

President's Sustainability Council Meeting

April 22, 12:30pm – 2:00pm

107 LSB

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Minutes

In Attendance: Ilan Kapoor (Chair), Nicole Arsenault, Noël Badiou, Anthony Barbisan, Idil Boran, Ashana Bryan, Annette Dubreuil for Dawn Bazely, Richard Francki, Jinthana Haritaworn, Darnel Harris, Dimitra Markatas, Adam Patrick, Helen Psathas, Ijade Maxwell Rodrigues, Yvette Munro for Alice Pitt, Pamela Persaud, Andrew Plunkett, Michelle Uy, Chris Wong, Douglas Young

Regrets: Christopher Bentley, Bob Gagne, Ian Garrett, Michaela Hynie, Sheila Forshaw, Gayle McFadden, Ross McMillan, Anne Stebbins, Lorna Schwartzentruber, Noël Sturgeon, Courtney Vaz, Carol Yorkden-Chamberlain

CHAIR'S REMARKS

Chair Ilan Kapoor welcomed those in attendance to the last meeting of the President's Sustainability Council for this academic year. The Earth Day event will follow the Council meeting in the lobby of the Life Sciences Building and Ilan asked the Council members to attend the event. The winners of the inaugural President's Sustainability Leadership Awards will be presented.

Ilan welcomed on the Council Michelle Uy and Adam Patrick, the new PSCSS student representatives. Christopher Bentley is the new PSCSS Chair.

APPROVAL OF MEETING MINUTES

It was **MOVED** by Jinthana Haritaworn, and **SECONDED** by Chris Wong "That the minutes of **January 24, 2014** meeting be confirmed as corrected."

CARRIED

ANNUAL REPORT: REVIEW OF WORKING GROUP REPORTS AND RECOMMENDATIONS

Administrative Working Group: Andrew Plunkett provided a review of the Admin Working Group report and recommendations. The group focused efforts on advancing the 3 recommendations identified from previous years. These include registration for and participation in the STARS program, a pilot initiative on

signage on a specific sustainability initiative and the President's Sustainability Award.

The draft report is attached.

Comments: The STARS program is labour intensive and time consuming. Additional resources are required to complete the work.

Action item: Andrew will amend the working group report to include that a review will be conducted upon the completion of the STARS submission and additional resources to complete the STARS submission will be explored. The revised report to be sent to Richard Francki.

Social Justice and Human Rights Working Group: Noël Badiou provided a review of the working group report and recommendations.

This year the group focused on advancing past recommendations. Having investigated current practices on campus and consulted with Fair Trade Canada, the group determined that the University would meet the requirements to be designated as a "Fair Trade Campus".

As a result, the new recommendation that the group puts forth is for York University to apply in 2014 for the "Fair Trade Campus" certification. The draft report is attached.

Campus Operations and Development Working Group: Helen Psathas provided an overview of the working group report and recommendations. The recommendations were formulated based the following eight categories:

- Energy
- Electric Vehicle Recharging Stations
- Tobacco Waste Control
- Stewardship: Poster and Graffiti Control
- Farmer's Market
- Active Transportation Initiatives
- Green Building
- Tree Inventories: Keele and Glendon

The draft report is attached.

Curriculum Working Group: Yvette Munro provided an overview of the working group report and recommendations. The working group focused on key areas of opportunity and identified the need to make revisions to previous recommendations. The draft report is attached.

Student Sub-Committee: Chair, Darnel Harris, informed the Council that the PSCSS report has not been completed. At the April 15th meeting, the new Committee Chair, Christopher Bentley, was elected. Darnel read a statement on behalf of the new Chair, who had sent his regrets for today's meeting.

PSCSS suggestions:

Darnel Harris suggested the following:

- Two additional seats on the PSC: Based on the PSC Terms of Reference, the PSCSS has four seats on the PSC. Darnel suggested that two more seats should be added.

Response: The student sub-committee needs to pass a motion at the 1st or 2nd meeting of the PSCSS in the Fall and put forth to the Council for approval as well as provide a rationale for requesting two additional student seats.

- Encourage the York Federation of Students and Graduate Student Association representatives to attend the PSC meetings.

Response: Council members stated that the YFS and GSA student representatives had an active participation in the working groups.

Council members thanked Darnel Harris for his contribution to advancing York University's sustainability initiatives.

NEXT STEPS

The deadline for the working groups to submit their final reports is noon on Monday, April 28. The reports should be submitted to Ilan and Dimitra.

ADJOURNMENT

The meeting adjourned at 2:00pm.

WORKING GROUP DRAFT REPORTS (as of April 22nd)

Working Group on Administrative and Organizational Structure

2013 / 2014 report

The PSC Working Group on Administrative and Organizational Structure (AOS) held five meetings during the 2013-2014 academic year:

- October 15
- November 14
- December 10
- February 11
- April 15

At these meetings, the group focused discussion on 3 previous recommendations, including:

2013-1: Register for and participate in the STARS program, and provide the additional administrative and financial resources necessary for participation.

2013-2: Develop a pilot initiative on signage on a specific sustainability initiative, in conjunction with relevant staff persons, in order to study the potential effectiveness of signage and social marketing in changing behaviour and enhancing campus sustainability.

2010-2: Create a President's Sustainability Award that would recognize efforts of an individual or a team that initiates, adopts and/or fosters a culture of sustainability.

The working group also held discussions on ways to enhance the format and readability of the Annual Sustainability Report.

This year's co-chairs were Ross McMillan, Asst. Director, SCLD and Andrew Plunkett, Sustainability Coordinator, Office of the President.

The Administrative Working Group did not put forth any new recommendations for the upcoming year, but instead focused efforts on advancing the 3 recommendations identified from previous years.

Updated Progress Reports on Previous PSC Recommendations

2013-1: Register for and participate in the STARS program, and provide the additional administrative and financial resources necessary for participation.

Progress: Not yet started

The working group discussed the coordination of York's STARS submission during the academic year. The potential benefits of STARS have been outlined in previous reports, but include:

- assisting the University in identifying areas of strength and weakness in sustainability planning, implementation and reporting (essentially acting as a 'gap analysis')
- enhancing data collection on sustainability indicators
- providing an opportunity to compare York's efforts to other North American schools
- providing additional profile to the University's sustainability efforts, including the ability to utilize the STARS branding.

However, concerns have also been raised that STARS will be very labour intensive, and might take resources away from other priorities. As such, it was agreed that the completion of STARS should be done in such a way that it will not place undue resource pressures on other departments. To that end, the Sustainability Coordinator will work with other staff in each area to group the STARS data into 3 categories:

1. Data that is readily accessible
2. Data that is readily accessible, but requires analysis or calculation to meet STARS requirements
3. Data that is not readily accessible, or that may require extensive analysis or calculations to meet STARS requirements

Staff with responsibility over the information required for the completion of STARS will be given ample time to come up with the information, and the data collection process will prioritize the first 2 categories. For the third category, the Sustainability Coordinator will work with the responsible staff person to determine whether or not the pursuit of these particular STARS credits is worth the staff time required. This will be done on a case by case basis. In specific cases where the information is not available, or is deemed too time-consuming to gather, the University would forfeit those particular STARS points.

The Sustainability Coordinator will be responsible for coordinating the University's STARS submission. Work on this will begin in the 2014 summer term.

2013-2: Develop a pilot initiative on signage on a specific sustainability initiative, in conjunction with relevant staff persons, in order to study the potential effectiveness of signage and social marketing in changing behaviour and enhancing campus sustainability.

Progress: Work has begun

The working group held several meetings on this topic that included relevant staff people from CSBO and Marketing and Communications. Staff from CSBO are interested

in a waste pilot initiative that would encourage students in classrooms and large lecture halls to take greater responsibility for the waste they generate, thereby reducing the resources required to keep these rooms clean. A pilot project is currently being designed that will be launched in the summer term. The project will identify a set of classrooms and lecture halls for the pilot period, and a marketing campaign will be designed by the Marketing and Communications department that will encourage students to place their waste in the appropriate bin upon leaving the classroom. Key messages will be delivered through a variety of media, including screens in classrooms and lecture halls, posters, and social media. Results from the summer pilot initiative will be analyzed to determine the feasibility of a large, university-wide campaign during the academic year.

2010-2: Create a President's Sustainability Award that would recognize efforts of an individual or a team that initiates, adopts and/or fosters a culture of sustainability.

Progress: Completed.

The working group discussed the implementation of the President's Sustainability Leadership Awards, including the timing of the awards, number of awards, and the establishment of a committee to decide on the award winners. A website was created for the awards, and the nomination period opened in January 2014, and closed at the end of February. Eight nominations were received.

