

Minutes

Meeting:	Brock University Sustainability Coordinating Committee	
Place:	Sankey Chamber	
Date:	July 25, 2013	
Time:	9:00 - 11:00 am	
Present		
Name	Representing	Initials
Tom Saint-Ivany	Facilities Management	TS-I
Domenic Maniccia	Facilities Management, Custodial	DM
Cassie Kelly	Facilities Management	CK
Larry Molnar	Facilities Management, CPDC	LM
Danny Kasunic	Facilities Management	DK
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
Cooper Millard	BUSU	CM-BUSU
Jamie Fleming	Residences	JF
Kerrie Pickering	Environmental Sustainability Research Centre (ESRC)	KP
Lisa Arblaster	Graduate Student Association	LA
Visitors		
Name	Representing	
Katrina Kroeze	Niagara Sustainability Initiative	KK
Regrets		
Name	Representing	Initials
Iain Glass	Hospitality Services	IG
Kevin Lawr	Mail Services	KL
Scott Johnstone	Research Services	SJ
Mandeep Mukkar Ippolito	Facilities Officer, Department of Education	MMI

Item #	Discussion	Action
1.0	Welcome (Tom Saint-Ivany)	
2.0	Confirmation of Agenda (Tom Saint-Ivany) Item 8.7 - Learned Congress was added by KM-K.	
3.0	Review of May 23, 2013 Draft Minutes (Tom Saint-Ivany) The minutes were approved with no changes.	
4.0	Calendar of Sustainability Events <ul style="list-style-type: none"> • July 25, 2013 - <i>“Bike Lanes & Universities.”</i> A talk by Kate Whalen Senior Manager of the Office of sustainability, McMaster University - 6:30 - 7:30 pm @ Pond Inlet, Brock • August 30, 2013 - COU Going Greener 2013 Survey Responses Due • Environment Day Sept 14th 8-3 Niagara Municipality 	
5.0 5.1	Presentations <i>Niagara Sustainability Initiative Update</i> Tom introduced Katrina Kroeze from NSI who gave a brief update on the organization. They currently have 14 partners and have been in operation for 2 full years. They work with their clients to prepare a baseline year and then find ways to help them reduce their greenhouse gas emissions. She is attending the meeting as an informational session to learn more about Brock’s sustainability initiatives. The baseline year report for Brock has now been finalized and CK will have the details. CK mentioned that NSI has many events and educational forums on various topics, such as energy efficiency, details can be found on their website. As a member of NSI, Brock is given 8 free passes to attend their events and forums; if anyone is interested they should let CK know. CK is the principal liaison with NSI as the main initiative is our greenhouse gas reduction. JS asked whether milestones are published locally. KK mentioned that they have an annual Evening of Recognition for all members, which is held at end of May.	
6.0 6.1	Reports from Sub-Committees O-Week Sustainability Planning (Domenic Maniccia) DM met with Janet Rose from the Region to discuss our plan to have a booth/ table during O Week, September 3 rd & 4 th , to inform students about our recycling program. HH suggested a theme of “I Will if you Will”, which could be the banner for the booth/table. It will be in partnership with the Region. Janet suggested online games with prizes; or an app where you could register to win a larger prize. There should also be something for students who live off campus where their landlord doesn’t provide for recycling. There will be bins for sale. CC has been working with Janet to take some of her promotional pictures and pamphlets to put up by the bins. A sample of the new coffee cup recycling bin could be on display.	

