

## Minutes

<b>Meeting:</b>	Brock University Sustainability Coordinating Committee	
<b>Place:</b>	Sankey Chamber	
<b>Date:</b>	May 23, 2013	
<b>Time:</b>	9:00 - 11:00 am	
<b>Present</b>		
<b>Name</b>	<b>Representing</b>	<b>Initials</b>
Domenic Maniccia	Facilities Management, Custodial	DM
Larry Molnar	Facilities Management, CPDC	LM
Iain Glass	Hospitality Services	IG
Andy Prankevicius	HR/EHS	AP
Jeffrey Sinibaldi	Marketing & Communications	JS
Chuck MacLean	Procurement Services	CM
Karen McAllister-Kenny	Recreation Services	KM-K
Heather Hill	BUSU	HH
Kate Swiatek	BUSU	KS
Christopher Yendt	BUSU	CY
Jamie Fleming	Residences	JF
Dave Corbett	Facilities Management	DC
Kerrie Pickering	Environmental Sustainability Research Centre (ESRC)	KP
Scott Johnstone	Research Services	SJ
<b>Visitors</b>		
<b>Name</b>	<b>Representing</b>	
<b>Regrets</b>		
<b>Name</b>	<b>Representing</b>	<b>Initials</b>
Tom Saint-Ivany	Facilities Management	TS-I
Ian Brindle	Office of Research Services	IB
Cassie Kelly	Facilities Management	CK

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1.0	<b>Welcome</b> (Domenic Maniccia)	
2.0	<b>Confirmation of Agenda</b> (Domenic Maniccia) No changes.	
3.0	<b>Review of March 28, 2013 Draft Minutes</b> (Domenic Maniccia) Three changes were requested by Scott Johnstone: <ol style="list-style-type: none"> <li>1. Page 3, 4<sup>th</sup> paragraph - remove the second sentence</li> <li>2. Page 3, 5<sup>th</sup> paragraph - 'JSI' should read 'JCI'</li> <li>3. Page 7, 2<sup>nd</sup> paragraph of item 7.1 - corrections to the wording</li> </ol>	
4.0	<b>Calendar of Sustainability Events</b> <ul style="list-style-type: none"> <li>• May 30, 2013 - Niagara Sustainability Initiative (NSI) 2<sup>nd</sup> Annual Evening of Recognition - St. Catharines, ON</li> <li>• June 4-6, 2013 - Canada Green Building Council National Conference &amp; Expo - Vancouver, BC</li> <li>• June 12-13, 2013 - Ibcon: Facilities and IT - Why Smart Buildings Matter - Orlando, Florida</li> </ul>	
5.0	<b>Presentations</b> <i>There were no presentations this month.</i>	
6.0	<b>Old Business</b>	
6.1	<b>Niagara Sustainability Initiative Update</b> (Dave Corbett) CK prepared a one page update on green activities that was reviewed by University Communications.  Highlights of 2012 Sustainability Achievements (provided by CK): <ul style="list-style-type: none"> <li>• The conversion of over 5,800 fluorescent T12 light fixtures to energy efficient T8's</li> <li>• The implementation of a Green Housekeeping program</li> <li>• Construction of the Cairns Family Health and Bioscience Research Complex, which is undergoing LEED scoring through the Canadian Green Building Council's scoring system.</li> <li>• Continuous improvement of campus cogeneration (power and heat generation through the combustion of natural gas) plant controls</li> </ul>	
6.2	<b>On-going Internal/External Media Coverage of Sustainable Initiatives and Research at Brock</b> (Jeff Sinibaldi) JS mentioned a few recent articles in the Brock News: <ul style="list-style-type: none"> <li>• a note was put on the main webpage for Earth Hour 'Parts of Brock to go dark this Saturday for Earth Hour';</li> <li>• there was a story on the award received from Horizon 'New light fixtures net Brock an Energy Excellence award'; and</li> <li>• a story on the e-waste recycling initiative 'Brock community to recycle unplugged waste for Earth Day'.</li> </ul>	

