

**Ministry of Education**

School Business Support Branch  
900 Bay Street  
20<sup>th</sup> Floor, Mowat Block  
Toronto, ON M7A 1L2  
Telephone (416) 327-7503  
Facsimile (416) 212-3990

**Ministère de l'Éducation**

Direction du soutien aux activités  
scolaires  
900 rue Bay  
20<sup>e</sup> étage, édifice Mowat  
Toronto ON M7A 1L2  
Téléphone (416) 327-7503  
Télécopieur (416) 212-3990

**2010: SB20**

**MEMORANDUM TO:** Senior Business Officials

**FROM:** Cheri Hayward  
Director  
School Business Support Branch

**DATE:** April 15, 2010

**SUBJECT:** Green Schools Resource Guide

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On behalf of the Council of Senior Business Officials' (COSBO's) Effectiveness and Efficiency (E & E) Advisory Committee, I would like to take this opportunity to remind you that *The Green Schools Resource Guide* was released at the 2010 Annual CEO/CFO Conference and is now available on the School Business Support Branch's website. Please find attached a copy of the Guide.

COSBO's E & E Advisory Committee developed the *Green School Resource Guide* as a resource for school boards that were in the early stages of planning and designing a new school and were looking for guidance on how to build a green school.

On behalf of the E&E Advisory Committee, I'd like to thank the members of the Green Schools Working Group for their hard work and sound advice in the development of the Guide:

- Wally Easton, Brant Haldimand Norfolk Catholic District School Board (project lead)
- Janet Baird Jackson, Avon Maitland District School Board
- Glenn Clarke, Simcoe Muskoka Catholic District School Board
- Norm Vezina, York Catholic District School Board

The objective of the Guide was to create a practical “how to” reference manual for school boards that leveraged best practices, both within the industry and sector. The Guide takes a step-by-step look at how to plan and design a green school and the key processes involved from concept to construction to occupancy.

A considerable amount of research was conducted to determine what elements have demonstrated significant environmental benefits based on a reasonable increase in upfront capital costs. As a result, the Guide focuses on the six design elements that have a proven track record in producing 30% savings in energy costs.

To access the Green Schools Resource Guide:

URL address: <https://sbsb.edu.gov.on.ca>

User ID: SBSB

Password: Collaboration

If your board has plans to undertake a new capital project, I encourage you to contact the Ministry’s Capital Analyst for your board with any questions.

Sincerely,

*Original Signed by:*

Cheri Hayward  
Director  
School Business Support Branch

cc: Directors of Education  
Superintendents of Business and Finance  
Senior Plant Officials