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<p>7.0</p> <p>7.1</p>	<p>Old Business</p> <p>On-going Internal/External Media Coverage of Sustainable Initiatives and Research at Brock (Jeff Sinibaldi/Cassie Kelly)</p> <p>JS has an open offer on the table to let him know if you have any items you would like posted on Brock News or the Website. He's currently working on an article about the electric vehicle charging space.</p>	
<p>7.2</p>	<p>Energy Conservation and Demand Management Plan (Cassie Kelly)</p> <p>CK explained that this plan is mandated under the Green Energy Act (O. Reg. 397/11). We are required to report our energy consumption (natural gas & electricity) to the Ministry of Energy. The first report for 2011 was submitted on June 1st. For next year, we have to report on our 2012 consumption and so on. The legislation has not targeted reduction targets but requires each organization to complete a plan and then implement it. Brock's plan is still in draft form.</p> <p>We have a new Technical Services Manager (Danny Kasunic) on board and have a number of projects identified for conservation efforts. Over the past year, several projects have been completed, including converting 5,800 fluorescent lights on the Main Campus and are also doing Hamilton Campus. TS-I asked when the Plan will be ready to bring to a meeting - CK said in September. When will it be posted to the website - CK said when the Plan is finalized.</p>	
<p>7.3</p>	<p>2012 Survey of Green Initiatives at Ontario Universities (Tom Saint-Ivany)</p> <p>The COU issued the results of the Survey in April/May of this year but are hoping to get the results out earlier next year. An electronic copy of the report was included with the meeting materials. They have chosen which universities are mentioned in their results.</p>	
<p>7.4</p>	<p>Electric Vehicle Parking & Charging Station (Larry Molnar)</p> <p>JS is in the process of preparing some publicity, which should be going out soon. LM said the space is being used by a couple of vehicles on campus and we hope it will be used more in the future. TS-I has been asked how much it would cost to put in other stations and said it is estimated to be approximately \$8,000 - \$10,000. Sun Country donated the charger for the current space. LM said he has spoken with Wendy Laslo to see if Parking Services might like to add more on campus as Sun Country offered a discount on the incorrect unit, but there was no interest at this time.</p> <p>AP indicated there are articles on several web sites on how to charge for the electricity being used. LM said that, at the moment, there is no charge as long as the user has a Brock parking permit. AP thought that if we installed on a cost recovery basis there might be more interest for the University to make money. LM said he can see AP's point of view but the Ontario Energy Board prohibits the sale of electricity; we did look into alternate methods such as paying for the parking space. LM is currently reviewing some literature regarding possible Government incentive rebates for installing the charging stations.</p>	

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	<p>TS-I added that if another parking spot was planned it would be on the main campus, near Cairns. Things will evolve as more vehicles are being purchased.</p>	
7.5	<p>Totally Green Organic Composter and Sheraton Centre Site Visit (Domenic Maniccia) http://www.totallygreen.com/orca</p> <p>DM explained that we currently ship 50% of our green waste to Walker who create compost for homeowners. These units are biodigesters; the material in the composter just becomes liquid and goes down the drain. The units are leased but the one at the Sheraton Centre was purchased. They can produce over 1 ton of organic waste a day. The unit uses hydro and water for a cost of approximately \$100 per month. They are easy to install and have maintenance agreements which make them a viable alternative. They are operating at several restaurants, some of which are in the Niagara area. DM has brought it to the attention of Juliette Prouse at BUSU, who are interested in reducing their organic waste. BUSU was the largest area for organic waste going into the garbage.</p> <p>To sum it up, payback for the digester, if all organic waste was collected on campus, would be a few years. It would be financially feasible to do this, but what are we depleting from the system. The natural process would be to have the waste go back into the earth and this system is not doing this. TS-I wondered whether the sludge from the waste water could be used by farmers, but DM thought it might be hazardous. TS-I asked where the units might be located. DM suggested BUSU, Sodexo and a small one at the Tower. DM said we would like to do a trial first, perhaps at BUSU - CM-BUSU asked who would pay for it. DM said there are initiatives such as the Green Levy and perhaps the University could kick in. HH thought there might be a space issue - DM suggested outside by the loading dock and bins could be used to transport the waste. The cost of the smallest unit is \$24,500 US with \$1,900 per year for maintenance. Water and electrical feeds would have to be added. Totally Green was \$2,000 a month so purchasing a unit would be done over a year.</p> <p>TS-I said we are at the minimum of the provincial target and slipped a little last year; there is a cost to sustainability, what are we willing to pay in order to achieve the benchmarks. TS-I has asked DM, as we are at the 60% cusp, to start doing a report card for the different departments and faculties. JF thought the company might provide discounts as a way to get into Universities. BUSU are currently using the Green Levy for a couple of projects and the executive would need to approve any funding requests. AP asked whether the sludge is acceptable to the Niagara Region - DM said he has a report which has been approved by the Region but a permit is required. JF asked if there is a fine for dropping below the 60% - TS-I said no but it looks bad on the University both internally and externally. CM suggested putting one in a central location where everyone could wheel their bins over to the unit.</p> <p>TS-I asked what our next steps are: DM will forward all information to CM-BUSU and would be willing to attend a meeting with the Executive. KK asked what skills are needed to operate the unit as they would be using students. DM said it would be very easy, trays would just be tipped into the unit - just open the door and feed it. No specific training or certification is required; we will have an orientation and operation manual. LM indicated he had called</p>	DM

