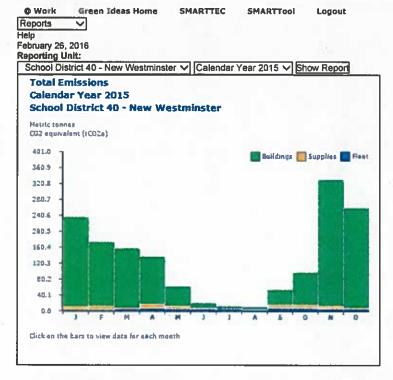
^{1,} Global Warming Potential (GWP) has been applied only to the tCO2e values.

This information is provided by the Government of British Columbia, and is subject to verification.

^{2.} Estimated data has been calculated based on the methods described in the Methodology Document.

^{3.} Reported data refers to consumption which has been directly billed to the organization.





Totals Calendar Year 2015, School District 40 - New Westminster

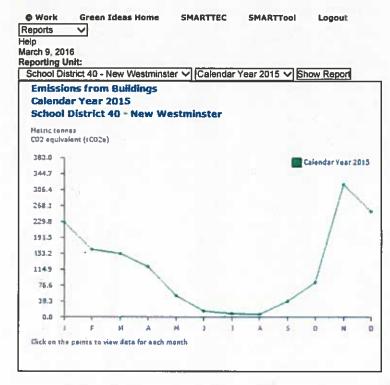
			Gre	enhous	se Gases in Tonne		
	Measure	Quantity	CO2	BioCO ₂	CH ₄ N₂O	tCO ₂ e ¹	
Scope 1 (Direct) Emissions						11	
Mobile Combustion (Fleet)	Litres	30,044.76	67.25	2.36	0.01 0.02	74.34	
Stationary Combustion, Estimated	² GigaJoules	29.38	1.45	0.00	0.00 0.00	1.46	
Stationary Combustion, Reported 3	GigaJoules	27,943.62	1,384.74	0.00	0.03 0.03	1,393.21	
Scope 2 (Indirect) Emissions							
Purchased Energy, Reported 3	GigaJoules	13,632.03	38.17	0.00	0.00 0.00	38.17	
Scope 3 (Business Travel and Office Pa	ıper) Emissi	ons					
Office Paper	Packages	14,656.00	93.74	0.00	0.00 0.00	93.74	
Total Emissions, Calendar	Year 2015		1,585.35	2.36	0.03 0.04	1,601	
Carbon Neutral or Offset	Exempt		0.00	2.36	0.00 0.00	2	
Total for Offsets ⁴			1,585.35	0.00	0.03 0.04	1,599	

Each greenhouse gas has been converted to a standard measurement (tCO₂e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide (CO₂) from 1. both anthropogenic and biogenic sources is 1; methane (CH₄) is 25, and nitrous oxide (N₂O) is 298. The Totals for tCO₂e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO₂e can be purchased for offsets.

- 2. Estimated data has been calculated based on the methods described in the Methodology Document.
- 3. Reported data refers to consumption which has been directly billed to the organization.
- 4. The tCO2e value from the "Total for Offsets" line represents the quantity of offset purchases required to become carbon neutral.

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Emissions from Buildings Calendar Year 2015, School District 40 - New Westminster

