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## MEETING NOTES

30 September 2016 / 8:30 – 10:00 am / AH 527

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- MEMBERS** N Wagner (Acting Chair), J Crivea, R Khanam (*GSA rep*), R Petry, S Young
- GUESTS** Maria Anman, *Engineers Without Borders and Canadian Fair Trade Network Saskatchewan Representative*; Damien Bolingbrook, *Engineers without Borders*; Elaine Groenendyk, *Facilities Management*
- REGRETS** T Chase, D Cherwaty, J Dale (*Sabbatical until 31 December 2016*), R Konecsni, A Rutko (*URSU rep*)
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1. Call to order at 8:30 am.
2. Agenda approved as received. Meeting notes of 27 May 2016 received without emendation.

### WASTE, ENERGY AND TRANSPORTATION

#### 3. Facilities Management update

E Groenendyk explained a composting project that is currently in its infancy stage. E Groenendyk is working with team compost and Loraas Disposal to bring a composting bin to campus. Loraas Disposal is willing to provide a bin as well as disposal to a local vendor but the vendor does not take protein products. The team is currently working with folks on campus (Chartwells) and with Loraas to get this short-term project started. Funding for this project is available in the custodial budget and cost increases are not anticipated as this will simply redirect current costs. The savings gained from less waste going to the landfill will offset the cost of this project.

E Groenendyk provided PACS a brief update on the large scale composting project lead by Dr Yost. This project is going to take time because of its scale but a business plan is being put together in order to get a proposal for this project. This project is long term versus the short-term project with Loraas Disposal. This group recommends that someone in the Executive Office, reporting directly to the President, be the sponsor of this large scale composting project. If Facilities Management (FM) is the sponsor they worry that it will portray a form of 'clout' or influence. A change this large needs to come from outside FM to assist in its success.

#### 4. Geothermal Energy Project update

The Acting Chair briefly reviewed J Dale's update in the agenda package. Members feel that J Dale's presence on this working committee is sufficient and have no suggested names to provide her.

## 5. Fair trade campus certification initiative

Maria Aman, Engineers Without Borders and Canadian Fair Trade Network Saskatchewan Representative and Damien Bolingbroke, Engineers Without Borders joined PACS to ask for their support in making the U of R a Fair Trade Campus. Maria and Damien discussed, in detail the presentation in the agenda package.

The steps to making the University a Fair Trade Campus are:

- 1) Create a steering committee made up of volunteers and university administrators
  - Membership requires key stakeholders including at least one top level university VP or their designate; A purchasing retail manager from the university and from the students union (the Owl's Kitchen Manager has already volunteered as the Student Union representative); A faculty member; and A student representative.
  - This committee must meet at least twice a year submitting an annual report on the progress, goals and continued commitment.
- 2) Fair Trade Certified product availability
  - All coffee served on campus must be Fair Trade; Three types of tea wherever tea is served must be Fair Trade; and One type of a Fair Trade chocolate bar wherever chocolate bars are sold.
  - In addition, all coffee and tea served at meetings, events, and offices run by campus administration or students unions must be Fair Trade certified. (Excluding Franchises, and businesses that rent space on campus, but operate independently or university clubs)
- 3) Visibly promote
  - Prominent signage and ancillary information available at locations selling fair trade products.
  - A page on the university website explaining the Fair Trade Campus designation.
  - Campus administration must participate annually in a public celebration of its Fair Trade Campus status.

The certification process requires annual renewal and if we do not submit our renewal application we are removed as a qualified Fair Trade campus. There is no cost affiliated with becoming a Fair Trade campus just volunteers and their time.

Fair Trade products are products produced in an ethical manner where people are treated fair. They are processed in the same manner, taste the same and the cost of Fair Trade products is comparable (though some are more expensive). Fair Trade items are not required to be organic but many are.

There are a number of partners on campus that help promote Fair Trade: Engineers without Borders by taking on the Fair Trade venture; Luther College by holding a Fair Trade fair every year; Campion College by providing Fair Trade coffee every Friday to faculty, staff and students; the U of R Bookstore by offering Fair Trade items and displaying them as such; the Students Union by displaying Fair Trade magazine and offering to use only Fair Trade coffee and tea for their offices; and many others who aim to introduce Fair Trade into their practices.

There are currently 19 Fair Trade campuses across the country, two of which were certified in the past week. If the U of R was to be certified as a Fair Trade campus we could lead the Province in this worthwhile initiative.

M Aman and D Bolingbroke are scheduled to present this initiative to B Welsh, Student Affairs and Rohan Gomes, Chartwells on 11 October. PACS members asked that we be apprised of the outcome of that meeting and invite B Welsh to the next PACS meeting to further discuss this initiative.

