Motion re: Five year Plan for Sustainability

Whereas the SSMU is committed to sustainable practices and leadership, on our campus, Canada and the world;
Whereas we require a long term plan with which to set and benchmark goals;
Be it resolved that the following, the five year plan for sustainability be adopted as official policy of the SSMU.

Moved by: Kay Turner
Seconded: Nadya Wilkinson

Five Year Plan for Sustainability

In light of the sustainability assessment that was conducted of the SSMU during the year of 2007-2008, the SSMU has been given a comprehensive analysis of its strengths and weaknesses regarding the environmental sustainability of its building and operations. The Five Year Plan for sustainability is a clear, focused, and specific plan for implementing the recommendations of the sustainability assessment and more by establishing strong yet realistic goals for achievement. The Five Year Plan and its implementation works to harness the enthusiasm and ingenuity of students in creating a culture of environmental sustainability at McGill University.

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1.0 Reporting Structure and Enforcement

The responsibility for accomplishing the goals within the Five Year Plan (F.Y.P.) falls largely on the SSMU Environment Committee. This added responsibility necessitates the creation of a FYP working group within the Committee.

Five Year Plan Working Group

The FYP working group will consist of one EC, six goal coordinators, and any interested volunteers.

The EC will be the chair of the working group. It is responsible for overseeing the progress of the working group, providing its knowledge and resources to them, and taking an active role in the group's efforts whenever possible.

Each Coordinator is responsible for overseeing the implementation of the goals under their respective executive's portfolio. They will act as a liaison to their respective executive members. The coordinators however are not limited to working only on the goals of their own portfolio, and are free to choose goals for action at their complete discretion regardless of which portfolio their title falls under. The working group will choose goals and work on accomplishing them collectively.

The coordinators are likely to possess strong communication skills, are able to confidently conduct meetings and interviews, and have a good knowledge of the workings of SSMU and the Shatner building. The coordinators will be chosen by the President with the strong advice of the Environment Commissioners. The titles of the coordinators are as follows (in no particular order):

- **President Portfolio Coordinator**
- **VP External Portfolio Coordinator**
- **VP Finance & Operations Portfolio Coordinator**
- **VP Clubs & Services Portfolio Coordinator**
- **VP Internal Portfolio Coordinator**
- **VP University Affairs Portfolio Coordinator**

The volunteers of the working group will work alongside the coordinators in choosing and fulfilling the goals of the F.Y.P. Their roles are identical to those of the coordinators except that they are not required to act as the liaison between the working group and the members of the executive. This is done in order to prevent issues from being discussed with the executive members multiple times, and to respect their limited availability.

Each member of the SSMU executive is responsible for ensuring that the goals under their portfolio are accomplished by the F.Y.P. working group. They must be in regular communication with the F.Y.P. coordinators to check the progress of the goals that are being undertaken under their portfolio.

The F.Y.P. working group will use the goal rubric to record the achievement of all of the goals to establish institutional memory and to provide accountability. The members of the executive may use the rubric for their reports to council.

The members of the SSMU executive will conduct a "F.Y.P. Report to Council" once per semester with the environment commissioners or F.Y.P. Coordinators to update the SSMU council on the progress and accomplishments of the goals under their portfolio.

2.0 GOALS FOR SUSTAINABILITY
Note: Certain goals have been labelled with a "VH" symbol. This symbol indicates that the respective goal has a "very high" time commitment, and should be undertaken early so as to complete them within five years.

2.1 PRESIDENT

Waste Management
1. Institutionalize the Plate Club within the Shatner building, which would include the creation of a work-study position, the regular use of re-useable dishware by the cafeteria vendors, the consistent use of the dishwasher in the Shatner cafeteria, and the use of reusable beer mugs for some major SSMU events. [VH]

2. Install compost collection bins in all SSMU offices, and extend the scope of the "properly use" clause in by-law III, article 14.2 to include proper recycling and composting practices. This must be combined with an assessment of group offices to insure compliance with these regulations.

3. In order to maximize recycling efforts and decrease contamination, SSMU must install very clear and durable signs of what can be recycled and where different materials should be placed. This includes electronic waste and batteries.