The awards committee met in mid-March, and selected the 5 award winners. The winners were announced in a yfile story in mid-April, and the awards will be given out during the 2014 Earth Day celebration on March 22nd.

Annual Report Recommendations

The working group also held discussions on the format of the Annual Sustainability Report. It was agreed that the report has improved over the years, but also that, as the number of recommendations increase, the readability of the report might be reduced.

The group recommends that the PSC develop a reader-friendly 'at-a-glance' report with a short narrative and relevant charts and photos, which captures the highlights of sustainability at York for the previous year.

Report on Previous Recommendations

The following is an update on the active PSC recommendations from 2009 to 2012 that are relevant to this working group:

2012-1: Given that the Planning, Budgets and Accountability report (PBA) is no longer printed, which had included a Campus Services and Business Operations (CSBO) Sustainability Report, we recommend that future Sustainability reports be more comprehensive. The York University Sustainability report should include specific

university sustainability goals with data and progress on those goals, along with a report from the President's Sustainability Council. This approach is currently being done at other Canadian Universities.

Progress: Completed.

The 2013 Sustainability report contained data and progress on sustainability goals. CSBO are currently revising the format for the 2014 Sustainability Report.

2012–2: We recommend that the University consider adding new policies, modifying existing policies, or develop guidelines for the community to reflect best practices in the following areas of sustainability:

- Procurement
- Food
- Paper
- Water

Progress: Significant progress.

Background research and best practice reviews were conducted in each of these areas during 2011-2012. Draft policies on procurement and paper have been developed for discussion and consideration. The development of a food policy is on hold, pending the completion of food surveys by YFS and York Food Services. A water policy is part of the approved motion to phase out the sale of bottled water and is expected to be in place by September 2015.

2010-1, 2010-5, 2009-6, & 2009-7:

- 2010-1: Implement a pilot project for student engagement in summer 2011.
- 2010-5: Create a strategy that details how the PSC and PSCSS will engage the York community to establish greater awareness of sustainability, the work of the PSC, as well as opportunities for engagement.
- 2009-6: Establish a community of Sustainability Ambassadors.
- 2009-7: Continue to develop and implement opportunities for student engagement in collaboration with the PSCSS.

Progress: Completed (but ongoing).

There are currently a number of opportunities for the York community to become engaged in sustainability, including the Sustainability Ambassadors initiative (with over 60 volunteers so far), a Green Office program, the Eco-Team, Green Clubs initiative, and many outreach events. Additionally, during the past year, two work/study Sustainability Assistants assisted with those efforts and maintained a high visibility for York's sustainability efforts by tabling every Thursday during the academic year in the RED Zone in Vari Hall. The Sustainability Coordinator and Assistants also maintain a regular presence on social media through Twitter and Facebook. All of these efforts have been guided by a comprehensive communications plan.

There were over a dozen significant outreach events this year organized on behalf of the PSC (not including minor events as well as the many events organized by various campus partners). Highlights of those dozen events are:

- Earth Hour events organized in collaboration with IRIS and ENVS 3505 Business and Sustainability, including the SGI 'Seeds of Hope' poster exhibit
- a Fair Trade Fair (in collaboration with Fair Trade Toronto and OPIRG)
- a Green Clubs Fair
- a Silly Sweater Photo Competition in honour of National Sweater Day
- water awareness day during World Water Week

2010-2: Compile a list of university policies and procedures that are related to sustainability. The list will be reviewed to see if there are any opportunities for modification, and the list of relevant policies and procedures will be posted on the sustainability website.

Progress: Completed.

Several York University policies that relate to sustainability were reviewed, including the policies on:

- Sustainability
- Capital Projects
- Brand Stewardship Procedures-> Code of Conduct for Licenses
- Procurement of Goods and Services
- Vehicle Idling on Campus
- Surplus Assets Disposal
- Physical Accessibility
- Employment Equity
- Board Policy on Investments

Policies can be found at: www.yorku.ca/univsec/policies/ and www.yorku.ca/secretariat/board/committees/investment/documents/20110101-SIPP.pdf.

Committee members then reviewed best practices on campus sustainability policies and procedures from members of the Association for the Advancement of Sustainability in Higher Education (AASHE). Based on the results from this first stage, the working group identified and researched best practices in the following areas:

- Food
- Green Building
- Paper
- Procurement
- Waste
- Water

2010-3: Encourage university divisions and departments to integrate sustainability into their Integrated Resource Plans.

Progress: Significant progress.

We have been working with the Integrated Resource Planning office to assist us in advancing the sustainability agenda at York University. The University will be updating their Divisional and unit plans in the summer of 2012 and there will be an explicit reference to sustainability in one of the five strategic priorities. We expect that the plans that will be submitted will include specific reference from each Division and unit as to how they will advance the culture of sustainability at York.

2009-8: Undertake and Support a Sustainability Assessment Project.

Progress: Completed.

The 2009 PSC Annual Report included a recommendation on undertaking a sustainability assessment project. In response to this recommendation, a pilot of the AASHE STARS Planning, Administration and Engagement Module was completed in the summer of 2012, featuring over 70 indicators on campus sustainability.

The results of the pilot were presented to both the working group and the PSC, leading to a new recommendation on full participation in the STARS program.

2009-9: Engage in a review of sustainability administration models with a view to identifying the most suitable model for York.

Progress: Completed.

The administrative working group supported the review of sustainability administration models from several universities across Canada and the United States. This research was incorporated into the business plan for a sustainability office.

Working Group Contributors - 2013 / 2014:

Ross McMillan (co-chair)

Andrew Plunkett (co-chair)

Staff:

Nicole Arsenault

Annette Dubreuil

Meagan Heath

Ijade Maxwell Rodrigues

Pamela Persaud

Helen Psathas

Joe Sanguedolce

Karen Trab

Working Group on Social Justice and Human Rights 2013 / 2014 report

During 2013-2014, the PSC Working Group on Social Justice & Human Rights (SJ&HR) held six monthly meetings. At these meetings, the working group discussed many complex and interconnected issues. The primary focus this year was to move forward two recommendations: (1) investigating the possibility of becoming certified by Fair Trade Canada to be a "Fair Trade University" and (2) exploring viable mechanisms to promote and expand opportunities for community use of space on our campuses.

In addition, this year the working group developed Terms of Reference for the working group to manage its governance, including a definition on Social Justice & Human Rights.

This year's co-chairs were Noël Badiou, Director, CHR and Annette Dubreuil, Coordinator, IRIS.

All meetings were constructive and emphasis was placed on advancing past recommendations. Emerging from the extensive discussions and follow-up research is the following new recommendation that moves forward the work on Fair Trade.

2013-2014 Recommendation:

Fair Trade

The working group has investigated current practices on campus and consulted with Fair Trade Canada, and determined that the University would meet the requirements.

1. That York University apply in 2014 to be designated as a "Fair Trade Campus."

Updated Progress Reports on Previous PSC Recommendations

#1, 2013: Investigate current practices on campus, best practices at other post-secondary institutions, and the possibility of becoming certified by Fair Trade Canada to be a "Fair Trade University".

Progress: A sub-committee on becoming recognized by Fair Trade Canada was led by Andrew Plunkett, Sustainability Coordinator for the University. Andrew brought in Professor Darryl Reed and students associated with the Green Campus Co-operative who have been exploring this option as well. Together, Andrew and Darryl met with Fair Trade Canada and have been reassured that we would be eligible for the designation.

#2, 2013: Expand the conferences to more proactively include participation of students, faculty and staff.

Progress: Not yet started.

#3, 2013: Invite committees, ad-hoc working groups, and other stakeholder groups to present to the committee once per year to ensure collaboration and consideration of social justice and human rights values (e.g. Access York, Community Safety, YUDC, etc.).

Progress: This year, the working group had presentations from Regensis@York on the Black Creek bridge project; Temporary Use of University Space on access to space on campus; and Green Campus Co-operatives on becoming a Fair Trade Campus.

#4, 2013 (Amended#9, 2012 and #22, 2009): On an ongoing basis, the President's Sustainability Council shall identify, monitor, and where possible, help to strengthen implementation of the York University Secondary Plan and Keele Campus Master Plan with respect to social justice and human rights considerations embodied in these documents.

Progress: During June 2013, Chris Wong provided an update on the status of the York University Secondary Plan. Going forward, the working group will continue to ask for an annual update on progress, and that invitations to community consultations are brought to the attention of the Working Group for broad dissemination across the university.

