

**The University of Winnipeg
Campus Sustainability Council Meeting MINUTES
February 26th 2013, Board Room, 9th Floor Rice
9:00-10:00 am**

Present	Regrets	Name	Present	Regrets	Name
X		Alana Lajoie-O'Malley (notes)		X	Liz Williams
	X	Michael Emslie	X		Jacob Nikkel
X		Michael Dudley		X	Lydia Warkentin
X		Andrée Forest	X		Len Cann
X		Thomas Aitken	X		Kyle MacDonald
X		Allan Amundsen	X		Jeff Palmer
	X	Lena Yusim	X		Laurel Repski

Item	Subject	Discussion	Next Steps	Responsibility	Deadline
1	Agenda				
		Motion to approve: Thomas Second: Laurel	Agenda	All	Approved
2	Minutes				
		Review Minutes (including IAP update) *minutes, including IAP doc, to be posted to CSO website* Motion to approve: Andree Second: Allan	Dec 11 th Minutes; Dec 11 th Sustainability IAP Status Tracking document	Alana	Approved
3	Climate Action Plan (CAP)				
		The Draft CAP was passed on to the President's Office for approval. Alana received further advice from Manitoba Hydro with respect to weather adjustments and was able to improve these further prior to passing the document on.	Post on CSO website once approved by the President's Office	Alana	As soon as approval is confirmed.
4	Campus Sustainability Recognition Award				
		Nomination deadline was extended – few nominations. Members of the awards selection committee: Len & Thomas	Alana to find faculty representative; CSRA	Alana/Selection committee	CSRA selection

			selection committee to meet		complete by April 15
4 Provincial Consultation on an updated 'Sustainable Development Act' (SD Act)					
		<p>Background - Province did Tomorrow Now consultation, have needed to do this for some time. A number of NGOs have been working on feedback. The Act does have a larger impact on the University than it does to the NGOs, as it has provisions that apply specifically to universities. How would a new Act contribute to our processes?</p> <p>Alana has drafted some initial comments. But we now have more flexibility to add further comments. In 2005 Mark Burch determined that there was no real clarity in the existing Act as to what compliance might mean. No way to measure it.</p> <p>What should we focus on in our response -- what affects us or general feedback? Might be too complex to do both. We could organize a roundtable capturing both internal processes and broad critiques. Probably the week after next. We should develop some specific questions for stakeholders to address. Council members should review submissions. We should get a faculty member - maybe Alan Diduck - to offer an information session. Chris Leo might be available. Ken Gibbons? Could we get some student support? Perhaps we should organize subgroups to address certain questions. Call for participation and comments should make specific reference to wording in the existing Act pertaining to universities.</p> <p>Questions: (to operational depts)</p> <ol style="list-style-type: none"> 1. Have you encountered existing act? 2. What changes in the Act would help? <p>Other questions to be developed aimed at faculty and students.</p>	<p>Circulate questions to operational departments; contact potential faculty to facilitate a round-table discussion with students and other staff; circulate draft to Council for further comment prior to March 21st deadline.</p>	Alana	Submission deadline: March 31
5 Progress Updates (as time permits)					
5a	Waste Reduction & Procurement	Revised IAP: APPROVED	Implement revised IAP	Allan. (Alana to provide support)	See IAP

		<p>Motion to approve: Laurel</p> <p>Second: Michael Dudley</p> <p>Discussion:</p> <p>Our travel agent will be reporting location, dept name and miles travelled. Purpose will be important to capture. Also tracking local versus distance purchases. However 65% of purchases are not through purchasing. What about the bookstore? What is its footprint? What about clothing and other merchandise? Through the Fair Trade committee we may get a better idea. This is the trouble with arm-length entities on campus. Having them sign contracts saying that they'll comply with university policies is never an easy thing. Can't easily get a contract signed that includes that. ("green leases"). We don't have an internal process to enforce these if there were to be an issue.</p> <p>We're now using 100% post consumer recycled paper in the printing shop. Could have MB straw-based paper soon.</p> <p>Textbooks: print-off versions of texts especially smaller ones, so they don't need to be shipped, could be printed locally.</p> <p>The "vendor code of conduct" needs to be discussed -- other institutions generally phrase these as "motherhood statements".</p>		as needed)	
5b	Energy Retrofit	NOT DISCUSSED		Kyle, Len	
5c	Capital Development	NOT DISCUSSED		Jeff, Alana	
5d	Admin Systems	NOT DISCUSSED		Lena, Alana	
5e	Academics	NOT DISCUSSED		Michael Dudley, Alana	
5f	Governance	NOT DISCUSSED		Alana, Laurel	
5g	Communications	GrassRoutes festival: workshops, fix your own, make you own, socially responsible investing. Students creating a video essay on			

