

**The University of Winnipeg  
Campus Sustainability Council Meeting Minutes  
Tuesday, December 11th, President's Board Room, Wesley Hall  
10:00-11:30 pm**

| Meeting Attendance |         |                       |         |         |                      |
|--------------------|---------|-----------------------|---------|---------|----------------------|
| Present            | Regrets | Name                  | Present | Regrets | Name                 |
| X                  |         | Alana Lajoie-O'Malley | X       |         | Liz Williams (notes) |
|                    | 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                                   | Agenda approved: Motion - Alan motioned; Second – Dre; All in favour.   |  |                |                                  |
| 2    | Minutes                                  | Nov. 6 <sup>th</sup> Minutes (including IAP) reviewed and approved with update.<br>Motion – Len; Second – Kyle; All in favour.  | Update doc re: phase not complete<br><br><b>post minutes, IAP to CSO website</b> | Liz<br><br>Liz | Next meeting<br><br>Next meeting |
| 3    | FY2011 Sustainability Performance Report | Alana updated Council re: President Axworthy's review of 2011 Sustainability Performance Report.<br>Approved by president. Now online.  |  |                |                                  |
| 4    | Climate Action Plan                      | Alana: <ul style="list-style-type: none"> <li>Not much that new – actions included already in strategic plan. Commitment to new and specific targets by the end of 2016. Collecting climate related academic content – under the umbrella of sustainability reporting in academics.</li> <li>Key challenge re: weather adjustment <ul style="list-style-type: none"> <li>What part of energy consumption not dependent on weather (i.e not heating), i.e. weather independent energy consumption. Population varies in summer – challenge for normalization. (Mathematical relationship or summer baseline – should be similar values)</li> </ul> </li> </ul> | Pass doc on to President for approval  | Alana          |                                  |

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|           |                         | <ul style="list-style-type: none"> <li>Challenge that varied industry standards, yielding very different results.</li> <li>MB Hydro has been helpful. Suggests shoulder season fluctuations as consideration...</li> <li>While not certain how soon may have a solution, there is value in making document public with note that we're working on it. Can re-issue document once have the problem solved.</li> </ul> <p>Council agrees to pass the document on to Lloyd for approval.<br/>Motion – Michael D.; Second – Kyle; All in favour.</p>  |  |  |  |
| <b>5</b>  | <b>Progress Updates</b> |   |  |  |  |
| <b>5a</b> | Academics               | <p>Michael Dudley – report on progress of committee:</p> <ul style="list-style-type: none"> <li>The committee is now called the Academic Working Group on Sustainability, and has connections to Senate. Long term goal to see where sustainability content is, and develop connections and opportunities. STARS is one part of the committee's focus regarding course content, delivery, and teaching methods related to sustainability. Aim for Academic Working Group on Sustainability to report to senate by end of academic year.</li> <li>President's goal to be part of STARS program – external 3<sup>rd</sup> party reporting so more recognition of what's going on. Results reported on the AASHE website – publish inventory on our own website. STARS criteria very external – focuses on the content of the course rather than anything related to student development as environmental citizen. Reference to skills but not ethics. Not too broad. Not a matter of sustainability in every course. Probably a lot of linkages that are not being made, context. Discussed looking at the literature (e.g. David Orr). Could also include practicum. Possibility also of getting innovation points, like in LEED system.</li> <li>Challenge re: stringency of criteria for reporting on sustainability content in academic programs. Question of possibly setting the bar too high relative to other universities. Each university tasked with creating its own internal criteria: <ul style="list-style-type: none"> <li>Type of school differs in content. E.g. liberal arts education vs. 'practical' school</li> <li>Optics vs. substance...</li> </ul> </li> </ul> <p>Council's feedback: Being 'real'. Disclaimer on criteria and why may be more stringent than other institutions.</p> |  |  |  |
| <b>5a</b> | Capital Development     | <p>Jeff – no news on status of current/projected capital projects</p> <p>Alana: The first energy model has been provided for the Field House. It was assumed the parkade would not be heated, but a decision has been made to heat parkade. Does this fit with our reduction strategy. Asking for clarification on whether higher numbers due to parkade, what temperature estimates are used. Currently over budget on GreenHouse Gas (GHG) emissions.</p>   |  |  |  |
| <b>5b</b> | Energy Retrofit         | Kyle and Len: Given approval for lighting control in Duckworth, speed retrofit, ventilation for MB hall. Working on it for March. Occupant comfort consideration throughout process.  |  |  |  |
| <b>5c</b> | Governance              | Alana: No reports other than Climate Action Plan (CAP).   |  |  |  |
| <b>5d</b> | Waste                   | Allan: No updates on current procurement activities.  |  |  |  |