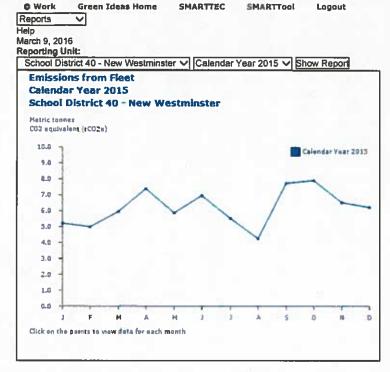
			Gre	enhouse	Gases In	Tonnes
Reporting Unit	Fuel Type	Energy (GJ)	CO2	BioCO ₂	CH₄ N₂O	tCO ₂ e ¹
School District 40 - New Westminster	Electricity	13,632.03	38.17	0.00	0.00 0.00	38.17
	Natural Gas	27,674.95	1,368.75	0.00	0.03 0.02	1,376.86
	Natural Gas Estimate	29.38	1.45	0.00	0.00 0.00	1.46
	Propane Gas	268.66	16.00	0.00	0.00 0.00	16.35
		41,605.02	1,424.36	0.00	0.03 0.03	1,432.84
Total Emissions, Calenda	r Year 2015	41,605.02	1,424.36	0.00	0.03 0.03	1,433
Carbon Neutral o	r Offset Exempt		0.00	0.00	0.00 0.00	0
Total for	Offsets ⁴		1,424.36	0.00	0.03 0.03	1,433

Each greenhouse gas has been converted to a standard measurement (ICO₂e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide (CO₂) from 1 both anthropogenic and biogenic sources is 1; methane (CH₄) is 25, and nitrous oxide (N₂O) is 298. The Totals for tCO2e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO2e can be purchased for offsets.

- 2. Estimated data has been calculated based on the methods described in the Methodology Document.
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Mobile Combustion Calendar Year 2015, School District 40 - New Westminster

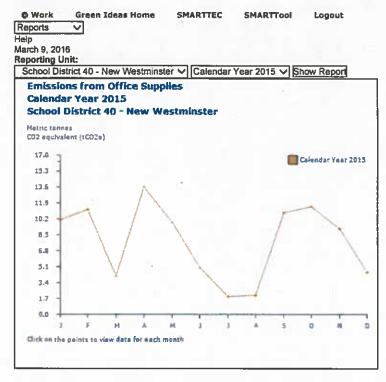
			_	Greenh	ouse Gas	es in To	nnes
Reporting Unit	Fuel Type	Volume (L)	CO2	BloCO₂	CH₄	N₂O	tCO ₂ e ¹
School District 40 - New Westmi	nster Light Duty Truc	kSUV's, minivans,	full-size va	ns and pickup t	rucks		
	Diesel	760.16	1.94	0.07	0.00	0.00	2.07
	Gasoline	25,054.60	54.49	1.87	0.01	0.01	60.85
		25,814.76	56.44	1.95	0.01	0.01	62.91
	Heavy DutyRo	ad vehicles with a	gross vehicl	e weight rating	(GVWR)	over 390	00 Kg (8600 lbs
	Diesel	4,230.00	10.81	0.41	0.00	0.00.	11.43
		4,230.00	10.81	0.41	0.00	0.00	11.43
		30,044.76	67.25	2.36	0.01	0.02	74.34
Total Emissions, Calen	dar Year 2015	30,044.76	67.25	2.36	0.01	0.02	74
Carbon Neut	ral or Offset Exemp	ot	0.00	2.36	0.00	0.00	2
Tota	for Offsets ⁴		67.25	0.00	0.01	0.02	72

Each greenhouse gas has been converted to a standard measurement (ICO₂e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide (CO₂) from 1. both anthropogenic and biogenic sources is 1, methane (CH₄) is 25, and nitrous oxide (N₂O) is 298. The Totals for ICO2e are shown here rounded to the nearest whole metric tonne as only whole tonnes of ICO2e can be purchased for offsets.

- 2. Estimated data has been calculated based on the methods described in the Methodology Document
- 3. Reported data refers to consumption which has been directly billed to the organization.
- 4. The tCO2e value from the "Total for Offsets" line represents the quantity of offset purchases required to become carbon neutral.