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	<p>the Region and they were all on board with it, but why are we looking at this route to take rather than the big Hannah where we would keep the compost on site. DM said the inside digester does all the work, the Big Hannah needs a place for the compost to be stored as it has to sit for several weeks. It would require more handling, a bigger footprint, and is on the exterior rather than interior. TS-I said organics are a big problem at the University and what is the best method to deal with this. AP would like to know what is being done with the sludge as it could be hazardous.</p> <p>DM has another site visit planned.</p>	
7.6	<p>Sustainability Policy Development (Tom Saint-Ivany)</p> <p>TS-I indicated that the Sustainability Policy was approved by the Board of Trustees at the June meeting. It will be reviewed a year from now.</p>	
7.7	<p>2013 Waste Reduction Work Plan (Domenic Maniccia)</p> <p>Every year a waste reduction work plan is prepared and submitted to the MOE. The organics initiative is one component of the plan but we have several other initiatives in place: paper towels will be recycled in the labs; and coffee cup collection. We touch on all the regular schemes that we have. Two other issues are lab glass and scrap wood recycling. Lab glass is being problematic as there is no central location in Niagara who would remove this. We have a lead on scrap wood which is collected from the technical services woodshop and the FM woodshop. DM said a copy of the plan is posted on the FM website.</p>	
7.8	<p>Brock E-Waste Management (Domenic Maniccia)</p> <p>Not discussed.</p>	
7.9	<p>Recycling of Tim Horton's Cups - An Opportunity for Engagement (Domenic Maniccia)</p> <p>In our annual waste audit we found we were only recycling 1.5% of coffee cups used in the University. The Region said these are not recyclable so they go into the garbage. Our source will collect these coffee cups and mulch them along with organic materials. The challenge is collecting them; there is a large volume in the waste bins, what can we do to capture them a little better?</p> <p>DM brought in a sample of a unit from the UK; it has holes for the cups, a place for liquid waste and another for the lids. The cups go into a plastic bag and can be collected. We'll put a couple of test units on campus but are awaiting fire department approval as the units have no lids on them. We can offer recycling units for lunch rooms and we will collect them. DM is working with CC in residences and IG in food services, dining halls and BUSU. We will put out some promotional material in August and hope to introduce by September. TS-I asked JS and CM-BUSU to put something on their websites.</p>	<p>DM JS/CM-BUSU</p>
7.10	<p>Fair Trade Canada Certification (Iain Glass/Heather Hill)</p> <p>HH said the Fair Trade Club had wanted to be at the meeting. There is one problem that is holding up their Certification, the Starbucks in the student</p>	

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	<p>centre is not a proper franchise and is therefore not accepted by Fair Trade Canada. Both Starbucks and Tim Hortons are excluded if they are a franchise but if they are a business that sells that brand of coffee they are not. The owners of the Starbucks are not agreeing to only provide fair trade coffee so despite all of the efforts on campus this is the one thing that is holding up the process. Their contract ends in September so we might be able to negotiate something. HH mentioned that some schools have received certification by sending a letter stating that they use only Fair Trade Coffee.</p>	
7.11	<p>CFRBRC Energy Consumption (Scott Johnstone) SJ was unable to attend so this item will be discussed at the next meeting.</p>	
7.12	<p>Current & Future Water Bottle-filling Stations (Cassie Kelly) CK had some exciting news - we have an initiative with BUSU to install more bottle fillers on campus, they will pay for 8 new units and FM will pay for the installation. We are finalizing the locations with BUSU with four units to be installed for September.</p> <p>BUSU would like to eliminate the sale of water bottles on campus and CM-BUSU is working on this with HH; they are hoping to get Iain Glass on board. The vending machines still sell Aquafina but are right next to the water fountains. The project is only in the early stages; BUSU will be giving refillable water bottles away to students with a card indicating where they can be filled. We will be using push-button accessible units.</p> <p>KK mentioned that NSI had water bottles with campaign lettering on them and that education and signage is a huge component to ensure success. She would be willing to help. TS-I asked how many filling stations we currently have. CK said 14, including Cairns and Walker Complex. TS-I asked CK to work with Paula Wake in FM, to identify the current locations of the bottle filling stations. CM-BUSU is hoping to sit down with Iain Glass when he returns from vacation.</p>	CK
7.13	<p>Terms of Reference/Committee Charter (Tom Saint-Ivany) Now the Sustainability Policy in place, TS-I will start to prepare a Committee Charter. The Committee serves as an exchange of ideas and suggests and implements initiatives. It builds relationships, such as NSI - FM pays the annual membership fee. We don't have representatives from all departments but have been able to move forward.</p>	TS-I
7.14	<p>"Parked" Old Business 7.14.1 Sustainability Coordinator (Tom Saint-Ivany) 7.14.2 Sustainability Website Update (Tom Saint-Ivany)</p>	
8.0	<p>New Business</p>	
8.1	<p>BUSU-Sponsored Water Bottle-filling Stations (BUSU Rep/Cassie Kelly) Discussed as part of item 7.12.</p>	