Hiring
1. Hire a Green Building Coordinator for the Shatner building.
   - Focus on liaison with McGill for infrastructural upgrades increasing efficiency of electricity, heat, and water use.
   - Be on call to do operations-related research – e.g. on student-run food, institutionalization of the Plate Club, conducting lighting surveys, etc.
   - Be funded through the Green Fund (stipend per semester).
   - Be responsible for auditing clubs & services offices.
   - Work in liaison with building managers, porters, and be an official member of the SSMU Environment Committee.
   - (See appendix I for more detailed description)

2. Hire a Green Events Coordinator for the SSMU
   - Minimize the environmental impact of events that are SSMU organized or funded.
   - Facilitate the leadership, creation and establishment of the Green Events Service.
   - Audit events to determine their environmental impact.
   - Update and disseminate the Green Events Guide to event organizers and planning committees.
   - (See appendix I for more detailed description)

2.2 V.P. INTERNAL

Events

1. All SSMU events and all events held in Shatner serving wine must purchase wine from a "sustainable wine list". The list should be compiled by the McGill Food Systems Project and be comprised of the most sustainable and affordable wine choices (e.g. locally grown, organic). Exceptional circumstances should be referred to the SSMU Environment Committee for approval.

2. The following proposed bylaw changes to require recycling at all events, monitored by the porters and by the VP Clubs and services.

   REVISING BY-LAW III ARTICLE 2
   2.3 Event organisers must properly manage their waste at events; organisers must separate garbage from recyclables and compost, reuse as many materials as possible, and reduce their overall resource use.

   2.7 Any violations of these regulations shall be reported by the building porters, and/or security personnel and/or any member of the society to the Vice President (Clubs & Services).

   2.5 Organisers that fail to abide by the regulations contained in this section may be penalized at the discretion of the Vice President (Clubs & Services) and/or Executive Committee.

3. Establish a Green Events Service, existing as a mandatory environmental consulting and auditing service for large SSMU events. A green coordinator/consultant must be appointed in order to help maximize sustainability for Four Floors, OAP, SnowAP, Frosh (or any of their replacement events) and all major events occurring within the Shatner Ballroom. [VH]

4. The SSMU must annually update a Green Events Guide which outlines standards and resources for clubs and services. This guide should be made available to all students, preferably in electronic format. The VP Clubs & Services and the Environment

Commissioners shall be responsible for the distribution of the Guide.

5. Environmental awareness must be taken into account when hiring all events staff (e.g. Frosh leaders, Snow AP coordinators, etc). All such staff should be made aware of the SSMU's sustainability policy before signing their contracts. Include in the contract that they have read and will uphold the principles of the SSMU's sustainability policy and the five year plan for sustainability.

6. All SSMU-organized and SSMU-funded events must do their utmost to find alternatives to bottled water. To this end, SSMU must create infrastructure (e.g. water coolers, glasses, water bottles) to support event organizers in this endeavor. The VP Internal shall work with the VP Clubs and Services and the Environment Commissioners to distribute information concerning bottled water to all clubs and services, and make this information available to members of the McGill community.

2.3 V.P. UNIVERSITY AFFAIRS

Energy
1. Work with the McGill Strategic Energy Plan to have Shatner metered to record energy consumption so that we may establish concrete data benchmarks to encourage future energy reduction initiatives. Facilitate this through connections with the Office of Sustainability and the SSMU Environment Committee.

2. The President of the SSMU should attempt to work with McGill to reach an agreement that allows the SSMU to benefit financially from SSMU-funded and SSMU-initiated energy-efficiency initiatives, without punishing the SSMU with the full extent of our energy burden. This can be done through a re-negotiation of the lease agreement. [VH]

3. Increase the SSMU's control over heating and cooling temperatures, as temperatures inside Shatner are sometimes 4 to 10 degrees Celsius off of the suggested ambient temperatures of 27 degrees Celsius in the summer and 21 degrees Celsius in the winter.

4. Represent the sustainability concerns to the McGill administration, including advocacy for the elimination of bottled water from campus, the institutionalization of reusable plates, energy saving measures, increased teleconferencing and decreased travel, and similar.

2.4 V.P. CLUBS AND SERVICES

Lighting and Building
1. Anticipate renovations in Shatner ahead of time and make the appropriate sustainable lighting designs and requirements to give contractors or architects.

2. Work with renovators to keep the range of lamps and types of bulbs down to a manageable number (currently over 50 different types of bulbs) to promote cost effective bulk purchasing of energy efficient bulbs.