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Office Supplies Calendar Year 2015, School District 40 - New Westminster

				Greenh	ouse Gas	es in Tor	nes
Reporting Unit	Supply Type	Quantity (PKG)	CO2	BloCO₂	CH4	N ₂ O	tCO ₂ e ¹
chool District 40 - New Westmins	ler 8.5 x 11 Paper 8.5 x 1	1 (letter) 20 lb bond paper.	All colours, Pos	t-consumer recy	ycled conte	ent indicat	ed by percentag
	0 %	12,570.00	79.91	0.00	0.00	0.00	79.91
	30 %	1,202.00	6.80	0.00	0.00	0.00	6.80
	100 %	360.00	1.44	0.00	0.00	0.00	1.44
		14,132.00	88.15	0.00	0.00	0.00	88.15
	8.5 x 14 Paper8.5 x 1	4 (legal) 20 lb bond paper.	All colours, Pos	t-consumer recy	cled conte	nt indicat	ed by percentag
	0 %	213.00	1.72	0.00	0.00	0.00	1.72
	30 %	16.00	0.12	0.00	0.00	0.00	0.12
		229.00	1.84	0.00	0.00	0.00	1.84
	11 x 17 Paper11 x 17	(ledger) 20 lb bond paper,	All colours, Pos	t-consumer rec	ycled conte	ent indicat	ed by percenta
	0 %	287.00	3.66	0.00	0.00	0.00	3.66
	30 %	8.00	0.09	0.00	0.00	0.00	0.09
		295.00	3.75	0.00	0.00	0.00	3.75
		14,656.00	93.74	0.00	0.00	0.00	93.74
Total Emissions, Cale	ndar Year 2015	14,656.00	93.74	0.00	0.00	0.00	94
Carbo	Neutral or Offset Exer	npt	0.00	0.00	0.00	0.00	0
	Total for Offsets ⁴		93.74	0.00	0.00	0.00	94

Each greenhouse gas has been converted to a standard measurement (tCO₂e) by multiplying its emissions by its global warming potential (GWP). The GWP of carbon dioxide (CO₂) from 1, both anthropogenic and biogenic sources is 1; methane (CH₂) is 25, and nitrous oxide (N₂O) is 298. The Totals for tCO₂e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO₂e can be purchased for offsets.

- 2. Estimated data has been calculated based on the methods described in the Methodology Document.
- 3. Reported data refers to consumption which has been directly billed to the organization.
- 4. The tCO2e value from the "Total for Offsets" line represents the quantity of offset purchases required to become carbon neutral.



CARBON NEUTRAL GOVERNMENT 2015 SELF-CERTIFICATION CHECKLIST

SUBMISSION DEADLINE: MAY 16, 2016

2015 Greenhouse Gas Emissions Measurement & Reporting for BC Carbon Neutral Public Sector Organizations subject to the *Greenhouse Gas Reductions Target Act* (GGRTA)

Please review the following statements and circle the most appropriate answer based on whether you agree ("Yes") or disagree ("No") with the statement in the context of the <u>Carbon Neutral Government Regulation</u> (CNGR) and the <u>Greenhouse Gas Reduction Targets Act</u> (GGRTA). In the case where "No" is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

1.	I am familiar with requirements of the Carbon Neutral Government Regulation, the Greenhouse Gas Reduction Targets Act, and the geographic, organizational and operational boundaries under the legislation as interpreted in the 2014/15 Scope Summary.	Yes	No
2.	The personnel involved in the organization's greenhouse gas (GHG) measurement and reporting process understand the legislation and related geographic, organizational and operational boundaries and have received appropriate training to fulfill their roles.	Yes	No
3.	The organization's inventory of emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete relative to the geographic and organizational boundaries as interpreted in the 2014/15 Scope Summary.	Yes	No
4.	The organization's business processes for capturing energy, vehicle fuel and paper consumption/activity data have been designed to ensure completeness relative to the operational boundaries as interpreted in the 2014/15 Scope Summary.	(Ves	No
5.	The organization's consumption/activity data has been reviewed and reconciled where necessary for completeness, consistency and reasonableness prior to upload into SMARTTool.	(No
6.	The GHG emissions report generated by SMARTTool has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat.	(ES)	No
7.	Documentation representing the organization's 2015 emission source inventory, related consumption/activity data and supporting business processes have been filed and will be retained for 7 years.	(G)	No
8.	In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into SMARTTool.	G	No



As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the Carbon Neutral Government Regulation under the *Greenhouse Gas Reduction Targets Act*. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.