#5, 2012: Strengthen York U's messaging to showcase diversity and equity as a key York U commitment. Specifically, the messaging should be highlighted in student, faculty and staff recruitment materials and York U's external webpage.

Progress: While much work has been completed in 2012-2013 towards laying the groundwork for this recommendation, including around food policy, recruitment materials, and website accessibility, the recommendation identifies "highlighting" those efforts, for which work has not yet begun. No additional progress in 2013-14.

#6, 2012: Create further opportunities for campus wide discussion, especially with students, to solicit input about SJ&HR issues in a sustainability context.

Progress: In 2013-14, there has been ongoing progress on this recommendation. This year there were again several Earth Hour Events held, a Fair Trade Fair, and the XAO – Expressions against Oppression week hosted by YFS.

#7, 2012: York U communicates regularly with the neighbouring communities using plain language and various accessible means to promote opportunities to connect with the campus (for example, events, facilities, etc.)

Progress: In 2013-14, examples of communications to the neighbouring communities included the TD Community Engagement Center's continued wide dissemination of its e-newsletter to the Jane/Finch community. Every year the Community Relations office organizes the door-to-door distribution of the Good Neighbour Guide to students and homeowners living in the Village. This resource provides information on rights and responsibilities of individuals living in a community, tips on staying safe and important service numbers.

#8, 2012: Continue to explore viable mechanisms to promote and expand opportunities for community use of space on our campuses.

Progress: In 2013-14, conversations moved forward with the office of Temporary Use of University Space, the office of the Vice-President Finance and Administration, Campus Service & Business Operations: Accommodation & Conference Services, York's Community Relations Office, and the TD Community Engagement Centre, along with the SJ&HR working group. Communicating consistent and transparent information for access to available space on the website are planned, and an option to provide a limited amount of space at no cost to the community is being explored. These activities also relate to #17-2009.

#9, 2012: Monitor, and where possible, strengthen the social justice and human rights considerations in the implementation of the York University Secondary Plan.

Progress: Amended; see #4, 2013 (above).

#10, 2012: Continue to support and monitor progress related to previous SJ&HR recommendations in past PSC reports recognizing that several of the 2011/12 recommendations are refinements of previous recommendations based on the progress and new information gathered. (#10 in 2010)

Progress: Progress continues to advance on this recommendation and as the nature of social justice work is ongoing, we recommend that a new status code be added to the PSC Annual Report titled "completed, but requires ongoing support and monitoring". This way we will not lose sight of past recommendations that need continued monitoring.

#9, 2010: Establish an assessment model for community investments, including time, financial, in-kind and other resource allocations.

Progress: Not yet started.

#10, 2010: Develop the York University-TD Community Engagement Centre (CEC) as a hub for York's various academic and non-academic outreach and engagement activities. (See #10 in 2012)

Progress: Completed (as per the original recommendation), but requires ongoing attention.

A review of the CEC was completed in 2013-14 with a revised mandate and priorities. Mandate: The York University TD Community Engagement Centre supports the University's commitment to build a more engaged university by facilitating mutually-beneficial collaborations between York University and the Black Creek community.

Core Functional Areas: The CEC is a pan-university resource centre situated in the Black Creek community that:

- a) Fosters academic innovation in teaching and learning through community engaged pedagogy and experiential education opportunities
- b) Supports post-secondary educational attainment among community residents and the development of academic pathways
- c) Enhances capacity of York faculty/students and community partners to work collaboratively on community-based research.

#11, 2010: Explore policies and procedures at other institutions with a view to developing the best practices for improved community access to York, including access to events such as college speakers' series, the March Gala, public workshops, and fine arts performances. (Similar to #7 in 2012)

Progress: Completed. For example, Colleges and Faculties utilize community resources and expertise in their research interest and bring that back to the community through 'academic labour'. That has allowed us to continue to form ties and relations to this community and enhance the perception of York University to be included as part of the overall sense of the word 'community'.

#12, 2010: Develop an electronic portal for external groups to understand York engagement opportunities and make requests for York resources and services.

Progress: In Spring 2014, the Community Relations office initiated the development of an online, searchable database of Community Engagement (CE) activities. Based on the "Inventory of Community Engagement" (2010) this database will serve as a dynamic clearinghouse of the variety of CE activities happening at YorkU. This information will contribute to a more comprehensive story of the positive impact York is having on the community and demonstrate that York truly is the engaged university.

#13, 2010: Develop promotional materials for local neighbourhoods and other underrepresented communities that outline programs, admissions, scholarship, financial aid and engagement opportunities.

Progress: Completed. Recruitment has developed significant materials and outreach efforts for local neighbourhoods.

#14, 2010: In collaboration with the Harry Sherman Crowe Housing Co-Op, explore creation of on-campus employment opportunities for HSC Co-Op youth and residents (e.g. social enterprise, summer employment).

Progress: Not yet started.

#15, 2010: Explore a program for workplace training opportunities, for example, through internships, skilled trade apprenticeships and other employment training in collaboration with local partners and community initiatives, including systems and support for faculty and staff to participate in supervision.

Progress: Not yet started.

#16, 2010: Advocate, with the City of Toronto, the Toronto Region Conservation Authority and other partners, for the construction of a physical link across the Black Creek, to enhance pedestrian and bicycle access to York University.

Progress: While there has been significant progress made in the sense that there is a direct paved path across Black Creek equidistant between Shoreham and Finch, there is also a call for a bridge to be built across the ravine at that location, which would potentially further improve mutual Jane/Finch and York University community access. A plan is being developed for a bridge by Regensis@York for submission to CSBO. In 2013-14, Regensis@York made a presentation on their research findings to the committee and has also undertaken a survey with Project KNCT on "to research the effect of the Black creek bridge on pedestrians in the York University and Village and to create initiatives to improve the safety, accessibility and value around York pedestrian safety."

#15, 2009: Enhance York's resource commitment to existing initiatives such as those identified in the Inventory of Community Engagement (Office of University Events and Community Relations).

Progress: Completed, but of an ongoing nature, as the Inventory evolved into what is now the work of the TD Community Engagement Centre. See also the update for #12, 2010.

#17, 2009: Improve access to York facilities such as the library system, buildings, and sports complexes and laboratories. In particular, a number of days each year should be

designated as "community use days" for specified facilities (with streamlined approval process and waived or significantly reduced fees for facility use).

Progress: Completed, as the recommendation is the same as #8, 2012 (above). Work has begun insofar as a smart building management system is in development, but further progress reports should be in response to recommendation #8, 2012 (see above). The working group on space will continue to work on this in 2014-15.

#18, 2009: Assess and develop outreach initiatives to attract qualified applicants for part-time and full-time employment from communities-in-need surrounding York.

Progress: Completed. The following are a few initiatives specifically to achieve representation of the four designated groups: Women, Visible Minorities, Aboriginal Peoples, and Persons with Disabilities as part of York's commitment under the Federal Contractors Program.

#19, 2009: Through the Division of Advancement (*formerly York Foundation*) encourage donor programs that enhance bursaries and awards for local residents.

Progress: Work has begun in the sense that these donor programs have been encouraged, but there has not been much progress made in that regard, as far as the working group could discover. No additional progress in 2013-14

#20, 2009: Encourage deliberate outreach efforts with local secondary schools by each Faculty and department.

Progress: Completed.

#21, 2009: Coordinate bridging and transitional programs and explore opportunities for ongoing budget support to these programs.

Progress: Awaiting update from Yvette Munro

#22, 2009: Support and implement the policies of the updated York University Secondary Plan, specifically as they relate to housing, community services and facilities.

Progress: Amended; see #4, 2013 (above).

#23, 2009: Support the ongoing work of the President's Advisory Committee on Human Rights and help bridge this work with York's sustainability initiatives.

Progress: Completed, but of an ongoing nature. Additionally, it should be noted that as the chair of the working group also sits on PACHR (as Director of the Centre for Human Rights) the lines of communication are especially reinforced. If that ceased to be the case, the approach taken for supporting PACHR would need to be revised.

