

**The University of Winnipeg
Campus Sustainability Council Meeting Minutes
Tuesday, November 6th, 9th Floor Boardroom, Rice Building
1:00-2:30 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	Introductions	<ul style="list-style-type: none"> • Introductions: names & roles at UWinnipeg • Agenda approved (Laurel Repski – motioned; Andrée Forest – second; approved) • Overview of FY2011 annual report 			
2	Terms of Reference	<ul style="list-style-type: none"> • Discussion of draft Terms of Reference (doc). No questions or concerns. Academic department reps hopefully for next meeting. (Len Cann– 	Confirm Academic reps	Alana	Next meeting

		<p>motioned; Michael Dudley – second; approved)</p> <ul style="list-style-type: none"> Council minutes will be posted on the University website upon approval, for the sake of transparency. Issues and resolutions will be included, but not special instructions. No concerns from Council members. 	<p>Approve meeting minutes</p> <p>Post minutes online (Sustainability Website)</p>	<p>All</p> <p>CSO</p>	<p>Next meeting</p> <p>Following next meeting</p>
3	Progress Updates				
	Format for Council meetings	<p>Alana Lajoie-O'Malley provided an overview of format for progress updates. Initial Actions Plans (IAP) document, from the Sustainability Strategy, sent out for subsequent meetings – Council members to provide updates on relevant areas for discussion.</p> <p>Michael has agreed to report on STARS-related academic updates.</p>	<p>IAP doc to be updated at every Council meeting and circulated with Council minutes for approval at subsequent meeting</p>	<p>Alana</p>	<p>Ongoing</p>
3a	Capital Development	<p><u>Jeff Palmer - update on status of current/projected capital projects:</u></p> <ul style="list-style-type: none"> acquisition of Langside house Housing office moved Field House – mid 2014 occupancy new housing complex, 14 stories, approx. 2.5 years Merchants' Corner (Urban & Inner City Studies) - some development work for Jim Silver (not owner or manager) <p><u>Alana - update on IAP actions relative to Field House & Capital Planning:</u></p> <ul style="list-style-type: none"> developed good document for building designers outlining the University's expectations for new buildings, including dashboard relevant to value engineer decisions and implications on sustainability 			
3b	Energy Retrofit	<p><u>Update from Kyle MacDonald and Len Cann – progress, challenges & new opportunities, and where Hydro has helped so far:</u></p> <p>Phase 1 – Completion expected by end of March. \$350,000 - six areas:</p> <ul style="list-style-type: none"> recomissioning and calibration of mechanical systems components – 			

		<p>currently working on this, approx 25% complete, mostly done by end of this year;</p> <ul style="list-style-type: none"> • night setback using smarter technologies, upgrading control systems for on/off – 60% complete • working with hydro to get money for indoor air quality control (CO2...), getting rebates • steam trap survey and repair – completed in-house • boiler – off-seasonal steam boiler was hogging natural gas, replaced and using high efficiency boilers (hot water for kitchens) • reflector project – decided not to proceed, hope to relocate money to another set of projects, better at reducing GHG emissions • lighting load in Duckworth – control system replacement – time scheduling, light dimming, and occupancy sensors • MB hall – adding more speed drives to only run as much air as required, with occupancy sensors. • Expect save \$37,000, and reduce 79 tons GHG emissions. <p>Phase 2 measures – completion expected FY 2014 (recent funding may result in earlier completion date). Working on costing and preparatory work.</p> <ul style="list-style-type: none"> • New electrician helping to do more of this work... • Michael Emslie – Financing and Treasury board initially declined to approve it. Hope to hear in next few weeks if approved – to finish off both phases. Funding from a CPOSE via deferred maintenance funds, rather than from a loan. • Talked with Tim at Hydro to help with costing of drivings re: ventilation 			
3c	Governance	<p><u>Update from Alana and Laurel Repski:</u></p> <ul style="list-style-type: none"> • STARS – 1/3 credit based on courses and faculty – working with faculty in committee (See below: <i>Academics</i>) • Laurel Repski - Each of areas have champions at the senior level. Sustainability initiatives now flow into manager's performance reviews; put at top of people's list and make them accountable. 			
3d	Waste Reduction &	<p><u>Update on current activities - Allan Amunsden:</u> OFFICE PRODUCTS</p> <ul style="list-style-type: none"> • Grand and Toy product showcase recently on campus 	Suggestions to explore:		

