



WEST VANCOUVER
SCHOOL DISTRICT
The premier place for learning.

School District #45 (West Vancouver) 2010 Carbon Neutral Action Report

Executive Summary

The West Vancouver Board of Education continues to work towards the ideals of 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. This commitment was put forward last year, and continues in 2011 and in future planning.

With Teaching and Learning, 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 Board's Strategic Plan is a work in progress, and a number of promising practices have emerged across the District.

Over the past year, the District has moved a number of initiatives along the continuum from consideration towards full implementation. Particularly in the area of using digital technology, the District is looking for how it can leverage it to change behaviours and promote sustainability.

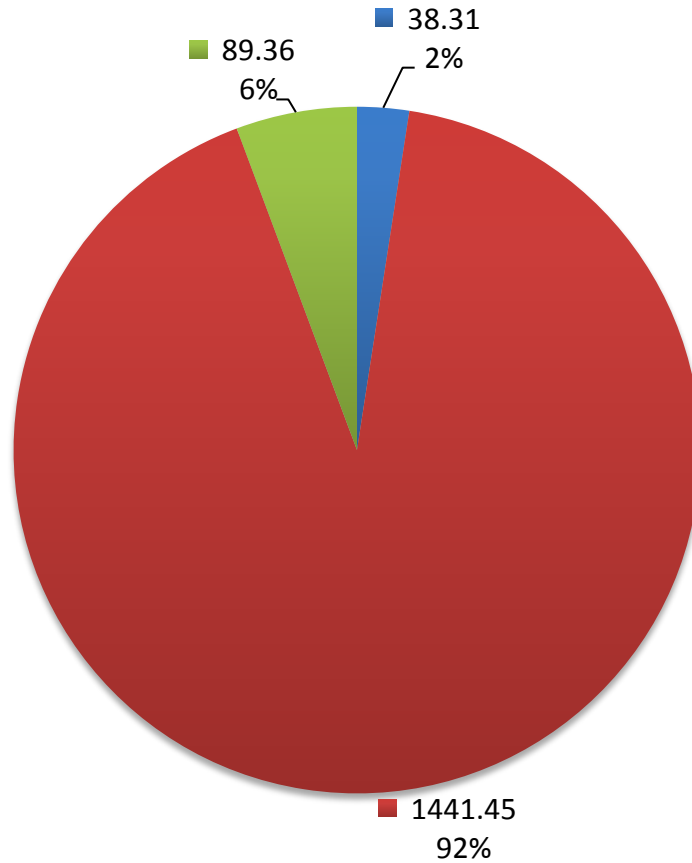
The West Vancouver School District looks forward to continue to find ways to "green" the organization, change behaviours and reduce emissions.

A handwritten signature in black ink, appearing to read 'C.J. Kennedy', is written over a horizontal line.

C.J. Kennedy
Superintendent of Schools

SD 45 West Vancouver

Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 1569.12

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **1567.96**. Total offset investment: **\$39199**. Emissions which do not require offsets: **1.16** **

*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.

