

Topic:	Green Meetings
Effective:	September 2018
Cross-Reference:	Environmental Sustainability and Stewardship Policy; Travel and Expense Reimbursement; Purchasing, Hospitality Administrative Procedures
Review/Revision Date:	September 2020
Responsibility:	Director of Education

INTENDED PURPOSE:

The Halton District School Board recognizes the importance and necessity of meetings, workshops and professional learning, both virtually and in person in the course of Board operations and business. The Halton District School Board is committed to aligning its operational, environmental and economic practices, and to model sound operational practices for students and staff, while supporting the environmental sustainability values of the Board.

PROCEDURES:

Green Meeting considerations should be incorporated where possible to ensure Board hosted and/or sponsored events, including location, food services, transportation, and provision of materials, are conducted with a view to reducing the environmental impact:

Green Meeting considerations may include:

- zero waste events
- use of reusable, compostable and/or recyclable materials or containers where consumables are provided (e.g. food)
 - * No styrofoam as it is not recyclable
- use of multi-serving containers for beverages, condiments
- use of “point of use” water coolers instead of single-use bottled water
- encouragement of “bring your own” reusable beverage container
- provision of food for confirmed participants
- provision of electronic resources, including virtual meetings where possible
- efficient use of print materials (econoprint, double-sided; sharing resources) when electronic resources are not available
- responsible use of energy (e.g., turn off projectors, lights, computers, etc.)
- meeting locations consistent with the number and proximity of participants
- ensure green carts and recycling bins are readily accessible

Additional implementation ideas and opportunities can be found in the [Green Meeting Guidelines](#) document.