

Minutes

Meeting: Brock University Sustainability Coordinating Committee
Place: Sankey Chamber
Date: November 28, 2013
Time: 9:00 - 11:00 am

Present

Name	Representing	Initials
Tom Saint-Ivany (Chair)	Facilities Management, AVP	TS-I
Cassie Kelly	Facilities Management, M&O	CK
Chuck MacLean	Procurement Services	CM
Dan Pozzobon	Health and Safety Officer	DP
Domenic Maniccia	Facilities Management, Custodial	DM
Ed Blasinski	Information Technology	EB
Heather Hill	BUSU	HH
Jamie Fleming	Residences	JF
Jeff Sinibaldi	Media Relations	JS
Joffre Mercier	Office of Research Services	JM
Karen McAllister-Kenny	Recreation Services	KMK
Kate Swiatek	BUSU	KS
Kerri Pickering	Environmental Sustainability Research Centre (ESRC)	KP
Kevin Lawr	Central Receiving & Shipping	KL
Larry Molnar	Facilities Management, CPDC	LM
Mandeep Mukkar Ippolito	FOE, Hamilton	MMI
Scott Johnstone	Facility Manager, Cairns Research Complex	SJ
Wendy Bakker (Rec. Secretary)	Facilities Management	WB
Jason Hammond	CarShare	
Chelsey Cox	CarShare	
Katrina Kroeze	Niagara Sustainability Initiative	

Item #	Discussion	Action
1.0	Welcome Tom Saint-Ivany welcomed guest speakers Jason Hammond and Chelsey Cox from Carshare	
2.0	Confirmation of Agenda No additional items were added.	
3.0	Review of September 26, 2013 Draft Minutes Mandeep Mukkar-Ippolito attended the meeting on September 26, 2013. Wendy Bakker will add her name to the Minutes.	Wendy Bakker
4.0	Calendar of Sustainability Events Water bottle free day. Kerri Pickering will provide more information at the next meeting. Calendar of Sustainability Events <ul style="list-style-type: none"> • Niagara Sustainability Initiative - Crowdsourcing Sustainability @Niagara College NOTL Campus December 2, 2013 • Sustainability Policy Review March 27, 2014 • Earth Hour March 29, 2014 • Earth Day April 22, 2014 • Residences Move-out Week of April 21, 2014 • IMPACT! Youth Conference for Sustainability Leadership: Guelph May 23-26, 2014 • Congress 2014 of the Humanities & Social Sciences @ Brock University May 24 - 30, 2014 <ul style="list-style-type: none"> ➢ 2014 Annual Conference and meeting of the Environmental Sustainability Association of Canada (ESAC) during Congress 2014 	Kerri Pickering
5.0	Careshare Presentation Chuck MacLean scheduled a presentation by Jason Hammond and Chelsea Cox from Community CarShare. <ol style="list-style-type: none"> 1. CarShare is a non profit cooperative started 1998 in Kitchener-Waterloo 2. There are more than 1000 members in multiple areas, including Hamilton, Elmira, Guelph, St. Catharines and soon in London 3. Cars are self-serve, available 24 hours 4. Drivers must be 21 and possess G Class License 5. They have current partnerships with other universities and municipalities 6. City of St. Catharines provided 8 spots around the city 7. Waterloo provides 12 spaces 8. Corporate membership uses Classic and Regular plans 9. Regular plan is \$10 per month/driver 10. \$600 DEPOSIT for first 4 drivers (\$100/driver after) 11. Reduces parking demand 12. 1 monthly invoice 	Information

Option 1 is best plan for Brock

Option One

- Pay the first month's fee in advance
- In subsequent months, 95% of the driving revenue (time and distance fees before taxes) that Community CarShare earns on the vehicle is subtracted from your invoice.
- If the vehicle performs well, you can expect that the monthly amount due will drop all the way to zero.
- Contract periods can be as short as six months or up to two years

Option Two

- Calculate the full monthly fee for a two-year contract period, and take a 20% discount.
- Pay an initial deposit at signing, and the balance due at least 30 days before activating service
- Once everything is up and running, you can move on to your next project and not worry about how the vehicle is performing

Benefits:

- Environmental component - reduce carbon emissions
- Community - be a community leader and demonstrate commitment to sustainability and supporting democratic organizations
- Economical - reduce costs for the university

Questions

1. What are the costs to use the vehicle?

- a) \$4.00 per hour & .30 per km
- b) Full day price is \$20
- c) Overall average is \$6.00 per hour which includes insurance and gas

2. How are you different?

- a) They are non profit and members make the decisions
- b) Naming rights for parking spot = attributed to the location e.g. Brock University, McMaster innovation car or Brock Car

3. Demographics of residences is that most of our students are under 21. What has been the finding of other universities?