Working Group Contributors - 2013 / 2014:

Noël Badiou (co-chair)

Annette Dubreuil (co-chair)

Students:

Darnel Harris, MES

Gayle McFadden, YFS

Christopher Bentley, MEd

Faculty:

Douglas Young

Idil Boran

Ian Garrett

Michaela Hynie

Jinthana HaritawornDarryl Reed

Staff:

Andrew Plunkett

Ashley Grenville

Anthony Barbisan

Robert Castle

Pamela Persaud

Lorna Schwartzentruber

Sheila Ferreira

Kim Flear

Michael LePage

Amanda Hickman

Nicole Arsenault

Meetings 2013/2014

- October 7, 2013 – black creek bridge
- November 8, 2013 – terms of reference
- December 5, 2013 – Fairtrade
- January 20, 2014 – space included
- February 20, 2014 – space included
- April 10, 2014 – report

Working Group on Campus Operations & Development, April 25, 2014 2013 / 2014 report

During 2013-2014, the PSC Working Group on Campus Operations & Development held three meetings. The first two were Co-chaired by Steve Dranitsaris, Senior Executive Officer, Office of the Vice President of Finance and Administration and Christopher Wong, Director Transportation and Master Planning, York University Development Corporation. The last meeting was chaired by Helen Psathas, Senior Manager, Environmental Design and Sustainability, Campus Services and Business Operations. Christopher Wong and Helen Psathas will Co-Chair this working group during 2014-2015 academic year.

There were presentations and discussion on the following:

Meeting #1, Thursday, November 7, 2013 and Meeting #2, Thursday, December 12, 2013

- Renewable Energy
- Control of Postering
- Farmer's Market
- Expansion of Cycling infrastructure

Meeting#3, Monday, April 21, 2014

- Tobacco Waste Control
- Stewardship: Poster and Graffiti Control
- Energy Conservation and Demand Management Plan
- Electric Vehicle Recharging Stations
- Expanding the pedestrian and cycling network on the north side of Keele Campus
- Green Building standards
- Tree Inventory for Keele and Glendon Campuses
- Farmer's Market

The meetings were constructive, with robust discussion on the focus of future operational green initiatives. There was acknowledgement that while significant achievements have been made in key indicator areas of sustainability, for example, energy management, waste and transportation, ongoing efforts will always be required to achieve continuous improvement in managing York's environmental footprint.

At the conclusion of the last meeting, there was agreement that recommendations in the following areas would be drafted and circulated to the group for comment:

2014-2015 Recommendations:

Energy

1. To further enforce York's reputation as a sustainability leader, and in response to Ontario's growing interest in public institutional use of energy, it is recommended that York publish, on annual basis, its Energy Conservation and Demand Management Plan. This should include a building by building account of the consumption of electricity, chilled water, steam, gas and oil. The plan is to address, through smart energy approaches:
 - climate change challenges of extreme weather
 - system redundancy and resilience
 - energy security in a planning context of high density land development
 - enhanced district energy opportunities
 - budgetary constraints and deferred maintenance costsThe plan will build on the success of the 5 year Energy Management Plan, and will consider additional infrastructure capacity through continued focus on conservation and efficiency, paving the way for sustainable growth and the offset of building footprint increases.

Electric Vehicle Recharging Stations

2. York will continue to encourage community members to consider adopting the most sustainable means to travel to and from campus. The interest and potential use of electric charging stations has been studied by CSBO, assisted by the Campus Survey and research conducted by the Institute for Research and Innovation in Sustainability (IRIS). It is recommended that York install electric recharging stations and identify the "best practices" regarding the new facilities, which should then be communicated to the public as part of this initiative.
3. To continue in its demonstration as a leader in sustainability, it is recommended that FES Faculty and Researchers are provided a high profile location for the accommodation of a pilot project examining the use of solar power in the use of electric vehicle re recharging stations.

Tobacco Waste Control

4. This year, it is recommended that efforts focus on more collaboration and work with interested building occupants to target key areas of non-compliance, including loading docks, the Podium and under building awnings, with a view to improving health and safety in those areas.

Stewardship: Poster and Graffiti Control

5. Currently there is a York University policy permitting the installation of posters. However, a more effective system of overall management of postering requires the collaboration of a broad range of community stakeholders representing students, faculty, staff and community members. It is recommended that a protocol be developed which allows community members to advertise in a manner that does not disparage property and negatively impact the university environment. Consideration should be given to a deterrent for non-compliance.

It is recommended that the Office of the Vice President of Administration and Finance, through CSBO, bring together a working group for posterity with the objective of creating the new protocol.

6. The negative impact of graffiti on campus can be profound. The control of graffiti requires the collaboration of all community members, especially as it is essential that the perpetrator(s) be identified while in the act of disparaging property. The cost to the University is also significant, and the resources required to repair the damage could be better allocated to more worthy projects. It is recommended that CSBO, led by Security Services, collaborate with pertinent stakeholders, including the Vice President of Student Services, and Communications, to develop a program aimed at deterring further graffiti.

Farmer's Market

7. A weekly farmer's market was run on a pilot basis during the fall and winter terms, with funding from Food Services and volunteer support from Regensis@York. Located in the TEL building, the market saw a variety of local and artisan vendors offering a range of goods, including produce and meats, prepared meals and baked goods, and wellness products. Feedback from the community was very positive and there is interest in having it resume in fall 2014. A number of operational and organizational issues were identified as a result of the pilot, which should be addressed in order for the market to be viable in 2014/2015. In order to ensure the continuation of this program, it is recommended that CSBO, Food Services, develop an operating framework and mandate for the market during summer 2014 to ensure that it is integrated and operated within a broader Food Services program as a University-sanctioned event and is compliant with relevant policies and practices.

Active Transportation Initiatives

8. Convocation and other major annual events, including the Rogers Cup Tennis Championships, have made it clear that the pedestrian network on the north part of Keele Campus would benefit from expansion. The Pan Am Stadium and Black Creek TTC Station will bring new, and more regular, pedestrian activity to the north end of campus. It is recommended that the expansion of the pedestrian and cycling network along Ian Macdonald Blvd. from Chimneystack Rd. to Shoreham Blvd. be explored.

Green Building

9. In 2008 and 2009, it was recommended that York develop a York-specific green standard for the development and construction of all new buildings and building renovations. Since that time, there has been wider community interest in the Leadership in Energy and Environmental Design (LEED) program. For example, the Kaneff Building (LEED certified) and the renovation of the Osgoode Law School (LEED CI) were the first LEED buildings at York. This year, the Life Science Building achieved LEED Silver certification, and there is the intent to pursue LEED certification for the Pan Am Stadium, the new Engineering Building and the new Student Centre. Since the time of the 2008-09 recommendation,

the City of Toronto Green Building Standards were also created, and all new major construction in Toronto must comply to a heightened green standard. Given the emergence of heightened municipal green standards, and in view of the leadership role that York University has traditionally taken in sustainable building development, it is recommended that York consider the requirement that all new buildings demonstrate the structural and electrical capability to accommodate renewable energy, so that at minimum, new buildings are “solar ready” and can be considered in a future initiative when it becomes more viable to pursue solar power.

Tree Inventories: Keele and Glendon

10. The tree inventories for Keele and Glendon Campuses have been completed, although a further update will be required in the summer of 2014 to log the condition changes as a result of the winter ice storm in December 2012. It is recommended that the inventories be updated, with a view to uploading the data into York’s asset management tool so that it may be used in the tracking of all tree activity and change; it is also recommended that a website be created to make the tree inventory information available to the public.

Updated Actions on Previous PSC Recommendations

2012-2013 Recommendations:

Energy

Work should focus on better aligning heating, ventilation and air conditioning systems with programmed space use within buildings (e.g. classroom use), and on opportunities for further reductions through other community engagement initiatives, behavior modification and process changes.

Progress: Early progress was achieved in energy upgrades, retrofits and better alignment of HVAC with programmed space use, particularly in electricity, together with the identification of other efficiencies, but progress impacted by backlog in required maintenance upgrades, and by the extremely harsh winter in 2013-14.

Efforts should also aim at monitoring the renewable energy market for cost effective technologies that are compatible with York's physical footprint and energy grid.

Progress: Monitoring is continuous, and certain positive changes have been made in the Ontario Power Authority Feed-in Tariff Program (FIT), which are encouraging to large institutional, multi building entities, such as universities; large scale initiatives will not be economical until other key changes in current funding programs are undertaken; these focus mainly on the method of metering and how energy generated is fed back into the grid.

Res Race to Zero

Since its inception, Res Race has engaged first-year undergraduate student residents in the prudent use of energy, and has aimed at demonstrating the significance of even minor adjustments to behavior. The program picks up in second term, and culminates in a "race" in March.

In the 2013-2014 year, the Res Race to Zero program should be expanded to commence in September, engaging students in a broader program of sustainability, including water, waste, stewardship, and community involvement.

Progress: Completed, through the efforts of SCLD and CSBO, and the ambition is to continue the program, as expanded. Res Race to Zero has expanded to engage students in broader program of sustainability, including waste, water, pollution and campus environment.

