

Minutes

Meeting: Sustainability Coordinating Committee	
Date: March 27, 2014	
Time: 9:00 - 11:00 am	
Location: Sankey Chamber	
Present	
Name	Representing
Tom Saint-Ivany (Chair)	Facilities Management
Andrew Prankevicius	HR/EH&S
Chuck MacLean	Procurement Services
Danny Kasunic	Facilities Management M&O
David McArthur	Facilities Management
Domenic Maniccia	Facilities Management, Custodial
Iain Glass	Hospitality
Jamie Fleming	Residences
Jeff Sinibaldi	Marketing and Communications
Karen McAllister-Kenny	Recreation Services
Kerrie Pickering	ESRC
Kevin Lawr	Central Receiving & Shipping
Larry Molnar	Facilities Management, CPDC
Mandeep Mukkar Ippolito	Hamilton Campus
Scott Johnstone	Cairns Complex
Linda Gilmour (Rec. Secretary)	Facilities Management, CPDC

Item #	Discussion	Action
1.0	Welcome (Tom Saint-Ivany) Tom mentioned a graduate student will be attending future meetings.	
2.0	Confirmation of Agenda (Tom Saint-Ivany) Agenda adopted. No new business.	
3.0	Review of January 23, 2014 Draft Minutes (Tom Saint-Ivany) Minutes adopted.	

4.0	<p>Calendar of Sustainability Events</p> <ol style="list-style-type: none"> 1. Brock Sustainability Policy Review - March 27, 2014 2. ESRC Science Café: Energizing <i>Discussion and Change</i> for a <i>Sustainable Future</i> - March 29, 2014 3. Earth Hour - March 29, 2014 4. Earth Day - April 22, 2014 5. Residences Move-out - Week of April 21, 2014 6. 2014 IMPACT! Youth Conference for Sustainability Leadership: Guelph - May 23-26, 2014 7. Congress 2014 of the Humanities & Social Sciences - May 24-30, 2014 8. UN Environment Day - June 5, 2014 9. ESRC Summer Institute - August 5-8, 2014 	
5.0	<p>Presentations There were no presentations.</p>	
6.0	<p>Sustainability Awards & Recognition No new items.</p>	
7.0	<p>Reports From Standing and Ad-hoc Sub-Committees No new items.</p>	
7.1	<p>Fair Trade Campus Committee Draft minutes of the March 5, 2014 meeting were distributed with the Agenda. No further comments.</p>	
8.0	<p>Old Business</p>	
8.1	<p>CarShare CarShare presented at an earlier meeting. They had age limits, but Jamie indicated there is a second company who will rent to 18 year olds. He will follow up and also speak with Al Ross. Chuck suggested the better pick would be the company with the best service.</p> <p style="text-align: center;">OPEN</p>	<p style="text-align: center;">Jamie</p>
8.2	<p>Energy Conservation and Demand Management Plan (ECDMP) The Plan is currently being reviewed and should be finalized shortly. A copy will go to the Capital Infrastructure Committee, for approval, before submitting to the Ministry. Tom mentioned that, as part of FM's Long Term Capital Plan, funding has been requested for energy conservation and demand management in the amount of \$250,000. This will need to be confirmed for the 14/15 year and as a planned expenditure in future years.</p> <p style="text-align: center;">OPEN</p>	<p style="text-align: center;">Danny</p>