3. Work with the McGill Strategic Energy Action Plan and the Sustainable McGill Project to conduct a lighting survey of Shatner. Use the results to form the basis for eliminating over lit areas, and installing energy efficient bulbs and motion sensors for fixtures where appropriate. The following are specific targets:

   - SSMU building managers should empower porters to purchase more efficient lamps instead of the incandescent lamps over the food cafeterias and in Gerts. Phase in T8's as the T12's burn out.

   - Replace magnetic ballasts with electronic ballasts through collaboration and planning with the Porters and building manager.

   - Change exit signs from incandescent to LED bulbs through collaboration and planning with the Porters.

4. Reduce the energy consumption of Shatner's outdated walk-in refrigerators by implementing Natural Resources Canada's guidelines for retrofitting old units:

   - High efficiency refrigeration compressors — 5-10% energy savings
   - High efficiency evaporator fan motors — 5-10% energy savings
   - Naturally sub-cooling the liquid refrigerant — 5-9% energy savings
   - Evaporative condensers — 3-9% energy savings

5. Vending Misers, a device that reduces energy consumption of outdated vending machines in half, must be purchased and installed on all vending machines where appropriate.

Computers and IT
1. Implement the SSMU's Green Computer Guidelines. This includes having all power saving features on all computers, printers, fax machines within the Shatner building being turned on. See appendix II for details of the Green Computer Guidelines.

2. Facilitate a transition for clubs operating out of Shatner building to use online storage services (Think Free Online, Google Docs & Spreadsheets and Zoho) instead of using their own servers which require computers to be running 24/7. This transition can be encouraged through incentives and the space allocation agreement.

2.5 V.P. FINANCE AND OPERATIONS

Paper and Purchasing
1. All newly purchased vending machines must be Energy Star certified.

2. Phase out CRT monitors by enacting a moratorium on their purchasing, given their high energy consumption. Replace with re-used LCD displays received from McGill departments.

3. The Accounting department must convert to a paperless accounting system, thereby keeping digital records on external hard drives to maximize resource efficiency.

4. All forms used by Clubs and Services and the Finance Committee must be digitized in an effort to reduce paper usage, using an online form service (Ex. Wufoo, Jot Form, Google Forms).

5. SSMU will seek the elimination of sale of bottled water in the Shatner building, by working with vendors and vending machine companies. Additionally, SSMU will eliminate funding (e.g. to groups, events) for the purchase of bottled water.

6. The McGill Food Systems Project and other campus food groups must be included for consultation in the choosing of   new food vendors and student-run food operations whos contracts are being negotiated in the Shatner   building.

2.6 V.P. EXTERNAL

Funding
1. Renew external funding from grant organizations such as the Generations Pact. Forward all discovered funding opportunities from external organizations to the environment committee.

Food
1. Support Gorilla Composting's efforts for the establishment of an industrial sized composter on campus, and promote it as a possible point for compost drop-off within the environmental and residential community outside of McGill (e.g Centre d'Ecologie Urbaine de Montreal, Eco-Cartier, Greening Duluth).

2. Facilitate sustainable purchasing practices in the Shatner cafeteria. Put labour resources towards maximizing organic and local food purchases, potentially by facilitating mass purchases. Collaborate with the McGill Food Systems Project to facilitate this goal. [VH]

3. Facilitate a fully functional storefront in Shatner for Organic Campus, which includes the use of an electrical outlet for a small energy efficient refrigerator. This will require coordination with members of student groups like Organic Campus.

3.0 APPENDIX I

Details for Proposed New Positions:

Green Building Coordinator
I. Student Union Building Operations
   a) The Green Building Coordinator shall work with SSMU Execs, SSMU staff (General Manager, Environment Commissioners, porters, etc.), and McGill to minimize the environmental impact of the operations of the Student Union Building. This includes identifying opportunities for energy efficiency and retrofitting, ensuring that any renovations completed meet environmental standards (such as those developed by FERC), and assisting student groups and vendors in making their use of the building more environmentally friendly.
   b) The GBC shall complete research regarding the operations of the Student Union Building, as requested by the Exec, Council, or Environment Commissioners. This could include research concerning student-run food operations, institutionalization of The Plate Club, or institutionalization of composting.
   c) The GBC shall contribute to the implementation of the Five Year Plan for Sustainability (2009-2014) and to the re-assessment of SSMU according to the Sustainability Assessment completed in Summer 2008.
   d) The GBC shall assess the environmental practices (and whether these meet SSMU standards, by-laws, etc.) of Student Union Building space (clubs & services offices, vendors, etc.).
II. Reporting
   a) The GBC shall sit on Environment Committee and report on his/her work to that body.
   b) The GBC shall report at least monthly to the President, via the Environment Commissioners.
   c) The GBC shall report to Council once a semester, via the Environment Commissioners.
III. Hiring
   a) Hiring shall be conducted according to the selection process outlined in By-Law I-12, Part V, Article 3; the outgoing Green Building Coordinator shall sit on the hiring committee for the incoming GBC.