- a) Most customers are staff and faculty at universities. CarShare is working with their insurance company to have the age reduced to increase the number of undergraduate drivers.
- b) Average booking is 4 hours long, about 1/3 of the day the car is used
- c) 1/3 of reservations are last minute bookings
- d) 1/3 of reservations are within a few hours
- e) Most trips are made the same day. You can book up to a year in advance. Swipe card provides access to the car to align with booking.
- f) Keys are tethered in the vehicle

4. If the car is damaged, who is liable?

- a) Insurance coverage is 2 million dollars; if the driver is at fault, there is a push to the credit card policy or pay for the damage. If there is a claim, the driver can't drive for 3 years.

	<p>5. How do you track down who is responsible? a) The university is not responsible for minor damage b) Staff track damage to driver whenever possible</p> <p>5. How do you deal with someone not returning the car on time? a) There are stiff penalties, some of which will go back to the driver b) You can extend your reservation if more time is needed c) The car technology screen shows a message advising you if you are late d) In car equipment allows you to extend your time</p> <p>6. What is the minimum commitment for the time frame? a) 6 - 24 months; you can use it as a pilot project b) worse case is 6 months at \$1300 per month for 1 car which would likely be applied in the first month c) all cars are on the path to being self sufficient d) 1 vehicle is in the Carlisle parking space</p> <p>Other comments:</p> <ol style="list-style-type: none"> 1. Many people across Europe are familiar with the Careshare concept as it is common there 2. these are 2 way trips 3. It is a green initiative that will improve our service to students 4. The Sustainability Coordinating Committee endorses it and other groups have to move it forward. Residences and or University Services needs to move this suggested initiative forward. 5. Tom will scan a copy of the brochure and send it to Brian Hutchings 6. The new Associate Director of Strategic Planning may be able to work on this. This is not a revenue generation program, but an interesting concept. Consensus from the group that this is a good initiative, one that University Services and/or BUSU may want to develop especially given the 198 St. Paul Street, 2015 opening downtown. <p style="text-align: center;">OPEN</p>	<p>University Services/BUSU</p>
<p>6.0</p>	<p>Sustainability Awards and Recognition</p> <ol style="list-style-type: none"> 1. Fair Trade Canada - Fair Trade Campus Designation 2. Think Recycle - Certificate of Environmental Achievement (see meeting material attachment) 3. GE Power & Water - Proof not Promises Award 4. GE Power & Water - Return on Environment Award - An automated dosing system samples the water every 5 minutes and adjusts the water treatment chemicals for the CUB cooling towers. Cost to implement was \$22,000 with \$30,000 savings (< 1 year payback). The savings was identified as part of Budget Mitigation efforts. 	
<p>7.0</p>	<p>Reports from Standing and Ad-hoc Sub Committees</p> <p>Annika and Chris sent their regrets that they could not attend this meeting.</p> <p style="text-align: center;">OPEN</p>	