<p>8.3</p>	<p>Brock E-Waste Management Jamie called Goodwill yesterday to see if they would like to collect used items left by students; they will be picking items up during April exams. For move-out week we will be using the same e-waste company that we have used in the past. Cages will be placed around campus to collect anything with a cord and they will be monitored and emptied when full. Last year we collected just under 3,000 lbs., the majority of which were old large TVs which can be very heavy. Domenic mentioned E-waste collection during move-out week has been expanded and anyone can drop off items. Used batteries are now being collected at Hamilton Campus. Kevin mentioned that they now use cages rather than skids to collect e-waste; they take up less room and are safer. Domenic said we had approximately 14½ tons last year in total (residence and campus). Please send Tom any numbers that he can include in his annual Green Survey for COU. These numbers would include items that are sold for reuse, which would be counted as a diversion.</p> <p>Jamie will report the results of move-out week at the next meeting.</p> <p style="text-align: center;">OPEN</p>	<p>All</p> <p>Jamie</p>
<p>8.4</p>	<p>Recycling of Disposable Coffee Cups - An Opportunity for Engagement The official launch of the new coffee cup recycling program was held at 11:00 a.m. today at the Student Centre Starbucks outlet. Jeff has written a story for the <i>Brock News</i> which can be read at the following link. http://www.brocku.ca/brock-news/?p=27262. Posters will also be distributed around campus. <i>For additional information on the program, refer to the minutes from the January 23, 2014 meeting.</i></p> <p style="text-align: center;">OPEN</p>	
<p>8.5</p>	<p>Sustainability Website Update/SCC Communications Strategy The Sustainability Website will be launched at 11:00 a.m. today at the Student Centre Starbucks outlet. The website address is as follows: http://www.brocku.ca/sustainabilityatbrock. Tom thanked Meron and Jeff for their assistance in setting up the website and asked that any feedback be sent to either he or Wendy.</p> <p style="text-align: center;">OPEN</p>	<p>All</p>
<p>8.6</p>	<p>Goals and Objectives - Towards a Sustainability Plan No further comments have been received by Tom; please let him know if you have any items to add.</p> <p style="text-align: center;">OPEN</p>	<p>All</p>
<p>8.7</p>	<p>Annual Waste Audit & 2013 Waste Reduction Work Plan – 65% Waste Diversion Target Last year our diversion rate dropped to 60% and we set a target to increase this by 5%. We are happy to announce that we achieved that target with a 65.3% diversion rate. The report will be going to the Capital Infrastructure Committee and copies will be available on the FM and Sustainability websites.</p>	

	<p>Tom suggested setting a goal for next year. Domenic said the norm is between 60 & 65% and it will be difficult to exceed this. Andy thought perhaps the new coffee cup initiative might help. He also asked whether we can measure what we put into recycling, keep track of the plastic bottles and how much they weigh. Domenic said this is already included in the audit. The water bottle count at the filling stations is from date of installation; Dave will look into whether they can be reset in order to get an annual total. A compactor is now available for plastic bottles, similar to the one we use for cardboard. Tom asked what our main focus should be: organics, bottles, recycling; what advice can we provide to the University. Domenic felt the next big thing should be organics and the best way to manage them. We need to build a business case. This will be part of our Goals and Objectives, perhaps tackle a few items and do them well, then move on. Chuck asked how we count skids. Domenic indicated that some are used to bale the cardboard and others are used offsite. They are stored at the barns - not really used as a diversion but are counted as being reused.</p> <p style="text-align: center;">OPEN</p>	Dave
8.8	<p>Ethical Purchasing Policy Review & SCC Input Chuck has been working on this and hopes to have a draft ready for the meeting in May.</p> <p style="text-align: center;">OPEN</p>	Chuck
8.9	<p>Sustainability Logo Feedback The Logo contest suggested at the last meeting was not something the University was open to; only the red logo can be used. Wendy will update at the next meeting.</p> <p style="text-align: center;">OPEN</p>	Wendy
8.10	<p>Case Study: Catering of Lunch & Refreshments As a follow up to the last meeting Domenic prepared a draft 'Catering Recycling Checklist' to see what our dining provider could do to help in our recycling efforts. It lists Pre-catering tips and Clean-up, for example: prepare with less packaging materials; serve on reusable trays rather than disposable trays. Plastic trays are very bulky and usually end up in the recycling. Iain said that their plastic containers usually go missing. If we use china then hot water and soap would have to be used to clean them, which isn't very environmental.</p> <p>Kerrie said she has looked into the cost of manufacturing a china cup compared to polystyrene and found a china cup must be used over 300 times, just based on the production, not the cleaning. China also tends to get stolen or broken. Tom asked everyone to share information on any studies they have been part of, do a one page summary. Kerrie will prepare a report for the China vs polystyrene study, and forward to Tom. We should encourage faculty and staff to use china rather than recyclable dishes. Perhaps a check list could be used by the Admin Assistants. Tom suggested putting something on the web site.</p> <p>Domenic is hoping to have the checklist finalized by the Fall.</p>	<p>All Kerrie</p> <p>Domenic</p>

