

Sustainable  
Development  
Action Group



UNIVERSITÉ  
**BISHOP'S**  
UNIVERSITY



## **Sustainable Development Student Intern (SDSI) Final Report and Recommendations 2015-2016**

**Presented by: Tabitha Hartropp**

**This internship is made possible thanks to the generous contributions of the Elizabeth Harvey Memorial Sustainable Development Fund and the Kruger Inc. Sustainable Development Internship Fund.**

# SUSTAINABLE DEVELOPMENT STUDENT INTERN REPORT 2015-2016

Submitted to the SDC April 2016

Projects.....	2
Gaiter Gears.....	2
Fair Trade Campus .....	3
Waste Free Events.....	4
Sustainable Apartment Living Workshop .....	4
Waste Management Interviews.....	5
Future Projects Based on Interviews .....	5
Orientation Week 2015 .....	5
Green Levy Fund .....	6
Applicants .....	6
Promotion.....	6
Future SDSI.....	7

## Projects

### Gaiter Gears

Gaiter Gears is a rental project that gives students and the Lennoxville community access to bikes (out of Conference/Paterson) and snow shoes (out of the Plex) for low prices.

The Gaiter Gears team this year included SDSI Tabitha Hartropp, SRC Environmental Officer Catherine Kentros, B&G representative Jean Vaillancourt, SRC General Manager of Operations Nick Venditti. This group of people explored options to reinvigorate Gaiter Gears, improving operations and marketing. Currently Gaiter Gears is run by Conference Services, overseen by Deborah Langford and Lynn Fortney.

This year, the team explored moving Gaiter Gears to the Plex. This move would increase accessibility, as it is a more central location with longer opening hours during the school semester (Conference is closed over the weekend, making a multiday rental mandatory). However, after discussing the move with Plex, they have decided against the idea, as the bikes would be out of the front desk's sightline.

Catherine Kentros explored the option of getting Bixi to set up a stand, but Bixi has been unresponsive.

Overall, we have established a more refined rental system that will help keep track of when the bikes need repairs, and will help take some of the load off of Conference services as to keeping track of the bikes.

[See Appendix for Gaiter Gears forms](#)

Future considerations:

- Buying good quality bikes from a local store, getting them to help cover repair and maintenance costs, in exchange for branding space.
- Moving the bikes to the SUB, with the SRC taking over rentals.
- Potentially purchasing a bike locker shelter (a closed locked space that protects bikes from weather and thieves). Sports Plex has expressed an interest in this project, not for Gaiter Gears, but for general public use (people pay to rent a space in the shelter).
- Establish a calendar for Gaiter Gears (when to put away, when to take out, when to send out for regular maintenance).
- Purchase a repair kit for the bikes for quick fixes and for students who want to fix their own bikes.
- Establish clear responsibility guidelines: who is responsible for the money, who is responsible for organizing repairs, who is responsible for purchasing. Important conversations between SRC and Conference services need to be had.
- Create promotional posters and other media for the program

## **Fair Trade Campus**

A designation provided by Fair Trade Canada for campuses that show support for the Fair Trade movement through product availability, educational promotions, and a steering committee that sets fair trade goals for the campus.

Concerned: Gaetan Vivier, Deborah Langford

The project required a baseline of product availability: all coffee is fair trade, three teas must be fair trade, and one chocolate bar must be fair trade.

The involved parties have decided that more outreach must be done to the campus body, as fair trade coffee is pricier (about 75cents more per cup) for the customer, and we are unsure that students will be willing to pay more for the product.

Plans are being made for a fair trade campus week, the last week of September, in order to generate interest on campus, and see what opinions are on fair trade products and their pricing.

Furthermore, supplying fair trade coffee on campus will require an investment, as investigated suppliers do not supply the coffee machines, and require a large base order. In all, to have only fair trade coffee available on campus would require an investment of around \$24 000.

Even though the campus designation is out of reach for the moment, efforts will be made to increase signage of fair trade products, in order to stimulate purchasing. Furthermore, Sodexo has agreed to the possibility of hosting Fair Trade Events, another designation available from Fair Trade Canada.

Future Considerations:

- Investigate the overall sustainability of the School's Purchasing Policy
- Investigate opportunities to increase the use of Fair Trade products on-campus ie: Fair trade flowers at formal events.

- Continue working with Dining Committee towards food sustainability on campus.
- Students are planning events for Fair Trade Campus week, which is the last week of September. Updates will be emailed to the SDSI

See Appendix for a list of Fair Trade resources

### **Waste Free Events**

A checklist was made in order to help event planners at the school, including clubs, departments, and conferences, make their events waste-free. See Appendix.

The checklist has been made available to Conference Services, and the SRC, through Erin Mallory.

Orientation week planners have been contacted as to having specific events at OWeek be waste-free, especially as many events are waste-free to begin with.

See Appendix for the list

Future considerations:

- Follow up with SRC and Conference services to see if list is being used
- Update list as needed
- Investigate opportunities to reward use of checklist/hosting a waste-free event ie promotional help, financial reward.
- Investigate making the list a mandatory part of hosting an event, especially events hosted by the campus/SRC. That is, the event does not need to be waste-free, but the list serves as proof that efforts have been made to cut down on needless waste. Ex: having compost bins at open house events that are serving food.
- Connect with Orientation Week leaders to support them in the event's sustainability.