		what the "good life" means within various disciplines. Video will be on YouTube channel. Photo club also involved.			
5h	Waste Diversion	NOT DISCUSSED		Len	
5i	Washroom Retrofit	NOT DISCUSSED		Len	
5j	Transportation	NOT DISCUSSED		Alana, Jeff/Allan, Jacob, Andree	
6	Next Meeting	Set time for next meeting			

Sustainability Initial Action Plan Status Tracking

red=note challenge;
green=current solution
to challenge

Target Area	Action	Start Date	Deadline	Budget	Responsibility	February 26 2013 Status/Notes
Waste Reduction & Procurement	Increase post-consumer content of all paper products purchased on campus (pending quality testing, increase to: 50% post consumer content for office paper and letter head; 100% recycled content for business cards).	01-Apr-12	31-Mar-12	TBD	AVP Finance & Comptroller; Purchasing Agents; Coordinator, Printing & Parking	Exceeded target: New shipment of FSC certified 100% post consumer fibre Certified EcoLogo, Processed Chlorine free paper manufactured using biogas energy received. This represents a saving of approximately 1389 trees per year.

Waste Reduction & Procurement	Investigate options for Mass/Volume/Composition based procurement tracking system: Hire summer student to develop basic tracking tool.	01-Apr-12	01-May-12	\$7000 (Purchasing Department summer student)	AVP Finance & Comptroller; Manger, CSO	Ongoing progress to improve tracking. EPEAT certifications of computer purchases are being tracked, air travel data is being received from our travel agent, office supply data is being tracked. Other data tracking systems under discussion. Target timeline for new indicators is end of March 2013.
Waste Reduction & Procurement	Investigate options for Mass/Volume/Composition based procurement tracking system: Assess feasibility of implementing basic tracking tool.	01-Sep-12	01-Dec-12	TBD	AVP Finance & Comptroller; Manger, CSO	See above
Waste Reduction & Procurement	Revised administrative policies relative to procurement reflect better practices in sustainable procurement practices.	01-Apr-12	31-Mar-13	Within existing budgets	AVP Finance & Comptroller; Purchasing Agents; Manager, CSO	Sustainability content recommendations included in proposed draft procedure. Next steps: procedure to be reviewed by the University's Senior Executive Group.
Waste Reduction & Procurement	Investigate opportunities to replicate Diversity Foods model for other areas of campus operations.	01-Feb-12	31-Mar-13	Within existing budgets	Manager, CSO	Class project in the Faculty of Business and Education investigating potential business

						models for a social enterprise cleaning company.
Waste Reduction & Procurement	60% of University computer purchases EPEAT Gold Certified.	01-Apr-12	31-Mar-13	Within existing budgets	AVP Finance & Comptroller; Purchasing Agents	Director, Purchasing tracking computer purchases. Current compliance under review. Target date for improved indicators and data tracking is end of March 2013.
Waste Reduction & Procurement	Develop a vendor code of conduct outlining UW expectations for environmental and social responsibility.	01-Apr-12	31-Mar-13	Within existing budgets	AVP Finance & Comptroller; Manager, CSO; Purchasing Agents	Under review, new Purchasing action plans includes plan to further investigate this option.
Waste Reduction & Procurement	Incorporate 'disposal' clause into RFP's for purchases as appropriate.	01-Apr-13	31-Mar-14	Within existing budgets	UW Purchasing Agents	Under review, recommended course of action to be reflected in new Action Plan for procurement.
Waste Reduction & Procurement	Negotiate product discounts for greener office supplies in office supply contract.	01-Jan-13	31-Mar-14	Within existing budgets	AVP Finance & Comptroller; Purchasing Agents	Replaced with: "Identify greener office supply options as priority products for UWinnipeg office supply orders." in Action Plan.