	<p>Tom asked Mandeep how waste was being handled in Hamilton and asked Domenic if something could be built into the cleaning contract. Hamilton does have a standing organic collection and they are collecting and composting paper towels, green bins have been set up in the bathrooms. This was one of their downfalls, as paper towels were going into the garbage.</p> <p style="text-align: center;">OPEN</p>	
8.11	“Parked” Old Business	
	8.11.1 Sustainability Coordinator	
	8.11.2 Terms of Reference/Committee Charter	
9.0	New Business	
9.1	<p>Sustainability Policy Review Tom requires any input by April 15th in order to update the Sustainability Policy.</p> <p style="text-align: center;">OPEN</p>	All
9.2	<p>Sustainability Planning for a New Goodman School of Business Building & Site Larry noted that it is an exciting time in Facilities Management as we are actively working on the Goodman School of Business. The building is expected to be approximately 110,000 gross square feet in area and will be located immediately south of the Plaza Building. This will be Brock’s first building to be procured through the Design - Build process as opposed to the Design - Bid - Build process that we typically utilize.</p> <p>We are in the final stages of developing with +VG Architects and their sub-consultants, a document known as the Owner’s Statement of Requirements. The process involved a series of interviews with Brock stakeholders i.e. Goodman School of Business Faculty and Staff, Facilities Management staff, IT staff and others and through these interviews a document was developed that identifies key building features, room sizes and details, building finishes, room relationships and finally a schematic floor plan. In addition we have compiled an outline specification. Within the document is a Sustainability Statement along with a Canada Green Building Council, LEED score sheet. We have indicated that the successful Design Build team must achieve LEED Silver Certification and the score sheet lists a variety of categories and items where points can be achieved in an effort to meet the Silver Certification. Prequalified proponents will include a refined score sheet identifying the points their design will be targeting. Evaluation and scoring of Design Build submissions will include the LEED component.</p> <p>Tom asked if there is provision in the RFP that will enable us to improve upon LEED Silver Certification. After committee discussion on this matter the consensus was to maintain the required LEED Silver level without stating “minimum” or “better” as doing so would likely have cost</p>	

	<p>implications. Larry will pass on the preliminary LEED Score Card for committee reference.</p> <p style="text-align: center;">OPEN/CLOSED</p>	Larry
9.3	<p>Earth Hour - Planned Activities</p> <p>Joanne will have information on Earth Hour later this afternoon and will be sending out an email notice listing all areas of participation. There have been a variety of suggestions from Committee members. Jeff will also be putting something on the website. The following departments will be participating:</p> <ul style="list-style-type: none"> • Jamie - Residences will be handing out glow sticks and light switch covers, they also have t-shirts; • Iain - lights will be dimmed in the seating area of Guernsey Market; • Karen - only required lighting will be on. • Scott - lights around the perimeter of the Cairns building will be off, we will walk through the labs to see if any lights can be turned off, and the lights in the greenhouse will be turned off for 1 hour. • Dave - we will be shutting off the lights in parking lots T, U, & V. <p style="text-align: center;">OPEN/CLOSED</p>	Jeff
10.0	<p>Once Around the Table</p> <p>Kerrie offered her assistance to anyone needing help with research or getting information, she has a lot of resources. Domenic indicated he has been working with Kerrie</p> <p>Iain mentioned that Hostess/Frito Lay is now using a reusable “corrugated plastic” box that collapses flat instead of single use cardboard.</p> <p>Kevin had a question regarding the battery collection bins. We currently have 15 bins and he would like to expand the program to more academic departments. The bins are free and quite small; Mail Services, who pick up the bins, visit the departments daily anyway. Chuck thought there might be a limit on the number of free bins. We don’t use many batteries here, but people bring them in from home. Larry said presence creates more awareness so thinks it’s a great idea. Jamie suggested people could put them in a bag or envelope and send them to the Mail Room. Andy said they can be a hazard so must be picked up fairly quickly and should not get wet. Tom asked Kevin to follow up and see how many bins we can get.</p> <p>Scott attended a presentation on energy at the University of Buffalo. One presentation by Darrel Smith from Microsoft was excellent. They have developed over 30 million square feet of property over 15 years and have tried almost every type of vendors’ equipment.</p> <p>Andy was watching Rick Mercer on TV, who was working on a roof, and he was wearing a backpack with a solar panel. This would be a great idea for the Campus Store, students could plug into their backpack to charge items rather than having cords everywhere.</p>	Kevin

11.0	Next Meeting Next Meeting is May 22, 2014 in the Sankey Chamber	All
12.0	Adjournment The meeting was adjourned at 10:50 am and everyone was invited to meet at the Student Centre Starbucks outlet for the release of the 2013 Annual Waste Audit results, the launch of the Sustainability website and the launch of a program to collect and recycle disposable coffee cups.	