### **Sustainable Apartment Living Workshop**

Made possible through collaboration with SRC Social and the Environmental Officer. SRC hosted event to help students transition into apartment living.

See Appendix for the take home sheet.

The workshop consisted of a 20-minute talk given by the Environmental Officer and the SDSI on small habits around the house that can help reduce waste. The overall effort was to showcase the resources available on and off campus, as well as stress how reducing waste saves money.

Future Considerations:

- Contact SRC for possibility of being involved again in this event.
- Create a webpage on the Bishop's site devoted to at-home sustainability acts and resources.

## **Waste Management Interviews**

The SDSI interviewed Sustainability Coordinators and B&G directors at Saint-Francis Xavier, Mount Allison, Acadia, and McGill to learn about how they manage their waste, and to learn best practices.

The interviews provided a wealth of information and insight into developing our own programs to manage waste and educate the campus population on waste.

In particular, the interviews made us aware of the fact that across Canada there are many different waste systems, which cause confusion.

**For interview summaries, see Appendix**

Future Considerations:

- Contact the schools again next year, in order to maintain and develop a relationship with them.

## **Future Projects Based on Interviews**

- Implementing three-way streaming throughout the school, so that every location provides opportunities for proper waste disposal
- Have regular 'education' projects throughout the year; work with SRC, Environmental Club, Clean Community Team, as well as Rez Life and their Eco and Leadership floors to establish projects.
- Repeat programming and repeat information in order to have a better reinforcement.
- Set-up a network of Environmental 'Spies' within the student body, within each department, within each staff sector, and within each building (including residences). These spies would report back any needs, lacks and ideas to the SDSI who could provide resources, connect parties that can help each other, and report needs to the correct groups.

This project would help establish the regional needs of each campus area, as opposed to trying to create programs for every area, even though every area has different needs. Furthermore, these spies would be more aware of the local problems, as they would experience them everyday. For example, a building could have poorly insulated windows, but B&G would not know, and the people would not know who to report to. The goal would be to increase communications while decreasing costly resource waste.

## **Orientation Week 2015**

The 2015 Orientation week featured a bike tour of Lennoxville. The goal was to spread awareness of the paths around our area, as well as promote Gaiter Gears.

Unfortunately, we did not have enough bikes for all the participants, and many did not know to bring their own helmets or bikes, or that renting would cost money.

Future Considerations:

- Have at least two tours.

- Contact Conference about reserving the bikes, and negotiating a special OWeek cost with them, as a promotional campaign.

## **Green Levy Fund**

The Green Levy saw some changes this year.

Applicants use an online form that is sent directly to the SDSI, who then forwards it the rest of the Voting Committee for them evaluate before voting.

The Committee now consists of:

SRC GMO  
 SDSI  
 SRC Social or representative  
 SRC DFO  
 SRC Environmental Officer

Votes can be done in person or by email via the SDSI. If a majority vote approves, the application and contact information is sent to Erin Mallory, and she hands out the cheque to the applicant.

The SDSI emails the applicant on their success or failure, and tells them to contact Erin Mallory, as well as any application requirements, such as handing a copy of the receipt, or a copy of the final project.

## **Applicants**

### Dana Dinardo

\$30 towards her Environmental Studies Honors Thesis on On-Campus Recycling. She has been asked to email her final thesis to the SDSI.

### Connor Donald

\$30 towards his Environmental Studies Honors Thesis on On-Campus Traffic. He been asked to email his final thesis to the SDSI.

## **Promotion**

The Green Levy has not seen many applications over the past few years. It is not clear if this is because of a lack of projects, or a lack of promotion.

A logo has been designed to mark all sustainable projects on campus, and can be used to market the Green Levy Fund.

Old posters have been taken down.

The Fund was advertised at Club Head meetings. SDSI **must** contact the VP Academic to get a spot during the meetings.

Future Considerations:

- Create/update a webpage for all sustainable projects on-campus. Contact ITS.
- Contact VP Academic to ensure SDSI presence at the Club Head Meeting.

## Future SDSI

The next SDSI will of course have their own challenges and tasks to take on. However, in order to ensure the sustainability of established projects, there a few tasks that the next SDSI will have to take on:

- Gaiter Gears
  - Connect with Deborah Langford and Lynn Fortney to see how the program ran this year, what difficulties they have faced, and what they think needs to happen to improve. Work with them to improve the program.
- Establish an environmental champion network across campus.
  - Contact professors and departments for volunteers, as well as Rez Life (to see what can be done in residence).
- Promote the Green Levy Fund
- Follow-up on the use of the Green Event Checklist.
  - Check for edits and updates
  - Make sure it is accessible and being used
- Contact B&G on the waste management policy
  - Composting services
  - Diminishing the amount of garbage bins in classrooms
  - Consistent and Centralized:
  - Work towards a 'take-in, take-out policy' with a central waste sorting system, instead of small units throughout the buildings.
  - Consistent waste system over all campus.