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	<p>Something will be coming soon on the electric vehicle charging station. JS said there is always an open invitation, please let him know if you would like anything posted on the webpage or a story for the Brock News.</p> <p>AP said there are several very good websites on 'Earth Hour' challenges. This year there was a challenge by cities around the world. (<a href="http://www.earthhour.org/citychallenge">http://www.earthhour.org/citychallenge</a>). He also found another very good website with a whole bunch of 'Earth Hour' challenges (<a href="http://www.youtube.com/earthhour">http://www.youtube.com/earthhour</a>). AP said we should participate, perhaps have a university challenge. We should put it on the agenda for the next meeting.</p> <p>AP mentioned the problem with open windows and doors, fresh air is good but when the air is on, doors should be kept closed; perhaps an educational piece should be put on Brock News. He suggested JS speak with FM re costs and how the system works. DM thought perhaps FM could send something out to remind people to close their windows at the end of the day.</p> <p>LM said the International Building was designed to meet LEED silver criteria and when the building was in the early design stages we asked that the consultants include a system for contacts so that if windows were open the room wouldn't receive air conditioning, unfortunately this wasn't included. It's not necessarily a bad thing; it does create a healthy building to bring in clean air. Future buildings may be designed so that sensors are put on windows that open. SJ said it's difficult as these things usually get removed during the value engineering stage. AP said everyone likes the temperature to be different. SJ said individual thermostats would be great but the Brock standard is one for every 3 offices. We need to get information out to everyone.</p> <p>AP said the exterior hallway door is always open behind Tim Hortons as the area is extremely hot when they come in in the morning. CM said the equipment produces a lot of heat. There must be something we can do, exhaust outside, or put in a portable air conditioner which would come on automatically.</p> <p>DM said the underlying message is awareness, how do we get the message across.</p>	<p>TS-I</p> <p>JS/FM</p>
6.3	<p><b>Energy Conservation and Demand Management Plan (Cassie Kelly)</b></p> <p>CK was unable to attend the meeting but provided the following update:</p> <p>The university is required to publish 2011 energy consumption data by July 1, 2013 to comply with the Green Energy Act. The Ministry of Energy has provided a template to the universities in order to publish the data in a common format. There are some issues with the template format and formulas, as well as a continued request to provide data on an individual building basis. Most of the Ontario university buildings do not have individual metering (Brock also does not have all buildings metered), so through OAPPA and COU had requested reporting at least initially on a campus basis. The response is still pending from the Ministry. With input from the previous Technical Services Officer, Finance and Residences, CK has compiled all the metered data for the natural gas and power consumption, and is awaiting the</p>	

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	above responses in order to file Brock's data.	
6.4	<p><b>2012 Survey of Green Initiatives at Ontario Universities (Domenic Maniccia)</b></p> <p>DM said there is still no update, it was expected in the Fall but we haven't received it yet; there must be a problem with the initiative.</p> <p>JS recently met with COU who are launching a 'going green report' in June and will be releasing some information. Would this be related? JS will try and find out more. CM said if the province is already doing this we shouldn't reinvent the wheel.</p>	JS
6.5	<p><b>Electric Vehicle Parking &amp; Charging Station (Larry Molnar)</b></p> <p>LM indicated the parking station has been installed. An image wrap still has to be put on the charger. Al Ross has ordered the signs and arrangements have been made for the painting of the spot with a green logo. After a meeting with Parking Services and CK, it was determined that we will not be charging for hydro but vehicles must display a Brock parking permit or will have to 'pay and display'. Al Ross has been looking into whether some kind of initiative might be available. It should be ready within the next week and hopefully the space will get some use.</p> <p>LM said that when the equipment was purchased the information that was given to him was that we would not be providing free electricity so a key pad was ordered that would enable users to get a code to put into their phone. The keypad has been installed but will be disabled as there will be no charge. If and when we get multiple units a charging system may be implemented. DM asked if we can track the use and LM said no, not without the keypad. DC asked if the parking spot is currently being used and LM said no, as the signs are not up as yet; there are currently only 2 electric vehicles on campus (Al Ross and a Business student).</p> <p>JS will put out a press release when it's up and running.</p>	JS
6.6	<p><b>Earth Hour (March 23, 2013) Planned Activities (Domenic Maniccia)</b></p> <p>DM asked whether SJ did anything for Cairns. SJ said the lighting is all computer-controlled and constantly adjusts itself but for earth hour we shut down corridor lights, lounge lights and perimeter lights. As it's all computerized it was very easy, the building looked much different than usual and the program will automatically activate every year for earth hour. DM asked DC if the lights in Plaza might be able to be dimmed for next year. DC said the system would be more cumbersome to change.</p>	
6.7	<p><b>Totally Green Organic Composter and Sheraton Centre Site Visit (Domenic Maniccia)</b> <a href="http://www.totallygreen.com/orca">http://www.totallygreen.com/orca</a></p> <p>DM had no further updates on the Sheraton Centre visit. They will be visiting a company in the Niagara Region with a similar unit. DM mentioned the very poor collection on coffee cups and that they're looking into a recycling system.</p>	
6.8	<p><b>Sustainability Policy Development (Domenic Maniccia)</b></p> <p>TS-I put the Policy forward at the Senate IT&amp;I Committee Meeting in April and</p>	