Woodlots

Conclusive evidence of the presence of the Emerald Ash Borer at Keele campus was established in the spring of 2012. A program of assessing all Ash trees was completed in summer of 2012. The inventory included a rating of all the trees, and those that could be saved were earmarked for a multi-year treatment program aimed at reversing the devastation posed by the insect infestation.

The treatment program should be continued over the summer of 2013.

An overall tree inventory was commenced for Keele Campus in summer of 2012, and should be completed in 2013. An overall tree inventory for Glendon Campus should also be undertaken and completed in 2013.

Progress: Completed, and injections for EAB will continue on a multi-year program, and tree health will be monitored. Further work is required on the inventory as the result of the ice storm in December 2013.

The York University Master Plan for the academic lands includes policies for the protection of all major opens spaces, including the four woodlots. Background technical studies have been completed assessing conditions and making recommendations for woodlot management.

An assessment of the recommendations of these technical reports should be conducted in 2013-2014, including community consultation and identification of resource requirements for implementation.

Progress: Commenced, however a fuller review and consultation program will be undertaken upon the completion of City approvals for the Master Plan.

Farmer's Market

Considerable interest has created the proposal to pilot a Farmer's Market on Keele campus as collaboration between and among CSBO Food Services, Regenesi@York, the PSC Student Sub-committee and other campus partners.

Progress: Completed pilot. A weekly farmer's market was run during the fall and winter terms, with funding from Food Services and volunteer support from Regenesi@York. Located in the TEL building, the market included a variety of local and artisan vendors, offering a range of goods, including produce and meats, prepared meals and baked goods, and wellness products. Feedback from the community was very positive and there is interest in having it resume in fall 2014.

Tobacco Waste

Tobacco waste is a growing concern, mainly due to toxicity of the cigarette butts, leaching toxins into the soil and ground water. It's a human and environmental health issue, and it detracts from the quality of the University's public areas.

A University strategy is required for more effective management of cigarette butts which are presently being discarded by smokers in gardens, rockery, walkways and other common spaces. This might include a program of expanding the tobacco waste units on campus, and a communications program to inform smokers of the need to properly "bin their butts".

Progress: Commenced, and to be continued. Progress has been made as more than double the number of tobacco waster ash urns has been installed over the past year, and there has been a noticeable compliance in certain campus areas. The Grounds department was able to clean and recycle the tobacco waste units removed several years ago, and with the assistance of new stickers, re-instate many of them.

Further Updates on 2011-2012 Recommendations:

Implement a three-year plan to phase out the sale of bottled water at the University, with the phase-out to be complete by September 2015. Steps in this plan include:

- *Assess current state of public drinking water infrastructure*
- *Address deficiencies of existing infrastructure*
- *Engage community through participation and promotion/education*
- *Improve access/way finding to public drinking water*
- *Reduce bottled water use from administrative areas*
- *Coordinate phase-out with University Food Services, York Lanes and York University Student Centre*
- *Establish access to drinking water as an element of York University's standards for new buildings*
- *Expand water bottle refill stations*
- *Establish a University policy on sale of bottled water on campus*

2012-2013 Progress: A community engagement strategy was developed by a working group led by the PSC Sustainability Engagement Coordinator, which includes objectives, details and anticipated outcomes. Administrative offices were asked (through announcements, communications and directives) to stop using bottled water for office use, meetings and events and to convert to office coolers and water pitchers/dispensers for meetings, conferences and office use. All of CSBO's food services contracts (eateries and vending machines) now have the phase-out

embedded and water bottle refill stations are considered when renovating food outlets. York Lanes (York University Development Corporation) and the Student Centre have started to embed the phase-out in all lease renewals.

2013-2014 Progress: There are 67 refill stations currently in place on the Keele and Glendon campuses, with an additional 7 possible locations identified and currently under review. Currently, 194 water fountains are in existence. New building standards include the requirement for drinking fountains in public areas and water refill stations in all new buildings and major renovated space. Standard Operating Procedures (SOP's) have been developed and enacted for the cleaning and maintenance of fountains and refill stations. Only approved cleaning products are used for cleaning. Stations and fountains cleaned once daily by custodial staff. The York Federation of Students (YFS), together with the assistance of the President's Office, distributed approximately 8,000 refillable water bottles during 2013/14. Work has commenced on a Communications Plan, which is to be posted on the website.

Create a University advisory committee on responsible investing that includes student and employee members. The Committee should provide a forum to discuss and express opinions on responsible investing and, from time to time, to provide advice to the University administration through the Vice-President Finance and Administration. The VPFA is responsible for formulating recommendations for decision by the Board of Governors of York University, through its Investment Committee.

2012-2013 Progress: Terms of reference for the York University Advisory Committee on Responsible Investing (YUACRI) were established in consultation with the Vice-President Finance & Administration and these were accepted by the President's Sustainability Council. The committee consists of three faculty members, three students and three administrative staff including the Assistant Vice-President Finance & CFO and the University Treasurer.

The scope of the Advisory Committee's work includes: Advice about investments where investment managers can actively engage; Identification of companies who may be involved in activities contrary to the University's principles and beliefs, where active engagement by York's investment managers would be warranted; Advice about circumstances in which stocks held by the University may cause social injury; Advice on proxy voting guidelines, including areas in which the University should invoke proxy voting; and the identification of like-minded organizations, shareholder groups or coalitions, with which the University could potentially affiliate or become a member.

2013-2014 Progress: Efforts in this area are ongoing.

Further Updates on 2010-2011 Recommendations:

Joint recommendation with Social Justice & Human Rights: Develop the York University-TD Community Engagement Centre (CEC) as a hub for York's various academic and non-

academic outreach and engagement activities, by expanding employment and enrollment recruitment sessions at CEC and with CEC partners.

2011-2012 Progress: Recruitment Services in Human Resources will continue to partner with the York University-TD Community Engagement Centre at York Gate Mall so that the University has representation at future employment events. Also Recruitment Services is continuing to identify groups for outreach presentations in the area surrounding York on an ongoing basis.

Outreach presentations in Jane & Finch and other adjacent communities have included participation in a job fair/information session at the Jane Finch Mall sponsored by the Elspeth Heyworth Centre for Women; and a presentation and skills building session at the Next Steps Employment Centre (operated by the Toronto District School Board) in Vaughan.

2013-2014 Progress: Completed (as per the original recommendation), but requires ongoing attention.

A review of the CEC was completed in 2013-14 with a revised mandate and priorities. Mandate: The York University TD Community Engagement Centre supports the University's commitment to build a more engaged university by facilitating mutually-beneficial collaborations between York University and the Black Creek community.

Core Functional Areas: The CEC is a pan-university resource centre situated in the Black Creek community that: fosters academic innovation in teaching and learning through community engaged pedagogy and experiential education opportunities; supports post-secondary educational attainment among community residents and the development of academic pathways; enhances capacity of York faculty/students and community partners to work collaboratively on community-based research.

In collaboration with the Harry Sherman Crowe Housing Co-Op, explore creation of on-campus employment opportunities for HSC Co-Op youth and residents (e.g. social enterprise, summer employment).

2012-2013 Progress: The Office of the VP Finance and Administration continues to build a close liaison with the Harry Crowe Co-op, holding membership on the Co-op Board. Early discussions have taken place in regard to Recruitment Services in Human Resources working with the Co-op on periodic employment outreach presentations, in partnership with CSBO (for maintenance, custodial, grounds jobs, etc.). This is intended to provide Co-op residents with an overview of the types of employment opportunities available at York and how to apply. Another initiative to strengthen linkages between the Co-op and York University is an interface being explored with the School of Social Work for student learning experiences that would provide support to families and youth in need.

2013-2014 Progress: Efforts in this area continue.

Explore a program for workplace training opportunities, for example, through internships, skilled trade apprenticeships and other employment training in collaboration with local partners and community initiatives, including systems and support for faculty and staff to participate in supervision.

2011-2014 Progress: For the past five years, CSBO-Maintenance has accepted up to two high school co-op placements in trades' areas. With CUPE 1356 (trades, grounds and custodial workers), we continue this partnership with the Board of Education and provide workplace literacy and, through the HR Technical Learning Centre, computer literacy.

Additionally, co-op students from community colleges, architecture and engineering students-in-training, and students in York's Faculty of Environmental Studies have been given postings in CSBO – Planning & Renovations, Facilities Development and Campus Planning.

Advocate, with the City of Toronto, the Toronto Region Conservation Authority and other partners, for the construction of a physical link across the Black Creek, to enhance pedestrian and bicycle access to York University.

2011-2012 Progress: A physical link has been created across the Black Creek by way of a pedestrian/bicycle path which was paved in summer 2011 and is part of the Finch Hydro Corridor Trail that runs from G. Lord Ross Park through to Norfinch Drive. There is a crosswalk on Jane Street just north of York Gate Mall.