	<p>Procurement</p>	<ul style="list-style-type: none"> • Boomerang box – reusable delivery box implemented shortly with G&T (66% reduction); plus reduce delivery to once a week to reduce GHG emissions • Pen recycle program – based on a particular manufacturer (2cents per pen received – and charity donations; recycle competitors product, but no refund) • Currently 18% of UWinnipeg purchases at G&T are Green products, also costs a bit more money • Beneficial to at least recommend these products to users • In negotiations to offer a premium discount on greener products as opposed to the other ones. • Suggested: <ul style="list-style-type: none"> ○ have green products come up first on the order lists ○ include this choice as points for Green Office project • Working on streamlining reporting <p>PAPER</p> <ul style="list-style-type: none"> • Mike Emslie – Office paper is currently 30% post-consumer, strategy commits us to 50%. Business cards were switched to 100% post consumer earlier this year. Paper supplier didn't have product for 50% post-consumer content, will seek to address on the next paper order. • Allan presented a document highlighting the impact of paper use; mentioned some challenges with higher recycled paper content and machine functionality. <p>OTHER WASTE REDUCTION & PROCUREMENT</p> <ul style="list-style-type: none"> • Apple just pulled out of green electronics registry – issue to keep in mind • Issues with cleaning products keeping to contract re: Lake Friendly standards – further discussions with stakeholders to come <p><u>Update on Fair Trade Committee – Lydia Warkentin:</u></p> <ul style="list-style-type: none"> • New committee looking at campus designation. Committee includes variety of stakeholders. • Mostly coffee, tea, and chocolate. • Discussion about athletics and clothing. • The committee has some questions about the standards, their consistency, and how they may provide a disadvantage to smaller 	<ul style="list-style-type: none"> • Green products come up first on the order lists/ online catalogue • Include green office products as points in Green Office Calculator 	<p>Allan</p> <p>Lena/ CSO</p>	
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		<p>providers. This is particularly relevant for UW’s current coffee provider, which is a relatively small provider. Will gain clarification moving forward.</p> <ul style="list-style-type: none"> • Next meeting in early Dec. <p>Alana indicated that there may be the potential opportunity to influence Fair Trade Canada regarding possible disadvantages to smaller providers. Overall, the University is currently Fair Trade compliant according to their requirements, and could obtain designation.</p>			
3e	Admin Systems	<p><u>Lena Yusim - update on Green Office Pilot:</u></p> <ul style="list-style-type: none"> • Mapped off Harvard’s tool. • Recently started pilot project meetings, with goal to have it rolled out next September. • Tool identifies ways to be sustainable, points allocated to each task. Creates awareness of what can be doing on campus. • Some sort of recognition for improvement. Similar to LEED ratings. • Categories – transportation, events, energy, purchasing, etc. <p><u>Alana - update on admin systems needs assessment:</u></p> <ul style="list-style-type: none"> • Management workshops with Leith Sharp – launching point for starting Needs Assessment process. • Example of campus improvement: Financial services – now able to approve invoices online. • **Suggestion to include info on what drinking – coffee, tea, bottled water (re: waste, recycling, Fair Trade) 	<p>Suggestion to consider:</p> <ul style="list-style-type: none"> • Collect dept info on beverages – coffee, tea, bottled water 	CSO – Green Office/ Needs Assessment	
3f	Academics	<p><u>Alana - update on STARS process:</u></p> <p><i>“The Sustainability Tracking, Assessment & Rating System™ (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. STARS® was developed by AASHE with broad participation from the higher education community.”</i></p> <p><i>(AASHE = The Association for the Advancement of Sustainability in Higher Education)</i></p> <p>First working group with academics last week. Considering ratings system for courses with sustainability focus or content. Proposal to senate by end of academic year so can implement next year.</p>			
3g	CSO	<u>Liz Williams - Update on Grass Routes & other events/communications initiatives</u>			