Waste Reduction & Procurement	Ensure CSO participation in selection and implementation of new financial/resource management system.	01-Apr-14	31-Mar-15	TBD	AVP Finance & Comptroller; Manager, CSO	Not yet started.
Waste Reduction & Procurement	75% of University computer purchases EPEAT Gold Certified.	01-Apr-14	31-Mar-15	Within existing budgets	AVP Finance & Comptroller; Purchasing Agents	Not yet started.
Waste Reduction & Procurement	90% of University computer purchases EPEAT Gold Certified.	01-Apr-15	31-Mar-16	Within existing budgets	AVP Finance & Comptroller; Purchasing Agents	Not yet started.
Waste Reduction & Procurement	Investigate options for Mass/Volume/Composition based procurement tracking system: Refine tool as required.	01-Oct-12	Ongoing	Tool implementation within existing budgets.	AVP Finance & Comptroller; Manger, CSO	Not yet started.
Waste Reduction & Procurement	Maintain commitment to purchase 100% EcoLogo certified cleaning products.	Ongoing	Ongoing	Within existing budgets	Director, Physical Plant	Challenges related to compliance, see annual report. Issue to be addressed as part of waste diversion & general custodial issues problem solving meetings; however, current focus on these meetings is address ongoing challenges related to waste servicing. Waste servicing issues are

						close to being addressed. Once this is complete, efforts will turn to this challenge.
Waste Reduction & Procurement	Green Office Certification program includes criteria for waste reduction.	NA	See Goal #8	See Goal #8	Manager, CSO	Criteria included.
Waste Reduction & Procurement	Student peer-to-peer waste reduction education programming in place.	NA	See Goal #9	See Goal #9	Manager, CSO	Not yet started.
Waste Diversion	Recycling bins in all classrooms, hallways, and offices throughout campus.	01-Jan-12	31-Mar-12	External funding	Manager, CSO; Director, Physical Plant	Classrooms complete; ongoing bin servicing & collection challenges have stalled progress on waste diversion initiatives. Issue being addressed as part of waste diversion & general custodial issues problem solving meetings. Progress has been made on maps for new bin locations and proposed new servicing plan. Funds required to purchase new bins for main campus. Timeline: April 2013.

Waste Diversion	Zero stand-alone garbage bins on UW campus.	01-Jan-12	31-Mar-12	External funding	Manager, CSO; Director, Physical Plant	Bins removed over summer months; however, many have reappeared. Ongoing bin servicing & collection challenges have stalled progress on waste diversion initiatives. Progress has been made on maps for new bin locations and proposed new servicing plan. Funds required to purchase new bins for main campus. Timeline: April 2013.
Waste Diversion	Establish UW as community battery recycling drop off location.	01-Jan-12	31-Mar-12	Within Existing Budgets	Manager, CSO	Done.
Waste Diversion	Improved waste, recycling, and composting volume tracking system in place.	01-Feb-12	31-Mar-13	TBD	Manager, CSO; Director, Physical Plant	Waste weights data collection re-established; better weighted-average for compost bins still required.
Waste Diversion	Compost collection sites in all food service areas and main thoroughfares.	01-Apr-12	31-Mar-13	TBD	Manager, CSO; Director, Physical Plant	Ongoing bin servicing & collection challenges have stalled progress on waste diversion initiatives. Issue being addressed as part of waste diversion & general custodial issues

						problem solving meetings. Maps for new bin locations and proposed new servicing plan are under development. Timeline: April 2013.
Waste Diversion	Establish UW as community E-Waste drop off location.	01-Apr-12	31-Mar-13	Within Existing Budgets	Manager, CSO	Stalled. Key challenge: location.
Waste Diversion	Office-sized compost bins in place in 40% of department offices.	01-Apr-13	31-Mar-14	TBD	Manager, CSO; Director, Physical Plant	Not yet started.
Waste Diversion	Office-sized compost bins in place in 60% of department offices.	01-Apr-14	31-Mar-15	TBD	Manager, CSO; Director, Physical Plant	Not yet started.
Waste Diversion	Green Office Certification program includes criteria for composting, recycling, e-waste, and battery waste.	NA	See Goal #8	See Goal #8	Manager, CSO	Criteria included.
Waste Diversion	Student peer-to-peer waste stream education programming in place.	NA	See Goal #9	See Goal #9	Manager, CSO	Not yet started.
Transportation	Tracking system in place for GHG impacts from commuting to and from campus.	01-Apr-12	01-Dec-12	TBD	Manager, CSO	Initial research completed over summer 2012; student project over winter term. No progress to report, potential delay until summer 2013.