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	is hoping to have approval by the end of June.	
6.9	<p><b>2013 Waste Reduction Work Plan (Domenic Maniccia)</b></p> <p>Further to DM's presentation at the meeting in March, he and has met with the various stakeholders about trying to reduce the amount of waste and identify the areas that need to be improved on. Education is the key; we need to let everyone know how items can be recycled, furniture, etc., it's a struggle to get the message across to faculty and students. JF mentioned that CC distributes material to new students every year.</p> <p>DM said a copy of the Work Plan is posted on the FM web page.</p>	
6.10	<p><b>"Parked" Old Business</b></p> <p>6.10.1 Terms of Reference/Committee Charter (Tom Saint-Ivany)          6.10.2 Sustainability Policy Development (Tom Saint-Ivany)          6.10.3 Sustainability Coordinator (Tom Saint-Ivany)</p> <p>DM mentioned the website is also still on the list, but it needs to be spearheaded by someone.</p>	
7.0  7.1	<p><b>New Business</b></p> <p><b>Brock E-Waste Management (Domenic Maniccia)</b></p> <p>Effective May 1, 2013, the Student Ambassador Program will no longer be able to facilitate the collection of ink cartridges and batteries for re-cycling as some of their students will be graduating. University Services were kind enough to volunteer to continue with the program and all E-waste will continue to be collected. The vendors were not selected through the University but through the Student Ambassador Program and any funds collected went back to student programs. CM said that Mail Services have always collected used cartridges on their mail run but this would not have included student cartridges. There is some money in it now and CM has been getting quotes.</p> <p>CM would like to ask someone to come to a future meeting and explain how things are broken down and where everything goes. AP indicated that there is an issue with the company they're using, as they are not collecting some types of cartridges. We should look for a vendor who will take everything. CM said we have a campus wide initiative that when we replaced the photocopiers last year the smaller desk printers would not be needed, so these types of cartridges should decline.</p> <p>AP said a lot of people still put batteries in the garbage. CM suggested any money made could go into an environmental fund. Timelines: CM is looking to select a vendor and would like to meet with DM. We should be able to get some good numbers on what is collected, the more you segregate the more money you make. CM showed companies what a typical skid would look like and has asked for a price per ton for a skid, as a starting point. We should also ask Niagara College and the Region to see if they might like to join in - we will know a lot more in the next year as to what our numbers might be.</p> <p>JF said it will be interesting to see what the numbers are from the e-waste collected in the cages dotted around campus during move out week. CM thinks</p>	CM/DM