1h	March 24 2016
Signature (CFO or Secretary-Treasurer)	Date
Kevin Lorenz Name (please print)	Secretary-Treusurer
Name (please print)	Title
New Westminster School	Oistrict.
Organization	

Please email completed form to <u>climateactionsecretariat@gov.bc.ca</u>

CNAR OVERVIEW [TEMPLATE]

Title: "2015 Carbon Neutral Action Report"

Organization name: [School District #40]

Declaration statement: This Carbon Neutral Action Report for the period January 1st, 2015 to December 31st, 2015 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2015 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2016 and beyond.

By June 30, 2016 [School District #40] final Carbon Neutral Action Report will be posted to our website at www.XXXX.com.

Overview:

Emissions and Offset Summary Table:

[Organization X	GHG Emissions and Offset for 2015 (TCO2E	
GHG Emissions created in Calendar Year 201	5:	
Total Emissions (tCO ₂ e)	1601	
Total Offsets (tCO₂e)	1599	
Adjustments to GHG Emissions Reported in	Prior Years:	
Total Emissions (tCO ₂ e)	6	
Total Offsets (tCO ₂ e)	6	
Grand Total Offsets for the 2015 Reporting	fear:	
Grand Total Offsets (tCO₂e)	1605	-11-24

Retirement of Offsets:

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, [School District #40 (is responsible for arranging for the retirement of the offsets obligation reported above for the 2015 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay 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 of	fficial, such as CEO, COO or Superintendent) Wav 24/16	
Signature Signature	Sperintendent /	Charle
Name (please print)	Title	21.4000



Work	Green Ideas Home	SMARTTEC	SMARTTool	Logout	
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Help					
February 26					
Reporting U	init:				_
School Dist	rict 40 - New Westminste			✓ Show Rep	οrt

Welcome Mary Luccock

These are the School District 40 - New Westminster GHG Emissions and Offsets (tCO₂e) for Reporting Year 2015, as of February 26, 2016

On May 1st, 2016 these will be the final numbers for 2015 to be reported in the Carbon Neutral Action Report to the Climate Action Secretariat.

GHG's created in Calendar Year 2015

Total Emissions Total Offsets
1,601 1,599 View Reports

Adjustments to GHG's Reported in Prior Years

Total Emissions Total Offsets
6 6 View Event Log

Total Emissions for Offset for the 2015 Reporting Year

This is the total of emissions that require offset purchases for Reporting Year 2015

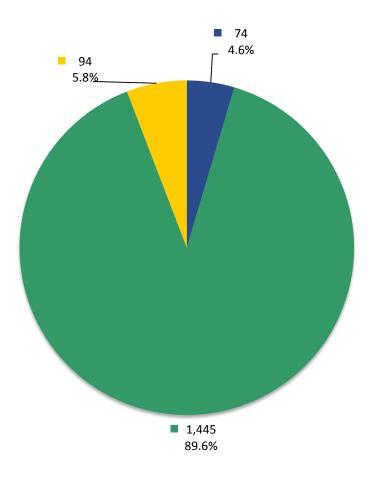
Total Offsets

1,605

*Each greenhouse gas has been converted to a standard measurement (tCO₂e) by multiplying its emissions by its global warming potential (GWP). The Totals for tCO₂e are shown here rounded to the nearest whole metric tonne as only whole tonnes of tCO₂e can be purchased for offsets.

