

<b>Topic:</b>	<b>Green Meetings</b>
<b>Effective:</b>	<b>September 2018</b>
<b>Cross-Reference:</b>	<a href="#"><u>Sustainability Education and Environment Policy;</u></a> <a href="#"><u>Travel And Expense Reimbursement Administrative Procedure;</u></a> <a href="#"><u>Hospitality Administrative Procedure;</u></a> <a href="#"><u>Corporate Purchasing Card Program Administrative Procedure;</u></a> <a href="#"><u>Bottled Water Administrative Procedure</u></a>
<b>Revision Date:</b>	<b>September 2020, February 2023</b>
<b>Review Date:</b>	<b>September 2027</b>
<b>Responsibility:</b>	<b>Director of Education, Superintendent of School Operations</b>

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**INTENDED PURPOSE:**

The Halton District School Board (HDSB) 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 HDSB.

**PROCEDURES:**

Green Meeting considerations should be incorporated where possible to ensure HDSB 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
- holding virtual meetings where possible, provision of electronic resources for all meetings
- when electronic resources are not available, the efficient use of print materials (econoprint, double-sided; sharing resources)
- 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
- encouragement of “bring your own” reusable beverage container

- use of “point of use” water coolers instead of single-use bottled water
- 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 and condiments.

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