	Communications	<p>GRASS ROUTES Sustainability Festival</p> <ul style="list-style-type: none"> • Planning between the CSO (Campus Sustainability Office) and UWSA (The University of Winnipeg Students' Association) is well underway for our next annual sustainability festival, the week of March 8th, 2013. • Theme this year is 'The Good Life'. Working the theme into communications and events throughout the year. Encouraging campus-wide participation. • First event was during O-Week. <p>PARKING DAY</p> <ul style="list-style-type: none"> • Teamed with the CRC (Community Renewal Corporation) to participate in an international festival called Park(ing) Day. Held in early October. High publicity through location, including multiple media stories. Great engagement with campus and community. <p>GENERAL ENGAGEMENT/COMMUNICATIONS</p> <ul style="list-style-type: none"> • Strong Facebook group, providing good platform to publicize events. • Continuing to consider methods to connect more with campus. 			
3h	Waste Diversion	Postponed: Update on current activities relative to IAP	To discuss next time	Len, Alana	Next Meeting
3i	Washroom Retrofit	<p><u>Len - Update on status of project:</u> On the move – finishing Duckworth, then MB hall and Lockhart Hall.</p>			
3j	Transportation	<p>BIKELAB</p> <ul style="list-style-type: none"> • Jacob Nikkel with update on the BikeLab: a number of programs in the community. Tracking in the BikeLab – some stalling in keeping accurate records. A number of workshops on campus. Setting up on tracking kms – getting data on students cycling to school and benefits re: GHG etc. <p>UPASS</p> <ul style="list-style-type: none"> • Andrée Forest provided update on the UPASS: UWSA by-election with referendum questions. Working toward a universal bus pass (up to \$200 for the school year). Passed 80% in favour. 10% turnout. • Suspect 60 to 70% students take bus to school. Need to find funding. Have been meeting councilors, mayor, etc. • Opt-out only if physically unable or live out of city, for now. <p>PEG CITY CAR CO-OP</p> <ul style="list-style-type: none"> • Alana with update on Peg City Car co-op: have a car available at the 			

		<p>University. Survey sent to budget managers on campus. Survey results have come in. Next steps – look at options from there.</p> <ul style="list-style-type: none"> • Need to discuss insurance and age-limits. • Van available in Lockhart basement. • There may be options to set up a rental car from a business on campus, but consider support of community sustainability initiative. <p>CAMPUS COMMUTING HABITS</p> <ul style="list-style-type: none"> • Commuting habits – potential student research project for next term. 			
4	FY2011 Sustainability Performance Report (see document and powerpoint presentation)				
		<p><u>Alana provided brief overview presentation of report highlights and addressed questions/concerns/requests for edits from Council.</u></p> <ul style="list-style-type: none"> • challenges with weather adjustments; • progress especially noteworthy since the heat wheel of science building, which is one of its key energy efficiency features, wasn't operational over reporting period. • currently only reporting on owned spaces – don't have baseline info on leased space for GHG etc. because UW does not have data on leased space from 1990. Doesn't include Lion's Manor, Annex, etc.; can track some utilities for leased space, depending on availability of data Caution with false reductions because of shifting ownership structures. <p>Key challenges:</p> <ul style="list-style-type: none"> • weak connections between space/capital planning and sustainability planning • external barriers • procurement (making progress) • funding • waste and cleaning (increasing challenges – to discuss with Len) • weather normalization <p>Comments and discussion regarding report:</p> <ul style="list-style-type: none"> • Council members note that there are some overly sensitive motion-sensor sinks and toilets that are wasting water; however, indications that water consumption going down. Effectiveness of fixtures? Fixtures standardized - Calibration? Adjust sensitivity. Sub meter used on washroom before full installations. Even with glitches seems to be using less water. Water 			
			Look into adjusting sensitivity of water fixtures	Len	Next meeting

		includes restaurants and residences. Water consumption does fluctuate year-year for other reasons.			
		Approval to send document to President Lloyd Axworthy. (Laurel Repski – motioned; Jeff Palmer – second; approved)	Document submitted to President	Alana	ASAP
5	Climate Action Plan				
		Council reviewed draft Climate Action Plan. Alana explained key challenge re: weather normalization and provided brief summary presentation.	Discuss document and determine next steps	Council	Next meeting
		In touch with energy manager at UM re: numbers and methodology.			
8	Next Meeting	CSO will circulate Doodle poll to set time for next meeting in December. Draft minutes will also be circulated in preparation for approval at next meeting.			