Transportation	UW established as car co-op site.	01-Apr-12	31-Mar-14	Within existing budgets	Manager, CSO	Surveys reviewed, very little demand demonstrated. On this basis, this project has been set aside.
Transportation	UPass and EcoPass transit options revisited as opportunities arise.	as possible	As possible	TBD	Manager, CSO	UWSA currently investigating potential private sponsors of this initiative.
Transportation	Adequate bicycle parking in place in all UW buildings.	ongoing	Ongoing	Within existing budgets	Manager, CSO	No new racks over winter.
Transportation	Ongoing UWSA Bike Lab programming in place.	ongoing	Ongoing	UWSA budgets	UWSA Outreach & Special Projects Coordinator	Regular hours in place & number of programs in the community. Tracking in the BikeLab still delayed but progress being made.
Transportation	Sustainable commuting criteria incorporated into Green Office certification program.	01-Apr-12	See Goal #8	Within existing budgets	Manager, CSO	Criteria included.
Governance	Deliver a written submission to The University of Winnipeg Strategic Review consultation process.	01-Dec-11	13-Jan-12	Within existing budgets	Campus Sustainability Council; Manager, CSO	Done.

Governance	Register UWinnipeg to report GHG emissions through The Climate Registry.	01-Feb-12	31-Mar-12	Within existing budgets	Campus Sustainability Council; Manager, CSO	Registered. Report to be filed by end of June 2013.
Governance	In compliance with College & University Presidents' Statement on Climate Change Action, publish UWinnipeg Climate Action Plan.	01-Feb-12	01-Apr-12	Within existing budgets	Campus Sustainability Council; Manager, CSO	Weather adjustment method improved and report presented to the President for final review. Ongoing revision to reflect best practice required.
Governance	Become participating member of STARS (Sustainability Tracking Assessment & Rating System): Register	01-Feb-12	31-Mar-13	Within existing budgets	Campus Sustainability Council; Manager, CSO	Regular meetings ongoing. Manager, CSO attended Senate meeting to request a Senate representative on committee. Senate approved request. Next steps: identify a senator.
Governance	Become participating member of STARS (Sustainability Tracking Assessment & Rating System): First Report	01-Oct-12	31-Mar-13	Within existing budgets	Campus Sustainability Council; Manager, CSO	Registration will be delayed to ensure proper consultation with Senate. See above for further detail.
Governance	Review sustainability performance indicators for data collection feasibility, clarity, concision, and STARS compatibility.	01-Apr-14	31-Mar-15	Within existing budgets	Campus Sustainability Council; Manager, CSO	Not yet started.

Governance	Review sustainability policies for greater integration into other campus policies, completion, clarity, and concision.	01-Apr-14	31-Mar-15	Within existing budgets	Campus Sustainability Council; Manager, CSO	Not yet started.
Governance	Become participating member of STARS (Sustainability Tracking Assessment & Rating System): Second Report	01-Apr-15	31-Mar-16	Within existing budgets	Campus Sustainability Council; Manager, CSO	Not yet started.
Air, Energy, Land & Water	Utility data for owned and leased space is collected directly from utility providers.	01-Feb-12	31-Mar-12	Within existing budgets	Chief Engineer, Physical Plant; Manager, CSO	CSO working on establishing a Master Billing process for the University to ease data flow. Contact information for contacts for leased space has been compiled. Next steps: finalize mater billing and work with contacts for leased space to secure utility data.
Air, Energy, Land & Water	Water consumption tracking challenges addressed.	01-Feb-12	31-Mar-12	Within existing budgets	Chief Engineer, Physical Plant; Manager, CSO	Many challenges addressed. Need to determine a way to better align reporting cycle with billing cycle. SMART METERS?