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School District 40 - New Westminster Greenhouse Gas Emissions by Source for the 2015 Calendar Year (tCO₂e*)



Total Emissions: 1,606

Mobile Fuel Combustion (Fleet and other mobile equipment)
 Stationary Fuel Combustion (Building Heating and Generators) and Electricity
 Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2015 (Generated May 26, 2016 2:07 PM)

Total offsets required: 1,604. Total offset investment: \$40,100. Emissions which do not require offsets: 2 **

^{*}Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

^{**} Under the Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

2015 Carbon Neutral Action Report Survey

Organization Name:
School District #40, New Westminster
Please select your sector:
School District
1) Stationary Sources (Buildings, Power Generators, Ext. Lighting) Fuel Combustion, Electricity use, Fugitive Emissions:
Please indicate which actions your PSO took in 2015:
Have developed an overall strategy/plan to reduce energy use in your organization's buildings inventory:
Yes
If Yes, please describe:
Installed high efficiency boiler upgrades at F. W. Howay Elementary and Connaught Heights Elementary.
Undertook evaluations of building energy use:
Yes
Performed energy retrofits on existing buildings:
Yes
Built or are building new LEED Gold or other "Green" buildings:
Yes
Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from buildings:

The District has a Five Year AFG program with monies targeted to reducing energy consumption.

The main focus is lighting upgrades, boiler upgrades and roofing upgrades.

Daga 2

<u>Page 5</u>
2) Mobile Sources (Fleet, Off-road/Portable Equipment) Fuel Combustion:
Indicate which actions your PSO took in 2015:
Have put in place an operations policy/program to support systematic reductions in fleet related emissions:
(e.g., program to convert fleet to renewable fuels)
Yes
If Yes, please describe:
Replaced older vehicles with newer vehicles to reduce emissions.
Replaced existing vehicles with more fuel efficient vehicles (gas/diesel):
No
Replaced existing vehicles with hybrid or electric vehicles:
No
Took steps to drive less than previous years:
No
Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from fleet combustion:
The District scheduled less projects thereby reducing emissions from the fleet.
3) Supplies (Paper):
Indicate which actions your PSO took in 2015:
Have put in place an operations policy/program to facilitate a systematic reduction in paper-related emissions:
(e.g., policy to purchase 100% Recycled Content; default to double-sided printing)
Yes
If yes, please describe:

All district photocopiers are switched to default to automatic double sided.

Have put in place an operations policy/program to facilitate behavioural changes from paper use:
(e.g. awareness campaign to reduce paper use):
Yes
If yes, please describe:
The School District reduced emissions from paper use as follows: - Purchased white and coloured paper @ 30% re-cycled for all sites Increased scanning access on all photocopiers.
Used only 100% recycled paper:
No
Used some recycled paper:
Yes
Used alternate source paper:
(e.g., bamboo, hemp, wheat etc.)
No
Please list any other actions, programs or initiatives that your organization has introduced that support emissions reductions from paper supplies:

8 district sites are using re-cycled newsprint.

Page 4 4) Other Sustainability Actions: Please note that this section is optional **Business Travel** Created a low-carbon travel policy or travel reduction goal: (low-carbon = lowest emission of greenhouse gas per kilometer per passenger) No Encouraged alternative travel for business: (e.g. bicycles, public transit, walking) Yes Encouraged or allow telework/working from home: No Other: (No response) **Education Awareness** Have a Green/Sustainability/Climate Action Team: No Supported green professional development: (e.g. workshops, conferences, training) Yes

water, energy and/or raw materials:

No

Other:

(No response)

Supported or provided education to staff about the science of climate change, conservation of

Adaptation Planning for Climate Risks

Have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients:
No
Have incorporated these anticipated changes in climate into your organization's planning and decision making:
No
Other:
(No response)
Other Sustainability Actions
Established a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models:
Yes
Have put in place an operations policy/program to facilitate the reduction and diversion of building occupant waste stream from landfills or incineration facilities:
(e.g., composting, collection of plastics, batteries)
No
Established green standards for goods that are replaced infrequently and/or may require capital funds to purchase:
(e.g., office furniture, carpeting, etc.)
Yes
Incorporated lifecycle costing into new construction or renovations:
Yes
Please list any other sustainability actions your organization has taken not listed above:
Gold Leeds standards at QayQayt Elementary and Fraser River Middle School.