8.0	Old Business	
8.1	<p>Energy Conservation and Demand Management Plan</p> <p>The ECDM draft will be available next meeting for comments and will be presented to the Capital Infrastructure Committee in February 2014. The plan identifies Brock's objectives, baseline consumption (2011) for energy (natural gas, power and water & sewage), as well as a projects listing. The Green Energy Act (O. Reg. 397/11) requires publishing of our ECDM plan and 2012 energy consumption reporting for July 1, 2014. We are also incorporating our commitment with the Niagara Sustainability Initiative targets in the plan as well.</p> <p style="text-align: center;">OPEN</p>	Cassie Kelly/Danny Kasunic
8.2	<p>Electric Vehicle Parking & Charging Station</p> <p>Currently there is no way to monitor the frequency in use of the number of vehicles using the charging station. Larry noticed 3 different vehicles using it. Brock University is not entitled to the MTO \$1,000 rebate. The charging station is on the Sun Country website at http://suncountryhighway.ca/ev-trip-planner/#.Upy3t3Bqe2M</p> <p style="text-align: center;">CLOSED</p>	
8.3	<p>Totally Green Organic Composter & Sheraton Centre Site Visit</p> <p>No further updates than stated in the September meeting minutes. Visits were in Toronto and Niagara Falls. BUSU would like to capture their organics first before trying this initiative. There is no change on the status.</p> <p style="text-align: center;">CLOSED</p>	
8.4	<p>Brock E-Waste Management</p> <p>There have been 3 e-waste shipments to date with minimal revenues. We are working with Hamilton campus to include it there. There are bins there and Mandeep Mukkar Ippolito will post flyers. Domenic, Kevin and Chuck met to gather information. There are 15 locations to drop off items. Wendy and Domenic are working on a flyer that can be used on the website. We have revenue and charges but are working responsibly instead of doing what is cheaper. We would like to go live with the website by January. Hopefully we will have e-waste disposal information for the students to reference. How does this tie in with the ACID form? ITS works to ensure that sensitive information does not stay on the computers.</p> <p style="text-align: center;">OPEN</p>	<p>Mandeep Mukkar Ippolito</p> <p>Wendy Bakker/Domenic Maniccia/Kevin Lawr</p>
8.5	<p>Recycling of Disposable Coffee Cups - An Opportunity for Engagement</p> <p>Since the last meeting when Domenic showed the prototype, the cost from the manufacturer went very high. Another supplier is being considered. We can get them now for \$10 each for 144 total. They will be in every lounge and kitchen area.</p>	

	<p>Is there any follow up with October events? We did not promote it much because of the delay in getting the bins. The next steps. We did approach TDL for the larger cans in the hallways. The units will be in in the next month or two. Jeff and Domenic will do a story to raise awareness.</p> <p>Who is responsible for collecting the coffee cups? The custodians will collect the cups from the designated units.</p> <p>Heather brought up the issue of using styrofoam coffee cups and Domenic said they do take them but not for organic collection.</p> <p>Clarification needs to be made to custodial as to who looks after what. Signage may be required to clarify which garbage is looked after and when. BUSU and Applied Health Sciences need clarification on what custodial picks up.</p> <p style="text-align: center;">OPEN</p>	<p>Domenic Maniccia/Jeff Sinibaldi</p>
<p>8.6</p>	<p>Not allocated.</p>	
<p>8.7</p>	<p>CFHBRC Energy Consumption</p> <p>Final commissioning of the building’s BAS (Building Automation System) was completed in September, 2013. There are over 100 fume hoods, each one using the equivalent airflow of a 2000 SF home. The building is designed to Federal requirements for minimum air exchange. There are a number of human element actions that we are implementing. The first one is to close fume hood sashes when the hood is not required to be open. Although the hoods have “automatic sash closers”, we are having problems with this new technology.</p> <p>“Grab the Sash” is an initiative recently put into practice to encourage closing the fume hood, which then reduces energy costs. We monitor the hoods in the labs: The lab with the best record of closed hoods receives a pizza party. There had been a 20% compliance in over the preceding 2 months. We have seen 90% compliance so far, and are targeting 95% compliance.</p> <p>The building was designed to LEED Silver (Leadership in Energy and Environmental Design), which calls for a reduction in energy usage of 25% for a conventional building. For example, the new animal cage washing equipment uses 95% less water, by re-using rinse water as the pre-rinse for the next load.</p> <p>Recently, we have started an <i>ad hoc</i> committee and have made a listing of 25 actions to reduce the energy usage.</p> <p style="text-align: center;">CLOSED</p>	
<p>8.8</p>	<p>Current & Future Water Bottle-filling Stations</p> <p>9 new water filling stations have been recently installed, for a total of 21 bottle filling stations. Eight of the units were paid for by BUSU, with Facilities Management covering the installation costs. Residence has identified 2 more stations that they will pay for to be installed for the new year. Wendy has updated an interactive campus map that shows the location of the units. Jeff Sinibaldi will send out a Brock</p>	<p>Jeff Sinibaldi</p>