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|    | Reduction & Procurement | Allan: Fair Trade Committee – agreed to submit application with reservations and see what they say. Possibility of sending student rep to conference in January.  |  |  |  |
| 5e | Admin Systems           | Alana (Lena – exam prep): update on Green Office Pilot. Testing the pilot - Had one meeting this fall, the rest run through during winter.<br><br>Alana: Nov. 19 <sup>th</sup> . Public lecture and workshops with Leith Sharp. Lecture very well attended and excellent feedback. Participants identified challenges with communication between departments. Networking. Opportunity to work horizontally with one another – unaware of a lot of things going on on campus. Provided insight for developing admin systems needs assessment.  |  |  |  |
| 5e | Communication/ Events   | Liz: Plans for Grass Routes Sustainability Festival well underway. Many great new initiatives and events planned for March. Activities include a Design Charrette: community workshop to creatively collaborate on issues – will focus on topics of sustainability. Staff, faculty, students invited.   |  |  |  |
| 5g | Waste Diversion         | Len:<br><ul style="list-style-type: none"> <li>All recyclables delivered to Cascade – not very sustainable. Need cardboard bailer.</li> <li>Committee created to discuss waste diversion issues. Different players, variation between offices. Challenge with training and retention of staff. We are considering going to tender for new cleaning contract, with recycling and sustainability as part of new contract, but president interested in creating community strategy as solution to cleaning issue. In the meantime have to rely on current systems. Every piece of the system is falling apart. Funding and resources part of it, as always.</li> <li>E-Waste also being taken for recycling 3 times a year.</li> </ul>   |  |  |  |
| 5h | Washroom Retrofit       | Len: Still in progress. Finishing Lockhart; MB Hall next.   |  |  |  |
| 5i | Transportation          | Jacob - BikeLab updates:<br><ul style="list-style-type: none"> <li>winter/exam hours</li> <li>Series of programs and workshops to promote winter riding, including safety, dress, bike maintenance, partner student group. Giving away free gear.</li> </ul> Dre - UWSA:<br><ul style="list-style-type: none"> <li>Working on program with WRENCH community bike shop. Commuting tracking.</li> <li>UPass – meetings with government (municipal and province) and student unions to discuss funding. Starting to think of private sponsors - companies or credit unions that may support UPass. Consider suggestions: “tour de fat”; New Flyer</li> </ul> Alana - Car Co-op:<br><ul style="list-style-type: none"> <li>Security van no longer available – for use by physical plant. No usable vehicle for staff/faculty at the moment.</li> <li>Conducted survey with department heads – didn’t feel that based on survey responses there would be a level of demand to make viable Peg City Co-op car.</li> </ul> |  |  |  |
| 6  | Next Meeting            | Next meeting – likely February.   |  |  |  |

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|  |  | Availability:<br>Jacob – afternoons, lunch hours any day of the week<br>Alan – flexible (M, W afternoons not good – teaching at 3pm at UM)<br>Len and Kyle – flexible; Doodle works |
|  |  |   |

## Sustainability Initial Action Plan Status Tracking

red=note challenge; green=current solution to challenge

| Target Area                   | Action   | Start Date | Deadline  | Budget  | Responsibility  | December 11 2012 Satus/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 | New paper order not yet placed.  |
| 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. 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  | Ongoing progress to improve tracking. Target timeline for new indicators is end of March 2013. |

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| 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   | No Action.  |
| 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               | Manager, CSO & Director of Purchasing developing data tracking capabilities. Current compliance unconfirmed, but likely already achieved. 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, recommended course of action to be reflected in new Action Plan for procurement.  |
| 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               | Under review, recommended course of action to be reflected in new Action Plan for procurement.  |

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| 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; Manager, 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 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.  |

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| 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. Maps for new bin locations and proposed new servicing plan are under development. 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. 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 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.   |

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|  | 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. <b>No progress to report, potential delay until summer 2013.</b> |
|  | 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.   |



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| 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  | Challenges re: weather adjustments discussed at Council meeting. Decision made to issue plan with adjustments as is and to update as adjustment method is improved. Next step: send document to Presidents' Office for review. |
| 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  | STARS academic committee established & two meetings held. See minutes of meeting for further detail.   |

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| 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  | Not yet started.   |
| Governance                | Reviews 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                | Reviews 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 | Done for owned space; however, process followed in 2012 will not be possible moving forward due to labour required by MB Hydro. Manager, CSO in conversation with MB Hydro about improving data flow. <b>Delays on leased space due to challenges compiling leased space inventory.</b> Leased space inventory & ongoing update process now complete. Working of contact list for property managers of leased space. |
| 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.   |

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| 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. <b>Challenges related to integrating this process with value engineering process. Field House Energy Model suggests higher GHG emissions than hoped for.</b> |
| 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. <b>Note delay.</b>  |
| Air, Energy, Land & Water | Phase I Control, ventilation, and heating system changes to existing buildings (1200 T CO <sub>2</sub> e) 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 (1200 T CO <sub>2</sub> e) completed. | 01-Apr-15 | 31-Mar-15 | \$2.5 M, 7-9 year ROI   | VP, Finance & Administration; Director, Physical Plant; Controls Technician, Physical Plant | Ongoing progress on financing challenges - confirmation of funding hoped for by next Council meeting.  |

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| 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, hope to see improvements in scheduling issues in winter term. |
| 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.  |

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| 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. |