The City of Toronto Secondary Plan for York's Keele Campus also references a physical link to the communities west of the Black Creek ravine. This remains a longer-term objective that may have significant financial and environmental implications for the City and the TRCA.

2012-2014 Progress: Not being actively pursued.

All University contracted, non-franchised food service outlets that serve coffee and tea provide its customers with at least one option of fair trade certified coffee and tea at all times; that information on fair trade be displayed; and that these options are priced so that cost alone will not be an overriding factor in consumer selection. This approach, as a principle, should be extended to include other fair trade commodities (for example, sugar and cocoa) where this becomes feasible.

2011-2012 Progress: As reported in the 2011 PSC Report, this has been implemented for University (CSBO Food Services) operations. Food Services continues to support the sale of Fair Trade coffee and Rainforest Alliance tea, including Las Nubes, at all of its non-franchised locations, line priced with other coffee/tea and to monitor for, and implement, more sustainable products in its eateries whenever feasible, including locally grown and processed foods and cage free eggs.

2012-2013 Progress: Food Services web site was enhanced to enable users to search for locations offering Fair Trade coffee and cage free eggs.

2013-2014 Progress: the Social Justice & Human Rights working group is recommending pursuing the Fair Trade Campus designation, which obviously has a significant food service component.

Request the York University Development Corporation and the York University Student Centre to take the same approach with their contracted tenants and embed the requirement for a similar fair trade certified coffee and tea option in leases of food service operators within their respective premises. This approach, as a principle, should be extended to include other fair trade commodities (for example, sugar and cocoa) where this becomes feasible

2012-2013 Progress: York University Development Corporation and York University Student Centre were asked to follow similar practices employed by Food Services in requiring Fair Trade certified coffee/tea to be offered when selecting tenants and to work with existing tenants to formalize this arrangement. Many of the coffee-oriented tenants in these buildings already offer Fair Trade certified coffee and Rainforest Alliance certified teas in the normal course of their business.

The University should give preference to suppliers who can meet or exceed predetermined "green" specifications. Procurement Services could include in their Request for Proposal (and other "RFx" procurement documents) criteria/specifications from suppliers that could be quantified on responses received As a starting point to be able to test this recommendation, Procurement Services should focus on goods that are easily measurable and have accepted industry standards, such as appliances (EnergyStar, Energuide), paper (FSC – Forest Stewardship Council) and vehicles (fuel efficiency, hybrid/alternate fuel technology).

2012-2013 Progress: Procurement Services implemented a new on-line buying system called Sm@rtBuy which reduces processing time by 90% on transactions put through the system. Currently there are 19 catalogue suppliers. This also eliminates paper purchasing requisitions and paper invoices thus in turn reducing use of paper and requiring less storage space for documents.

In addition, in order to enhance the vendor verification process, a new data management software called QCsolver was implemented to house and track documentation on suppliers categorized as high risk. This again eliminates the paper collection and storage of documents. This software is also being utilized to conduct the collection of documentation for the Request for Supplier Qualification process which can potentially be up to four storage boxes per project which have now been totally eliminated from the process.

Since the multifunctional devices (photocopier/printer/fax) also have fax capability we have been able to eliminate fax machines in offices throughout the campus at the time their photocopiers are replaced.

2013-2014 Progress: It is an on-going process for Procurement to implement "green specifications" in the Request for Proposal process. A sample of environmental sustainability language presently used in RFPs includes the requirement that all submissions include information on environmental commitments as they pertain to product manufacturing, process, shipping, packaging, recycled content low VOC's (volatile organic compounds), durability, maintenance requirements (cleaning program), FSC wood products (if applicable), end-of-use pick-up program and sourcing regional materials. All submissions are required to list environmental programs for which there is an affiliation, including the Manufacturer and all third-party certifications (e.g. Greenguard, Cradle to Cradle Certification, Ecologo, etc.).

A sample of efforts to improve sustainability practices in bidding submissions is as follows: In the interest of supporting York's sustainability initiative to reduce waste and extraneous use of natural resources, York is requesting the following:

1. That submitted Proposals be submitted on two-sided recycled paper, where possible; and
2. That Proponents refrain from using excess and unnecessary packaging when shipping or mailing Proposals."

Among other sustainable approaches in the University's procurement practices are:

- In June 2011, Procurement Services changed York's paper supplier for cost savings and a much larger catalogue of eco-friendly paper products. Additionally, the supplier is SFC Chain of Custody certified.
- Copiers are for a term of 60 months which, according to the industry, is the expected useful life of the machine, in order to reduce the number of used copiers from 36 month rentals going to landfills. All new copiers are Energy Star 1.0 compliant and come with additional "green" features.
- Cold Beverage Vending Machines (CBVM) are Energy Star Certified; a select few are Energy Star tier 2. CBVMs are installed with Energy Misers which power down the unit when not in use (i.e. sleep mode) and installed with SEED active monitoring. This allows real-time communication of a CBVM stock level and allows the delivery truck to only carry the required restocking materials. Delivery trucks are small vans and not fully stocked transport trucks; thereby reducing the carbon emissions associated with the restocking service.
- Dell Desktop and Laptops are Gold, Energy Star 5.2 standard. Server boxes on Dell computers are recycled.
- Staples (vendor of office supplies) provide green substitutes for 22 products.
- Calstone (vendor of office, classroom and lab furnishings) recycles furniture and materials used in furniture in the manufacture of new.
- Biodegradable cable pulling lubricants.
- Supplier submission binders are reused by staff and students.

- The lighting contract (a collaborative venture with the Education Municipal Purchasing Group) included participation in the "Take Back the Light" program for recycling of fluorescent tubes.

Develop a York-University-wide Green IT program that would, among other initiatives, include the following:

- a. develop and issue a series of green IT guidelines to be adopted by all IT units across the institution;*

Progress: Work on this initiative is continuing. UIT consults with its clients and identifies opportunities that will reduce energy and use of paper. Examples of this include the implementation of Sm@rtBuy (on-line purchasing system) and the Time Managing Support System (payroll, attendance tracking/reporting, etc.) where thousands of monthly paper transactions will be replaced by electronic transactions.

- b. further explore and, where practical, adopt virtualization technology and cloud computing as means of achieving efficiencies and energy consumption reductions;*

Progress: Adopting virtualization technology is standard practice for all new and upgraded systems unless there are specific requirements that preclude it. Over 60% of the servers managed by UIT are virtualized. While UIT added approximately 170 new servers over the year, the total physical server count was reduced by 50.

- c. establish institution-wide standards for the management of IT infrastructure, servers requiring spaces with specialized utilities, and other considerations;*

Progress: UIT provides standardized data-centre services for use by UIT, other IT groups, and researchers. This allows optimal use of space, power and cooling resources. Use of these standard services is encouraged but voluntary.

- d. work with Procurement Services to establish and adopt minimum power efficiency standard for all new computer hardware; and*
- e. work with Procurement Services and the Waste Management department to develop a procurement process that requires consideration and adoption of life-cycle assessment for computer hardware purchases and in-house mechanisms to collect, recover and ensure that end-of-life computer equipment are recycled responsibly.*

Progress: UIT has set up procurement standards that will constantly be updated to reflect the most current available energy efficient hardware. EPEAT (Electronic Product Environmental Assessment Tool) registered computer desktops, laptops, and monitors must meet an environmental performance standard for electronic products. We currently purchase "Gold-registered" which reduces waste and increases recyclability of waste. Gold-registered features 10 percent post-consumer recycled plastic in its chassis and small form factor

comes in recyclable packaging. To help reduce energy costs, minimum procurement standards now include Energy Star 5.0-compliant desktops with 90% efficient power supply, Energy Smart Power Management settings, high efficiency processors and latest chip technology increase per watt performance.

f. develop and implement a centralized workstation power management initiative for all laboratory (and "computer common") workstations, as a way to reduce power consumption from these workstations, beginning with the approximately 2,000 laboratory workstations managed by UIT;

Progress: UIT-managed computer labs are power-managed so they are powered only when in use, or during application/software updates.

g. phase out desktop printers in favour of an environment of duplex and network printers only.

Progress: The University's PRASE initiative (Process Re-engineering and Service Enhancement) is furthering this initiative. UIT does discourage use of a local desktop printer approach. Utilization of networked printers not only reduces energy costs, but also consumables, and the packaging of both the consumables and the actual printers. Greater savings will be realized upon wide deployment of the leased multi-function networked all-in-one units (that integrate all functions of printers, fax, copiers, and scanners).