Sustainability Initial Action Plan Status Tracking

red=note challenge; green=current solution to challenge

Target Area	Action	Start Date	Deadline	Budget	Responsibility	November 6 2012 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	Business card stock has been switched; delays in switching office paper. At time last paper order was placed, 50% post consumer content paper was not available. Will order 50% post-consumer content at next order time.
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	Due to budgetary constraints, funds not made available for this project. The Director of Purchasing and Manager of the CSO are currently working together to develop improved trackig capabilities.
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	Due to budgetary constraints, funds not made available for this project. The Director of Purchasing and Manager of the CSO are currently working together to develop improved trackig capabilities.
Waste Reduction & Procurement	Revised administrative polidies 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	Feedback on administrative policies sent to Director, Purchasing from Manager, CSO in September 2012.
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 a ready a chieved.

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	Potential replacement of this initiative with other initiatives deemed more effective. Director of Purchasing and Manager CSO to report back next Council meeting.
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	Potential replacement of this initiative with other initiatives deemed more effective. Director of Purchasing and Manager CSO to report back next Council meeting.
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	Likely replacement of this initiative with a similar initiative to provide incentive to purchase green products. See related document provided by Director of Purchasing at CSC meeting.
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 a annual report. Issue to be addressed as part of waste diversion & general custodial issues problem solving meetings.
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 to be addressed as part of waste diversion & general custodial issues problem solving meetings.
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 to be addressed as part of waste diversion & general custodial issues problem solving meetings.
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 to be addressed as part of waste diversion & general custodial issues problem solving meetings.
Waste Diversion	Establish UW as community E-Waste drop off location.	01-Apr-12	31-Mar-13	Within Existing Budgets	Manager, CSO	Initial conversations started. 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. Note delayed timeline.
Transportation	UW established as car co-op site.	01-Apr-12	31-Mar-14	Within existing budgets	Manager, CSO	Survey assessing demand sent to UWinnipeg departments; follow up and further meetings required.
Transportation	UPass and EcoPass transit options revisited as opportunities arise.	as possible	As possible	TBD	Manager, CSO	UWSA by-election referendum passed UPass question. UWSA to continue to pursue.
Transportation	Adequate bicycle parking in place in all UW buildings.	ongoing	Ongoing	Within existing budgets	Manager, CSO	Bicycle racks added in front of Helen Betty Osborne building summer 2012 (supplied by West End Biz); Additional 'parking stall' racks supplied by City of Winnipeg over summer months; ongoing monitoring of bicycle parking plan for Field House project.
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 – some delays in keeping accurate records. A number of workshops on campus. Setting up data collection on students cycling to school and benefits re: GHG etc. Successful summer programming complete. New website launched.
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	Delayed due to staffing shortage. Added delay due to challenges with weather adjustment methodology (inconsistent results from 2 different methods). Manager CSO continues to work on a adjustment methodology.
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 & first meeting held. Aim to bring data collection plan for academic elements to Senate by end of academic year. Registration to take place once information presented to Senate.
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	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	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. Delays on leased space due to challenges compiling leased space inventory. Leased space inventory & ongoing update process now complete. Next step: establish data collection process for 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.
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 in regular meetings with Field House building team to ensure/monitor implementation. Further improvement likely required.
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. Duckworth, Lockhart, and Manitoba Hall almost complete. Note delay.
Air, Energy, Land & Water	Phase I Control, ventilation, and heating system changes to existing buildings (1200 T 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. Recently secured another grant from Hydro that may turn into a new Hydro program for other customers as well. Potential progress on financing challenges - more information at next Council meeting.
Air, Energy, Land & Water	PHASE II Control, ventilation, and heating system changes to existing buildings (1200 T 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	Potential progress on financing challenges - more information at next Council meeting.
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	Informal evaluations for FY2012 acquisitions undertaken; however need identified for more formalized process/policy. Manager, CSO to follow up.
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)
Admin Systems	Sustainability related professional development needs are identified.	06-Jan-12	31-Mar-13	TBD	Manager, CSO	First step in assessment to take place during Leith Sharp PD day (November 19th)
Admin Systems	Needs assessment of administrative systems tools for greening processes complete.	01-Jun-12	31-Mar-13	TBD	Manager, CSO	First step in assessment to take place during Leith Sharp PD day (November 19th)
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 & first meeting held. Aim to bring data collection plan for academic elements to Senate by end of academic year. Registration to take place once information presented to Senate.

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.