	<p>news story about this initiative. The units have a counter that tracks “fills” with each 250 ml fill counted as “1 bottle”.</p> <p style="text-align: center;">OPEN</p>	
8.9	<p>Sustainability Website Update/SCC Communications Strategy</p> <p>The goal is to have the Sustainability website up after next meeting.</p> <p style="text-align: center;">OPEN</p>	Wendy Bakker
8.10	<p>SCC Goals and Objectives Towards a Sustainability Plan</p> <p>Communications Strategy:</p> <ol style="list-style-type: none"> 1. Audit Successes - we need to communicate the audit and non-hazardous waste successes. We need to achieve 65% capture and to communicate it clearly and succinctly. We need to think how people behave and use things. 2. Cairns Utility Consumption - we need to convey fact verses perception. How we use energy in Cairns building? Simple and clean. Possibly a “Did You Know Presentation”. We need to get the word out. <p>Sustainability Plan to include these two key communications areas.</p> <p style="text-align: center;">OPEN</p>	<p>All</p> <p>Cassie Kelly/Scott Johnstone</p>
8.11	<p>Annual Waste Audit & 2013 Waste Reduction Work Plan - 65% Waste Diversion Target</p> <p>The campus and satellite audits were completed in mid November and the results will be available at the next SCC meeting. The audit will show what is being done well and what areas need improvement. Some areas are showing a very poor performance. Communication is important. Everyone’s help is required to pitch in. A report will be presented to the Board in April, 2014.</p> <p style="text-align: center;">OPEN</p>	Domenic Maniccia/All
8.12	<p>Ethical Purchasing Policy Review & SCC Input</p> <p>Ethical Purchasing Policy -</p> <p>Chuck will take the existing policy for the group to review. Policy and procedures needs to be separate. Scott Johnstone questioned if this is something we will need contractors to sign. Chuck said historically it has been towards food, with clothing; we ensure the language integrated into the RFP. We don’t have control over separate clubs e.g. BUSU’s purchase for t-shirts.</p> <p style="text-align: center;">OPEN</p>	<p>Chuck MacLean</p> <p>Campus Store Manager/Iain Glass</p>
8.13	<p>“Parked” Old Business</p> <p>Sustainability Coordinator Terms of Reference/Committee Charter</p>	

9.0	New Business	
9.1	ITS server Replacements Currently ITS does not have a good measurement of how much power is used. There are 5 different panels in the computer room. FM will monitor the usage in the next few weeks and then compare the usage compared to the new server, when it is fully functional. Significant savings are expected. <p style="text-align: center;">CLOSED</p>	Cassie Kelly
9.2	Stewardship Ontario Fees <ul style="list-style-type: none"> • There is a cost to sustainability. Some initiatives have a cost, while some “net out”. For example: Environment Health and Safety pays \$3,500 per year for the Stewardship Ontario Fee, Facilities Management pays \$2,000 annually for NSI membership. • Facilities Management looks after non hazardous waste. This also includes handling of the paper bags in the bookstore, printed materials distributed as part of promotion through the university. • Through ITS, Brock pays an environmental fee of \$350 on each photocopier purchase. <p style="text-align: center;">CLOSED</p>	
9.3	Bill 91 Bill 91 is an act to establish a new regime for the reduction, reuse and recycling of waste and to repeal the Waste Diversion Act, 2002 2 nd Reading. The 2002 waste reduction act has not been successful. While the majority of the province is at only 25% diversion rates, we are at 60%. Residential diversion is around 25%. Each producing company should be responsible for disposing of their products. <p style="text-align: center;">CLOSED</p>	
9.4	COU Going Greener Update and Feedback The report and results were sent out at other meetings. Is July the right time or should it be January through December? Everyone is encouraged to review the survey questions. <p style="text-align: center;">CLOSED</p>	All
10.0	Once-Around the table	
10.1	Sharing and Updates of Sustainability Practices, Activities and Initiatives <ul style="list-style-type: none"> • Jamie - Dept. of Residences. On Dec. 18, all students will leave. Residences are able to save on energy costs by ensuring that windows are shut, and temperatures are turned down. 	

	<ul style="list-style-type: none"> • Cassie - We have received incentives from Horizon Utilities and Enbridge over the past year. For example we received \$107,000 from Horizon Utilities and will receive \$7,000 from Enbridge for the recent lighting conversion on the main Campus. Enbridge “forgave” about \$24,000 in lower gas consumption (from the co-gen plant) due to for the 6,200 lights that were converted to more energy efficient type. We will also receive: Walker Aquatic lighting retrofits- \$7,000, and Schmon Tower canopy lighting conversion - \$2,000. • Karen - there is now a battery and disposal spot in Recreation Services. • Tom - <ul style="list-style-type: none"> ✓ On a suggestion/e-mail intro from a former trustee, Nick D’Amico (a Brock Grad) will present at the January meeting on waste management and recycling. ✓ The Sustainability Policy will be reviewed at March meeting. 	Tom Saint-Ivany
11.0	Next meeting: Thursday, January 23, 2014 in the Sankey Chamber	
12.0	Adjournment	