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8.2	<p>Sustainable Niagara - Participating Partner to Leader (Tom Saint-Ivany/Jeff Sinibaldi)</p> <p>TS-I stated that now that we have our Sustainability Policy in place we will move from the Participating Partner level to Leader.</p>	TS-I
8.3	<p>COU Going Greener 2013 Survey (Tom Saint-Ivany)</p> <p>TS-I has put out a request to all Departments and Faculties; we have to get our response to the COU by August.</p>	TS-I
8.4	<p>SCC Goals & Objectives - Outline Discussion (Tom Saint-Ivany)</p> <p>TS-I said we have a number of things that have been completed or ongoing and he would like to get a Sustainability Plan. Items could include:</p> <ul style="list-style-type: none"> • achieve an annual waste diversion rate of 75% • coffee cup recycling initiative • organic waste • energy conservation and management plan • reduce our greenhouse gas emissions by 20% from our base line <p>We need to group items we are currently working on and indicate our objectives. Please give your ideas to TS-I.</p> <p>HH suggested the use of reusable cups, they save money when buying coffee - BUSU sell them for \$1.50 and it only costs \$1.25 to fill it. HH will meet with the new Director of the Campus Store to perhaps buy in bulk; she said McMaster had an excellent marketing campaign.</p> <p>TS-I mentioned that the Board of Trustees was asking about recycling coffee cups. Starbucks was selling reusable cups for \$1.</p>	<p>All</p> <p>HH</p>
8.5	<p>NSI - Crowdsourcing Sustainability (Tom Saint-Ivany)</p> <p>KK said NSI came up with this project in which she is leading but using the partner organizations - taking a job usually done internally and using external sources. Focus groups with partners and community members to work together to engage and create a web site where you can look for information and opportunities, or post opportunities. The launch will be in May 2014.</p>	
8.6	<p>SCC Communications Strategy (Kerry Pickering)</p> <p>KP said we need to make people aware; she has been looking around to see what others are doing and what's working. She has a list on what works for students, faculty, etc. What we lack is a website; if you search on the Brock website for Sustainability it's very difficult to find information. There is so much going on here, if we could start a website or even a page that would direct you to other initiatives on campus. From what she was hearing this was one thing that was lacking. If we had a website there could be a map or link to see where the water bottle filling stations are located; we need one hub where people can put information. I'm not sure how we get a website but it's something we could start working on. The information could be for people coming in; the students and faculty are on computers and phones all the time.</p>	

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	<p>Posters with a lot of information don't work as well - just post a question to gain the students interest and have a scan code. TS-I asked JS whether University Communications could help with getting this set up and FM could manage it until we get a Sustainability Coordinator. TS-I does not want FM to be perceived as being in charge as it is the University as a whole. JS suggested a corner on Brock News. People could send the information to the person managing the web site. JS will speak with his group.</p>	JS
8.7	<p>Learned Conference (Karen McAllister-Kenny)</p> <p>KM-K said that Brock will be hosting the Learned Conference in late May, 2014. Over 7,000 people will attend over the duration of the conference. Brock will not be the organizers; each society manages their own conference and orders beverages, etc. It will be a chance to highlight some of our initiatives. She will be looking for a communication piece on Sustainability.</p>	
<p>9.0</p> <p>9.1</p>	<p>Once-Around-the-Table</p> <p>Sharing of updates of Sustainability Practices, Activities, and Initiatives (All)</p> <p>CM mentioned that 3,700 lbs of electronic waste was collected during move-out week. This compared to 2,800 lbs collected last year.</p> <p>JF said they have lots of posters to put up in the residences and have also put out information on Facebook and Twitter. There is a different collection for on campus and off campus so that is why CC has been working with Curtis. They will also have an Environmental Committee - turn off the lights, shorter shower, etc.</p> <p>LM indicated the next major capital project will be the Goodman School of Business and as we are developing our Statement of Requirements we are looking at different requirements for the Faculty of Business as they relate to teaching spaces and the like, and also our objectives to LEED and how we see the building being certified. CK has been asked to provide some operating data on the building and how the numbers relate to older buildings and LEED certified buildings, which are significantly different. Plaza and the International Building have indoor environmental quality and LM will suggest increasing the building design to ensure that we have energy and atmosphere credits which will further lower operating costs.</p> <p>DM noticed in the "Green Scene" published by the Department of Public Works that the Niagara Region's waste diversion rate is currently at 51% and their goal for 2020 is 65%.</p>	
10.0	<p>Next Meeting (Tom Saint-Ivany)</p> <p>The next meeting will take place on Thursday, September 26, 2013 from 9:00 a.m. to 11:00 a.m. in Sankey Chamber.</p>	
11.0	<p>Adjournment (Tom-Saint-Ivany)</p>	