UIT Green IT initiatives are ongoing in nature.

Further Updates on 2008 and 2009 Recommendations:

Develop a York-specific green standard for the development and construction of all new buildings and building renovations.

2009-2010 Progress: LEED is presently being used as the base York standard, whether a project is to be certified or not. Many green standards are being legislated and this trend will continue in the future. CSBO is updating its standards to integrate sustainable materials, approaches and practices. 25 standards are now approved and appear on the CSBO web site, with several others in draft or development.

<http://www.yorku.ca/csbo/planningrenovations/building-standards/index.html>

2013-2014 Progress: This year the Life Science Building was the most recent building at York to achieve LEED Silver certification; the new Engineering Building and Pan Am Stadium are progressing towards LEED Silver certification, and the new Student Centre, presently in the design stage, is anticipated to be LEED Gold. The City of Toronto has passed Green Standards that now require all major construction in the City to conform to heightened sustainable building requirements.

Establish policies and practices to reduce emissions of greenhouse gases and other pollutants from vehicles, for example through establishment and enforcement of a "no idling" policy for all vehicles on York's campuses.

2011-2012 Progress: In 2011-2012 A University Guideline on Vehicles Idling on Campus has been approved and issued and has established a standard operating procedure for its fleet operators which places restrictions on vehicle idling;

2013-2014 Progress: CSBO continues to collaborate on awareness campaigns (including with the Idle Free York Club); and CSBO continues to work with transit agencies to reduce unnecessary idling of buses.

Develop a York University policy or framework aimed at governing campus food service operations in a more coordinated fashion that enables and supports the implementation of sustainable practices at a much greater degree than is presently possible.

2013-2014 Progress: In 2012-2013 CSBO Food Services engaged a consultant to assist with the development of a Keele Campus Food Service Master Plan. The scope of work for the study included, among other things, an assessment of the food operations of each of the three food service jurisdictions and the impact each has on the other and the total campus market, as well as an assessment of, and recommendations for, campus food service policies and governance practices. The project was extended to permit additional community consultations. Recommendations will be presented to senior leadership for consideration during summer 2014.

Establish a formal role for the Yorkwise program in relation to the Sustainability Council.

Progress: Yorkwise has now been phased out and integrated into the PSC and Sustainability@York.

Continue to develop and implement opportunities for student engagement in collaboration with the Student Sustainability Sub-committee.

2013-2014 Progress: Student engagement continues to be focused largely in the IRIS (Institute for Research & Innovation in Sustainability), in Regensis@York, with the Sustainability@York Coordinators, in Res Race to Zero, and through CSBO student placements.

Provide students with more opportunities to do research and work on campus sustainability projects.

2013-2014 Progress: IRIS continues to have a formalized working relationship with CSBO that provides research/learning opportunities for students and research support for CSBO. CSBO, IRIS and the Sustainability Coordinator have worked together to develop the TREE Program (recommendation from Curriculum sub-committee)

Establish an institution-wide program that enhances "e-waste" recycling practices in all academic departments and administrative units, and locate drop boxes throughout the Keele and Glendon campuses to facilitate broader community participation.

2013-2014 Progress: CSBO continues to collect e-waste from loading docks, which is recycled by a contractor who is ISO 14001 certified. Individual pick-up can also be arranged for special circumstances by issuing a Service Request to CSBO. During the annual student residence move-out, e-waste is collected at the "Free Stuff" tables. UIT and IT departments recycle e-waste following bulk upgrades. Glendon campus also participates in this program. Also, all libraries now house a bin for battery and cell phone recycling—all loading docks feature a battery bin.

Identify and implement policies, plans and incentives to substantially reduce the consumption of paper at York by adopting practices of double-sided printing on all multiple-paged documents and encouraging students to print and submit double sided papers and assignments.

Progress: Since 2010, there have been several initiatives which have been focused on employees reducing photocopy through double-sided printing and use of electronic communication over printed documents. Paper consumption has certainly been reduced from the increase in use of electronic teaching and learning materials. CSBO Printing and Mailing Services have played an important role in advocating these types of behavioural changes in order to promote sustainability and reduce client costs

Implement a clear, comprehensive and coordinated program that is aimed at increasing the level of recycling and composting.

2013-2014 Progress: The ZeroWaste program was launched in June 2010 to build on York's long-standing recycling initiative, which had achieved a 58% waste diversion ratio since its inception in 1990. Currently the program is operating at a 66% diversion rate. ZeroWaste now provides organic waste containers in all kitchenettes in buildings and has introduced communal "tri-bins" in offices so that individual staff and faculty empty their individual waste bins. By becoming responsible for removing their own waste, employees have a greater awareness of the waste they produce and custodians can more effectively focus their energy on the cleaning of common areas such as corridors, washrooms and classrooms. Stand-alone garbage bins have been removed and replaced with more tri-bins both in common areas inside buildings and outdoors on campus.

More outdoor organic digesters and battery recycling bins have been located around campus (see ZeroWaste web site for a map of locations).

Also, new types of materials are being captured for recycling, in participation with Stewardship Ontario and through other diversion programs.

FreeStuff is an initiative between and among Housing Services, Residence Life and Waste Management. In April, FreeStuff tables are set up in each of the University's undergraduate residences. Vacating students were encouraged to share unwanted items prior to moving out of residence for the summer. At the end of the month, all remaining items were donated to the Oasis Clothing Bank.

In 2012, over 1,700 kg of clothing, books, household and electronic items were collected.

Provide a larger selection of products made from 100% recycled materials in the University Bookstore.

2013-2014 Progress: The Bookstore continues to have a wide range of such products clearly identified throughout the store.

Establish a program to reuse office furniture, when/where feasible, and if not, items should be offered by sale/donation to the York community, community charities, and organizations.

2013-2014 Progress: CSBO continues wherever possible, to procure modular furniture to facilitate re-use to the extent possible. CSBO also has a desk/furniture recycling agreement in place with one of its suppliers, Calstone. The University policy on disposal of surplus assets specifies that surplus furniture is to be allocated to other departments to decrease waste and maximize the life cycle of the University asset prior to considering its disposal. Unwanted items may also be donated to a non-profit organization for re-use through arrangement with Procurement Services.

Support (and if possible increase support for) organizations focused on traffic demand management, the promotion of transit use and other alternate modes of transportation, and like sustainable transportation initiatives.

2013-2014 Progress: CSBO Transportation Services continues to undertake transportation demand assessments; to liaise with municipal and regional public transit agencies in coordinating, adjusting and expanding public transit service to campus (now with over 2,500 bus trips daily to campus and the GO train service to communities north to Barrie); and, in conjunction with Smart Commute- North Toronto, Vaughan, to promote alternatives to single occupant motor vehicles. Additionally, there has been continuous improvement with the campus shuttle services, including the evening shuttle service to The Village (residential community south of the Keele campus), the shuttle service to the GO Train station east of the campus, and the inter-campus shuttle to Glendon. This year, Transportation acquired a new barrier free shuttle bus, which will be utilized primarily for Van Go. This past year, Zipcar has increased the number of vehicles on campus to 16.

Develop a University food services policy that protects the investments made in campus food operations by restricting on-campus catering and food service provision to caterers and food service providers that are contracted, permitted or otherwise authorized by the University's Food Services office.

2013-2014 Progress: A consultant was engaged by CSBO-Food Services to develop a Food Services Master Plan for the Keele Campus which is anticipated to lead to a clear framework for food service planning, coordination and delivery on campus. Substantial community consultations were conducted during 2013-

2014 in support of this process. Results will be compiled for review by senior administration during summer 2014.

Improve the University's marketing of the range of available food services on both campuses, for example through website improvements, and better signage.

2013-2014 Progress: Food Services is working with the York Federation of Students to develop a set of food standards and consistent signage to clearly identify certain food options for the community, including vegetarian, vegan and halal. This will be developed during summer 2014 with a view to implementing the program for the fall.

Food Services has also begun using social media to more proactively inform community members about new offerings, specials, events and discounts.

Expand and enhance the availability of sitting/common space for use by students (both indoors and outdoors) and improve access to microwaves, water-bottle refilling stations and sinks for those that bring food from home or want to refill water bottles.

2013-2014 Progress: Following a successful student referendum in Fall 2013, a second Student Centre has been approved and is in the design stage. The new centre will provide much needed social, study, club and prayer space on campus.

The Office of VPFA and CSBO have worked collaboratively to identify a number of spaces in common areas that can be furnished with seating and electrical plug-in, in order to provide more seats for student social and study use. As mentioned earlier, water bottle refill stations have been installed on the University's two campuses and a building standard established to include water refill stations in all new construction and major renovations.