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	<p>the numbers will be up from last year. CC should have the data on the number of TVs, etc.</p> <p>DM thanked JS for getting the articles out on this. We should have more data for the next meeting.</p>	
7.2	<p><b>Recycling of Tim Horton's Cups - An Opportunity for Engagement</b>                      (Domenic Maniccia)</p> <p>DM showed a short video about a coffee cup collector recycling container from Busch Systems. It has three separate openings, one for flattened cups, one for lids and one for excess liquid. It would be interesting to see how other universities and organizations are handling this waste. The cups take up a lot of room in the dumpsters. Many municipalities don't recycle coffee cups..</p> <p>DM said the organic green totes that are being used throughout the university are being sent to Walkers instead of Flanborough, cutting down on transportation costs. They are now taking our coffee cups and putting them into tractor trailers with the organic waste. They have a 12 week process and the biodegradable material turns to mulch and soil. They will continue this process. Some universities/organizations are shredding the cups in their pulpers, which we could do. DM asked whether anyone has any ideas, there are a few different kinds of containers, some stack the cups.</p> <p>AP said the bin in the video wouldn't work as any containers in the hallways must have lids or they are fire hazards. DM said other universities have used them so there must be some places where they could be used. CM said there must be areas where the bins could be used, such as the learning commons or classrooms.</p> <p>IG said we need to increase our collection, but how do we do this. This year in the Marketplace we collected everything and sorted it rather than having people put things in the bins themselves; there was always contamination. We need to get the public to engage more to understand this. CM said he is always surprised by how much plastic is put in the garbage. DM mentioned a few years ago there was a coffee cup challenge from Science Stores to see who could collect the most cups and people were stacking cups in their offices - we need another challenge. AP said the main problem is educating the students; the professors go over the emergency procedures at the beginning of every term, could we perhaps add this to the loop. We have to start embarrassing people, how do we get people to do more. CM said we should work with BUSU and the Environmental Studies group.</p> <p>KP said she would be willing to see what is working in other areas (universities, organizations, businesses) and see if we could create our own communication strategy. CM thought that something coming from ESRC would be good. We can then formulate a plan and get people engaged. KP said they are looking into a Masters program. AP said there are a lot of departments that could contribute, the Chemistry Department, Applied Health Sciences, etc. KP said once we have community engagement they will recognize the group and people will want to be a part of it.</p> <p>Perhaps a table at 'O' week could bring awareness of the Committee. We could have promotional information from the Region and sample containers. AP</p>	

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	<p>suggested the brochure that DM had prepared on waste could be handed out. HH said students don't know where to put things, if they had something they could put up in their kitchen it might help. AP said they ran out of the water bottles handed out last year. DM asked if any individuals would volunteer to get together, perhaps meet. CM said the Region might be interested; we could have giveaways, someone dressing up as a garbage can, etc. It should be manned by Environmental students. AP said H&amp;S usually do well. If anyone is interested, please send an email to DM. JS suggested, in addition to a table you would get good traction on social media on sustainability facts. JS said they could help out. This could be ongoing; perhaps BUSU could help with the social media. CM would like to set up something for the next meeting or even a sub-committee could meet with the Region. DM mentioned perhaps funds from the BUSU green levy could be used - if that is still available. HH said they were looking at purchasing the green composter.</p>	<p>All                      JS/BUSU                      CM/TS-I</p>
<p><b>8.0</b></p> <p><b>8.1</b></p>	<p><b>Once-Around-the-Table</b></p> <p><b>Sharing of updates of Sustainability Practices, Activities, and Initiatives (All)</b></p> <p>CM had heard about a device called a bulb eater which crushes the glass and captures the gas. DC said we are not permitted to have one on campus for safety reasons. AP said we are already doing this through our supplier.</p> <p>HH said they met with Fair Trade Canada three weeks ago and have done the paperwork so are hoping to get Fair Trade Certification soon. IG is also hoping to get their certification soon.</p> <p>SJ has been looking into the Energy consumption at Cairns and is trying to calculate how often students are using the fume hoods and leaving the sashes open. When the sashes are open they average the same energy as a 2000 sq. ft. home. He recently visited the MARs facility in Toronto where they have implemented an incentive program for proper operation of fume hoods and the compliance rate rose significantly, so we are looking at getting a similar program set up for Cairns in September.</p> <p>KP is waiting to hear whether their graduate program will be approved. They are hoping for this September but if not this year, next year.</p> <p>KM-K mentioned that two new air handling units are being delivered for the aquatic centre today. Two new water fountains with bottle filling stations have been installed and two more will be added this year. KP suggested setting up an App for 'O' week which would indicate where the filling stations are located on campus. Do we have a list of water filling stations; perhaps BUSU should have something to hand out to students.</p> <p>DC said the awareness of the lighting retrofit has been a success story, especially with recognition from Horizon. There is a second stage starting which will include Hamilton Campus and a few other areas on the main campus. We are also replacing some of the exterior lighting with LED; in the main areas and road stands, but not everywhere. There is a concern due to past issues with people driving into poles so we are adding additional clamps. AP asked how the disposal was being done. DC said the contractor will be taking care of it.</p>	

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<b>9.0</b>	<b>Next Meeting</b> (Domenic Maniccia) The next meeting will take place on July 25, 2013 from 9:00 a.m. to 11:00 a.m. in Sankey Chamber.	
<b>10.0</b>	<b>Adjournment</b> (Domenic Maniccia)	