Green Events Coordinator
I. Event Operations
   a) The Green Events Coordinator shall work with SSMU clubs and services, SSMU Execs, SSMU staff (General Manager, Environment Commissioners, porters, etc.), and McGill to minimize the environmental impact of events which are SSMU-organized or SSMU-funded, or which use SSMU space. This includes the distribution and updating of the SSMU Green

Events Guide, consulting with event organizers to develop sustainability plans for their events, development and coordination of a Green Clean Team to optimize event waste management, and developing SSMU's capacity to support environmentally-friendly events (e.g. through capital purchases, policy changes, etc.).
  b) The GEC shall sit on the hiring committee for all SSMU event organizers (Frosh, SnowAP, etc.), ensuring that prospective organizers have a commitment to meeting or exceeding sustainability goals and a basic or better understanding of green event organizing.
  c) The GEC shall contribute to the re-assessment of SSMU according to the Sustainability Assessment completed in Summer 2008.
  d) The GEC shall assess the environmental practices (and whether these meet SSMU standards, by-laws, etc.) of events which are SSMU-organized or SSMU-funded, or which use SSMU space.

II. Reporting
  a) The GEC shall sit on Environment Committee and report on his/her work to that body.
  b) The GEC shall report at least monthly to the President, via the Environment Commissioners.
  c) The GEC shall report to Council once a semester, via the Environment Commissioners.

III. Hiring
  a) Hiring shall be conducted according to the selection process outlined in By-Law I-12, Part V, Article 3; the outgoing Green Events Coordinator shall sit on the hiring committee for the incoming GEC.

4.0 APPENDIX II

Green Computer Guidelines for SSMU

Objectives
A standard for computer power and waste management is required to ensure that the SSMU and McGill meet our environmental commitments:

"The Student Society will actively promote the principles of the ecological, economic and social sustainability on campus; including but not limited to minimizing unnecessary energy use and material consumption and striving to make ethical procurements." – SSMU Sustainability Policy

This document will outline how a standard can help McGill to maximize its energy savings and where such a standard is to be applied.

Scope
All desktop computers in the Shatner building should comply with the guidelines within this document. This includes, but is not limited to:

  1. SSMU Office Computers
  2. Campus Clubs' Computers
  3. Servers not in use

Guidelines
  A. Power-Saving Measures
    1. Monitors for all computers should be configured to automatically turn off after 15 minutes of inactivity.
    2. All computers able to should automatically enter "hibernation" (or equivalent on non-Windows machines) mode after 30 minutes of inactivity.
    3. Computers that do not have hibernation capability should be shut down or put in the next best power saving mode.
  B. Night-Time Use
    1. At 5:00 pm, every computer not in use at McGill should be turned off. This may be done manually, by automatically shutting off after an hour of idling, or though the network.
    2. A freely available, open source network management tool, EVANESCENT, will continually be developed across McGill to automate this process. The School of Computer Science is available to help units at McGill deploy the code on their computers and any modifications made should be sent to James Shubin (james@cs.mcgill.ca). The most recent version of EVANESCENT can be found at: http://www.cs.mcgill.ca/~james/code/

  C. Power Audits
    1. The SSMU Environmental Commissioner may coordinate occasional audits of power consumption to ensure compliance with this policy.
    2. Clubs and office workers are responsible for furnishing any relevant information or provide sufficient access to auditors.
  D. Replacement
    1. When computers are discarded, Waste Management should be contacted to properly recycle working components and discard unusable parts.
    2. To ensure proper disposal, discarded equipment should not be taken offsite or left unsupervised to be collected by passers-by.