Compile and analyze studies of the natural features of the University's two campuses, establish a York inventory of natural features and develop a comprehensive plan for protecting and enhancing York's endowment of natural features.

2010-2012 Progress: The new Master Plan for the Keele campus identifies the natural features and the Master Planning process included the development of woodlot management plans for each of the woodlots. CSBO will evaluate the potential cost of implementing these plans and will seek community input.

2012-2013 Progress: Tree inventories were conducted for both Glendon and Keele campuses during summer 2013. In an effort to protect the ash trees on the Keele campus, an Emerald Ash Borer (EAB) program was initiated during 2012 and is to proceed over several years.

2013-2014 Progress: EAB program to continue over multiyear schedule of injections; tree inventories for both campuses are now complete but require upgrades due to the December 2013 ice storm which resulted in significant damage.

Continue to develop ecologically progressive plans and procedures to guide campus landscaping and grounds management practices.

Progress: The University curtailed pesticide use long before the City by-law was established. As a long-standing member of Landscape Ontario, the University ascribes to best practices in its landscaping and grounds management.

Integrate relevant research and studies into grounds management and other areas of campus operations by establishing formal opportunities with straightforward processes for the engagement of students (for example, through course-related research projects, internships, paid work, or volunteer opportunities).

Progress: CSBO and IRIS have hired students, created Graduate Assistantships and internships, and taken on volunteers. This arrangement is anticipated to continue. Studies in recent years have included food, student engagement, accessibility, transportation, electric vehicles, and tree inventories.

Continue to position the University to manage its carbon footprint more effectively through the implementation of the energy management program and other initiatives; and expand efforts to engage the community in prudent energy conservation practices in order to sustain, and possibly improve, the targeted reduction in energy consumption and emissions.

Progress: With the five-year investment in the Energy Management Program concluding, efforts will now focus on sustaining reductions in energy consumption. This will place greater emphasis on community engagement and behaviour change. On the operations side, process improvements will be pursued to optimize use of spaces in buildings and reduce energy consumption at times spaces are not in use.

Those contributing to meetings of the Sub-Committee during 2013-2014 were:

Andrew Plunkett
Annette Dubreuil
Anthony Barbisan
Brad Cochrane
Caroline Harideen
Carolyn Fasick
Christopher Bentley
Chris Panagopoulos
Chris Russell
Christopher Wong (co-chair)
Dana Craig
Daniel Romero
Darnel Harris
Darren Craig
Dawn Bazely
Helen Psathas (new co-chair)
Ilan Kapoor

Jose Etcheverry
Meagan Heath
Nicole Arsenault
Pamela Persuad
Patrick Saavedra
Paul Mayol
Peter Duerr
Peter Thompson
Richard Francki
Robert Castle
Robert Smith
Shadiya Aidid
Steve Dranitsaris (outgoing co-chair)
Steve Glassman
Tim Haagsma

Working Group on Sustainability in the Curriculum 2013 / 2014 report

During 2013-2014, the PSC Working Group on Sustainability in the Curriculum held four meetings. As a relatively new group, the working group's discussions over the past few focused primarily upon: (1) clarifying the role of the working group in relation to other existing university structures and committees responsible for curricular matters; and (2) identifying strategic opportunities for working group engagement to support the University's position as a leading sustainable university.

The Working Group acknowledged that given its human resources capacity and scope of responsibility, it would not be possible to address all past recommendations and chose, instead, to focus on key areas of opportunity. The Working Group also identified the need to make revisions to recommendations.

Progress on 2009 PSC Report Recommendations

Recommendation #10-2009: Request that the Academic Policy, Planning and Research (APPRC) and the Vice-President Academic and Provost make sustainability a major strategic feature in the White Paper and the new University Academic Plan

Progress: The Working Group confirms that this recommendation has been fully implemented since 2010 and may be removed from subsequent PSC Reports.

Recommendation #11-2009: Develop a greater focus on sustainability in the York curriculum

Progress: Sustainability continues to be a strong feature of York's curricular offerings and the University offers an impressive array of programs (undergraduate, graduate and certificate) and individual courses that address many aspects of sustainability. Over the past year, several new programs have been brought forward to relevant curriculum committees for consideration and/or have been approved by Senate. *[Include brief description of new college to university pathways (FES) and Faculty of Health's Global Health Program]*

Recommendation #12-2009: Work with the relevant faculty members/offices to design and implement a survey about sustainability within existing York curriculum

Progress: Given the administrative challenges and unreliability of implementing a pan-University survey about sustainability within existing York curriculum, the Working Group with the support of a graduate student, adopted a different approach to gather information. With the co-operation of the Registrar's Office, an analysis of the all York course titles and course outlines was conducted. Over the 2013/2014 year, *[insert number]* of courses included sustainability as a core feature of course content.

Recommendation #13-2009: Include sustainability in more courses and academic programs throughout the University

Progress: The University continues to support existing curriculum planning processes (at Faculty and Senate levels) in the development of new courses and academic programs. The exercise undertaken to identify the number of sustainability-related York courses reveals that the University has an impressive range of curricular offerings. As direct result, plans are underway in conjunction with the Registrar's Office to facilitate ways that students, interested in taking sustainability-related courses within and outside of their program, may be able to do so more readily.

The Working Group also suggests that this recommendation be merged with #11.

Recommendation #14-2009: Encourage and support the development of non-degree offerings in sustainability

Progress: This year, the University hired its first Executive Director, Continuing and Professional Education to support the development of non-degree offerings throughout the University. The Vice Provost Academic will meet with the new Executive Director to discuss opportunities to develop courses and/or certificates related to sustainability.

Recommendation #15-2009: Provide students with more opportunities to do research and work on campus sustainability projects

Progress: *Yvette to gather information from AVP, Teaching & Learning (re: Experiential Education) and VP-Research & Innovation (re: New Strategic Research Plan)*

Andrew/Annette to provide information re: TREES initiative and course-specific examples of student research.

The Working Group also notes that, over the past year, several opportunities have been developed for students to do research and work on sustainability projects (e.g. Critical Urban Planning course in Jane/Finch community with Prof. Jenny Foster (FES)). The Working Group suggests changing this recommendation to read - Provide students with more opportunities to do research and work on sustainability projects

Progress on 2010 PSC Report Recommendations

Recommendation #6-2010: Cultivate intellectual interest in sustainability among students and faculty through symposia and/or key events

Progress: Over the past year, the University continues to sponsor and support numerous symposia and events focused on sustainability. *[Provide examples of sustainability symposia/events over 2013-2014]*

Recommendation #7-2010: Bring forward discussion of sustainability to the Teaching & Learning Working Group on Technology Enhanced Learning in order to identify strategies to embed sustainable practices in course design and teaching practices across the University

Progress: *Yvette to gather information from AVP, Teaching & Learning, Learning Commons and AODA Office.*

Recommendation #8-2010: Explore the opportunity, perhaps in collaboration with relevant faculty members, to: a) undertake research to identify how other post-secondary institutions nationally and internationally support sustainability in the curriculum; and b) conduct key informant discussions internally and externally to identify opportunities for new or enhanced academic offerings related to sustainability that meet emergent workforce needs

Progress:

- a) The Working Group, with the support of a Graduate Assistant, initiated research to explore best practices among higher education institutions related to supporting sustainability in the curriculum. The Working Group does not have any significant information to report at this time since the research was initiated late in the year but will provide an update by end of 2014.
- b) Where appropriate, and as part of the development of new or enhanced academic offerings, the University engages in consultations and/or key informant discussions to explore how programs can meet emergent workforce needs. Over the past year, the University is developing or has developed new programs where student's learning related to sustainability are required for their success in the workforce. Programs and new academic pathways (e.g. Urban Sustainability, Global Health, Engineering programs) have included consultation with internal and external partners. Furthermore, the University has also participated in an emerging dialogue led by the Conference Board of Canada and involving industry, government and other educational institutions to discuss the future workforce skills/learning needs of postsecondary education students.

Progress on New 2011 PSC Report Recommendations

The Office of the Vice Provost Academic will facilitate the enhancement of sustainability in curricular contexts through existing academic planning mechanisms and aligned university committees.

Progress: The Office of the Vice Provost Academic continues to work closely with all York Faculties and Senate Committees on curriculum and program development matters.

The Vice Provost Academic will undertake to discuss with the new Vice Provost Students the creation of a Working Group, involving students, faculty and staff, with a mandate to explore and foster co-curricular intellectual interest in issues of sustainability.

Andrew to provide information from STARS