PACS members asked if composting and waste were a part of this initiative. M Aman advised that they are not a requirement for certification but could certainly be incorporated in the future and discussed at the Steering Committee level.

Those in attendance generally supported the University becoming a Fair Trade campus. R Petry recommends that this be further discussed at the next PACS meeting where this initiative can be given full support as more members will be in attendance. This will allow for more discussion around the VP or designate representative who would sit on the required steering committee.

## **6. Sustainability updates and leadership discussion**

Due to current and major projects, FM no longer has the capacity to provide and maintain the position of Sustainability Coordinator and consequently a sustainability student intern. With that in mind, the following questions were asked: Where should the Sustainability Coordinator and Student Intern be housed? Is there a job description that fully defines the requirement of this position? What level/grade of pay would this position be?

Members no longer believe this is a half-time position done off the side of one's desk. Sustainability is a pillar in the University's Strategic Plan and members wondered if this position should not mirror that of the Executive Lead Indigenization. There are grounds to believe that a Sustainability Office could provide the University the same type of functions that the Indigenization Office does.

Finding and housing a Sustainability Coordinator is a discussion that needs to take place when more PACS members are available. In the short-term, committee members agreed that there is a need to hire a student who can assist with the more basic, yet incredibly important functions the Sustainability Coordinator managed. Critical sustainability items are being missed and members feel that a student can assist with ensuring PACS is not missing anything. N Wagner advises that there are funds set aside for the Sustainability Coordinator and Intern and that finding the budget to hire a student will not be a problem as those funds can be utilized. Even though we can find the budget to hire a student the following questions remain: Who is going to supervise the student, run the hiring competition, create a job description, interview the student and more importantly where will we find the physical space to house the student?

This conversation will continue at the next meeting when more PACS members are in attendance.

## **7. October 2016: Campus Sustainability Month**

The ad-hoc committee on communications is working with the President's office to finalize the President's message to campus that October is Campus Sustainability Month and its theme is Waste.

## **8. Communications Campaign update**

An ad-hoc committee comprised of R Konecni (Chair), J Crivea, Greg Campbell, Katherine Arbuthnott, and Magdalena Cismaru was established in May and has met four times. The purpose of this ad-hoc committee is to increase sustainability awareness and engagement on campus. They have been tasked with communicating the SSP and how the University is and can contribute to it. Their overall goal is to promote behavioral change toward sustainability on campus.

This committee has created a Sustainability list serve that will post sustainability activities, research and teaching information on our campus and/or about our campus. The intent is to send out one or two emails a month. They are currently working on a logo and have already created a slogan: Sustainability – Think. Act. Celebrate.

This committee realizes the value a sustainability intern or co-op student can bring to PACS. They need someone who can manage and update social media, the web page, the sustainability list serve, assist with event organization and coordination, review initiatives from AASHE and the National Association of College Auxiliary Services (NACAS) etc. Knowing that PACS is without a Sustainability Coordinator and thus a supervised intern, this committee wondered what the possibility of hiring a student would be. At this time, the ad-hoc committee would have the most use for a student. They would provide the student direction and guidance based on their needs. The Acting Chair agrees that there is a clear need for a student who is able to assist PACS more generally. Please refer to the discussion in item # 6 above.

The ad-hoc committee will discuss if they can take on a student and supervise them. The ad-hoc committee will review past job postings and information regarding the position. They are to contact N Wagner with an estimated budget for a student position.

## **OPERATIONS AND OTHER ISSUES**

### **9. Terms of Reference update**

The Terms of Reference in the agenda package were approved at the April PACS meeting. However, with the departure of the Sustainability Coordinator this document was not sent to the President for review and approval. On behalf of PACS B Butz will send this document to the President.

### **10. Terms of members**

Four PACS members' terms have expired: J Crivea (June 2015), D Cherwaty (June 2016), R Petry (June 2016), S Young (June 2016).

Based on the Terms of Reference, membership renewal is subject to committee approval and reappointment by the designated group. With that said, the VP Research reappoints J Crivea for another three year term (July 2015 – June 2018). R Petry and S Young also expressed an interest in serving another three-year term (July 2016 – June 2019). B Butz will touch base with D Cherwaty and the VP Administration to discuss the term of the administration representative.

R Petry meets with RCE in October and will, at that time, express his interest in extending his term with PACS. He will report their recommendation at the next meeting scheduled on 25 November.

Official PACS approval of these extensions or appointments will be requested at the next meeting.