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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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	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	Completed in 2010	15	% of vehicles down-sized since start year indicated	Two vehicles have been right sized		2009	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	All vehicle received regular maintenance	Continue to maintain our vehicles in accordance with manufacturers recommendations	Started before 1995	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Owned buildings							
Establish energy performance baseline for owned buildings	Completed in 2010	100	% of owned buildings have an established energy performance baseline	Baseline established		2010	2010
IT power management							
Install power management software which shuts down computers outside of regular business hours	Completed in 2010	100	% of computers shut down automatically outside of regular business hours	Faronics sftware installed on all desktop computers in the district.		2010	2010
Apply auto-sleep settings on computer monitors and CPUs	Ongoing/In Progress	100	% of computers have auto-sleep settings applied	All computers are setup to take avdantage of the auto-sleep functions	Continue to ensure all new computers are setup to take advantage of the auto-sleep functions	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Completed in 2010	100	% reduction in printers, copiers, and/or fax machines since start year indicated	Printer usage evluated and replacement plan produced. Implemented in elementary schools and administration buildings	Complete	2010	2010
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress	100	% of devices have auto-sleep settings applied	All devices are setup to utilize the power management software	Continue to apply power management to new devices	2010	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Completed in 2010	100	% of computers are ENERGY STAR rated	All new computers are purchased with the energy star rating		2009	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	25	% of fridges are ENERGY STAR rated	New refrigerators purchased in 2010 were all energy star rated	As older domestic refrigerators are replace only "Energy Star" rated replacement models to be purchased	2008	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	90	% of total paper purchased contains 30% recycled content	Updated Purchasing Administrative Procedure #515 - district encouraging the purchase of recycled paper products. Must be of sufficient quality and not more than 10% higher than non-recycled products.	Continue to monitor quality and cost of recycled paper - and update Purchasing AP #515 as required.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Purchase 100% post-consumer recycled paper	Ongoing/In Progress	10	% of total paper purchased contains 100% recycled content	Updated Purchasing Administrative Procedure #515 - district encouraging the purchase of recycled paper products. Must be of sufficient quality and not more than 10% higher than non-recycled products.	Continue to monitor quality and cost of recycled paper - and update Purchasing AP #515 as required.	2010	No End Date (Continuous)
Printer/document settings							
Apply "print and hold" settings to networked printers to eliminate unclaimed print jobs	In Development			Started the planning process	Develop training and move towards setup	2010	2013
Electronic media in place of paper							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	In Development	100	% of staff workstations with software installed	All computers have the ability to utilize the district portal provision for sharing documents	Continue to enhance the use of Sharepoint portal throughout the district	2009	No End Date (Continuous)
Use electronic document library for filing common documents	In Development	100	% of staff workstations with software installed	All computers have the ability to utilize the district portal provision for sharing documents	Continue to enhance the use of Sharepoint portal throughout the district	2009	No End Date (Continuous)
Post materials online that were previously printed	In Development	100	% of staff workstations with software installed	All computers have the ability to utilize the district portal provision for sharing documents	Continue to enhance the use of Sharepoint portal throughout the district	2009	No End Date (Continuous)
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 were 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	2006	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	In Development	5	% of staff currently have received collaborative software training	Steps taken with the board of trustees to hold paperless meetings	Continue to model the paperless meetings to bring about a change in the culture of the organization	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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Virtual meeting technology							
Make desktop web-cameras available to staff	Ongoing/In Progress	20	% of staff have access to a desktop web-camera	Introduced microsoft Lync to school and district staff, introductory meeting on-line	Continue to deploy the microsoft Lync throughout the district staff	2010	2012
Behaviour change program							
Train staff in web-conferencing	In Development	2	% of staff are trained web-conferencing	Introduced microsoft Lync to school and district staff, introductory meeting on-line	Expand to include school districts staff	2010	2012
Encourage staff to consider virtual attendance/presentation at events where possible	In Development	100	% of staff are encourage to attend web-conferencing	Out of district travel has been discouraged	Continue to encourage the use of web-conferencing	2009	No End Date (Continuous)
Education, Awareness, and Engagement							
Staff Professional Development							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			Release time for lead teachers to attend conferences	Continue to offer release time for teaching staff	2010	No End Date (Continuous)
Staff awareness/education							
Provide education to staff about the science of climate change	Ongoing/In Progress			Offered sustainablity education to teaching staff	Continue to offer sustainability education to teaching staff	2010	no End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress			Offered sustainablity education to teaching staff	Continue to offer sustainability education to teaching staff	2010	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress			Offered sustainablity education to teaching staff	Continue to offer sustainability education to teaching staff	2010	no End Date (Continuous)
Client/public awareness/education							
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress			Information to parent and community on sustainable choices relating to hot lunch programs	Continue	2009	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress			Provided links outside resources	continue	2009	No End Date (Continuous)
Other Sustainability Actions							
Water conservation							
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	Completed in 2010	100		Field watering now connected to the well.		2010	2010
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	100		Custodians continue to recycle flouresent lamps	Flouresent lamps are cracked and disposed off by approved methods	2008	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress	100		Disposal of hazardous materials (chemicals etc) are to be held at the site for pickup by hazedous waste materials contracor	Conttinue to manage the disposal system	2008	No End Date (Continuous)
Procurement (non-paper supplies)							
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress			Plan to change from 0% recycled content paper to 30% recycled paper	Contine to implement program	2010	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	5	% of the construction materials, office furniture	Recycling office furniture, millork, shelving, file cabinets etc	To continue to recycle office furniture, millork, shelving etc	2010	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	Ongoing/In Progress	100	% of paint used to paint the interior of our buildings	Continued to only purchase low VOC's paints	Continued to only purchase low VOC's paints	2007	No End Date (Continuous)