Air, Energy, Land & Water	Develop & implement UWinnipeg-specific 'Green Building Standards' to apply to all new building projects.	01-Feb-12	30-Jul-12	Within existing budgets	Director, Community Renewal Corporation; Manager, Campus Sustainability Office	Contractor Brief & Green Building Dashboard established. Manager, CSO has had meetings with Field House building team to ensure/monitor implementation. Challenges related to integrating this process with value engineering process. Field House Energy Model suggests higher GHG emissions than hoped for.
Air, Energy, Land & Water	Washroom retrofit project complete.	01-Jan-12	31-Mar-13	Within existing budgets	VP, Finance & Administration; Director, Physical Plant	Ongoing progress. Lockhart, and Manitoba Hall currently being worked on. Note delay.
Air, Energy, Land & Water	Phase I Control, ventilation, and heating system changes to existing buildings (1200T CO2e) completed.	01-Apr-12	31-Mar-13	\$2.5 M, 7-9 year ROI	VP, Finance & Administration; Director, Physical Plant; Controls Technician, Physical Plant	On track. Novitherm project has been re-evaluated and replaced with 3 other projects to offer more reliable GHG reductions. Details on file in CSO.

Air, Energy, Land & Water	PHASE II Control, ventilation, and heating system changes to existing buildings (1200T CO2e) completed.	01-Apr- 15	31-Mar-15	\$2.5 M, 7-9 year ROI	VP, Finance & Administration; Director, Physical Plant; Controls Technician, Physical Plant	\$1.9M Grant secured from the Council on Post-Secondary Education. Budget secured should enable the full completion of Phase II. Manager, CSO investigating potential further steps. Manitoba Hydro will be completing thermal imaging of existing buildings to help identify building envelope improvement opportunities.
Air, Energy, Land & Water	Ensure that all new building acquisitions undergo an evaluation of their impact on the energy and GHG profile of campus.	01-Feb- 12	Immediately/Ongoing	Part of capital development budgets	Director, Community Renewal Corporation	GHG evaluation criteria included in draft procurement procedure.
Air, Energy, Land & Water	Green Office Certification program includes criteria for water, energy & GHG reduction.	01-Feb- 12	See Goal #8	See Goal #8	Manager, CSO	Criteria included.

Admin Systems	Green Office Certification in Place	01-Feb-12	01-Sep-12	\$10,000 for program development; Ongoing costs TBD, sources of funds will include work study program	Manager, CSO	Pilot launched in fall 2012, 2 participating offices (Human Resources & VP-Academic/Dean of Arts office). Scheduling challenges through the fall. English Language Program has joined the pilot.
Admin Systems	Sustainability related professional development needs are identified.	06-Jan-12	31-Mar-13	TBD	Manager, CSO	CSO staff to review content from Leith Sharp PD day and develop formal plan by January.
Admin Systems	Needs assessment of administrative systems tools for greening processes complete.	01-Jun-12	31-Mar-13	TBD	Manager, CSO	CSO staff to review content from Leith Sharp PD day and develop formal plan by January.
Admin Systems	Action plan developed and rolled out based on needs assessment of administrative systems tools for greening processes complete.	01-Apr-13	01-Sep-13		Manager, CSO	Not yet started.
Admin Systems	Action plan developed and rolled out based on needs assessment of sustainability related professional development needs.	01-Apr-13	01-Sep-13	TBD	Manager, CSO	Not yet started.

Admin Systems	Revised Green Office Certification Launched (incorporate needs assessment data and plans).	01-Apr-13	01-Sep-14	\$10,000 for program development; Ongoing costs TBD, sources of funds will include work study program	Manager, CSO	Not yet started.
Academics	Establish means of tracking STARS academic indicators.	01-Apr-12	31-Mar-13	Within existing budgets	Manager, CSO	STARS academic committee established & two meetings held. See minutes of meeting for further detail.
Academics	Student peer-to-peer co-curricular education programming in place.	01-Apr-13	01-Sep-14	\$10,000 for development; Ongoing costs TBD	Manager, CSO	Not yet started.
Academics	Provide opportunities for students to engage in campus-based sustainability learning through the CSO.	Ongoing	Ongoing	Within existing budgets	Manager, CSO	6+ students currently working on campus-based projects through CSO. Demand exceeding capacity to support projects.