

POLICY STATEMENT AND REGULATIONS

Number: 100.9

GREEN OPERATIONS POLICY

POLICY STATEMENT

The District of Summerland recognizes the importance of reducing greenhouse gas (GHG) emissions through the reduction of electricity, natural gas, fuel consumption, and solid waste. Reducing GHG emissions is part of our commitment as signatories of the Climate Action Charter and will set an example for District taxpayers who are being asked to reduce their GHG emissions. We are therefore committed to taking steps in all our municipal operations to minimize the use of electricity, natural gas, and fuel as well as reduce the amount of solid waste to the landfill.

DEFINITIONS:

'IT equipment' includes computers, laptops, printers, plotters, monitors, speakers, calculators.

'Turn off' means power down and switch off the power bar; it does not mean log off or hibernate.

REGULATIONS:

Buildings:

1. All thermostats in office buildings should be set within a range of set points:
 - a. Summer indoor temperature during working hours between 23 – 27°C or 74 – 81°F and 4 degrees higher than the set temperature after hours.
 - b. Winter indoor temperature during working hours between 20 – 24°C or 69 – 76°F and 4 degrees lower than the set temperature after hours.

The actual summer and winter temperature set points, within the range, are set by the Department Managers.

Other District of Summerland facilities should strive to save energy through adjusting thermostat settings using these temperatures as a guide.

2. Appoint employees to be responsible for turning off lights, photocopiers, printers and other equipment in common areas at the end of the day.
3. All employees are encouraged to turn off lights if you are leaving your office for more than ten minutes.
4. Where possible, the District will reduce cooling needs in the summer through:
 - a. The use of internal window coverings or window film.
 - b. The use of external awnings.
 - c. The planting of deciduous shade trees in strategic locations outside municipal buildings.
5. Where possible, vegetation around municipal buildings will be drought tolerant.

Computers and Office Equipment:

6. Where practical, set copiers and printers to provide double-sided copying and printing for all drafts and internal documents.
7. All employees using IT equipment are expected, where practical, to turn off all equipment after working hours or when they are away from the office for lunch or a long meeting.
8. Employees are encouraged to download and use ecofont. Ecofont shoots holes in letters that you have typed and enables you to save 25% on ink and toner.
9. Supplying personal printers for each office will no longer be mandatory, but upon request and if absolutely necessary.
10. Cell phone chargers are not to be left plugged in unless they are charging a phone.

Purchasing:

11. A sustainable vehicle and equipment purchasing procedure should be created, maintained, and followed.
12. Where possible, the District will purchase recycled cartridges for all printers.
13. Where possible, the District will purchase paper with post-consumer recycled content and give preference to papers processed without chlorine or chlorine compounds (i.e., "processed chlorine free" or PCF papers).
14. Where possible the District will purchase long-life refillable pens and if possible made from recycled plastic, paper, or timber.
15. All employees are encouraged to use ceramic/glass cups or water bottles and discontinue the District's purchase of disposable cups for employee use. If disposable cups are purchased for visitor use, they must be biodegradable.
16. The District, taking into consideration financial constraint, will keep computers, servers, printers, and network appliances up-to-date with the latest technology for energy efficiency and power management.
17. Where possible, the District will purchase environmentally friendly cleaning supplies. If a cleaning company is hired, the District will ask that environmentally friendly cleaning products be used.

Vehicles:

18. Vehicle operators should clean out excess weight (unnecessary tools or materials) from a municipal vehicle before a trip. Excess weight means more fuel consumption.
19. All employees are encouraged to plan trips and where possible reduce the number of trips taken by a single-occupant vehicle.
20. All employees are encouraged to follow posted speed limits. Speeding increases fuel consumption.
21. Vehicle operators are encouraged to check tire air pressure as part of regular vehicle maintenance checks. The proper tire pressure can save fuel.
22. Vehicle operators are encouraged to only use air conditioning when necessary. No employee should leave an empty vehicle idling with the air conditioning on while working outside.

Adopted: November 10, 2014