



Bishop's University Student Representative Council Environmental Policy

1. Preamble

- 1.1 Whereas the needs of Bishop's University and the BUSRC to secure sustainable development for itself, but also its sense of responsibility to build a community with a shared future for humanity.
- 1.2 Whereas the Bishop's University Student Representative Council (BUSRC) is committed to improving the state of its operations and achieving a more environmentally friendly and sustainable community. The aim of this policy is to help the present and future SRC with this commitment through adaptable, realistic and measurable goals. The SRC is committed to environmental, social, and financial sustainability, and will strive to make decisions based on the principles and values described in this policy
- 1.3 Now, therefore, this document has been written in accordance with Bishop's Sustainable Development Policy, as well as the UN Sustainable Development Goals. This is an adaptation. It is meant to maintain and promote the mission, policy areas and target goals set by Bishop's, while catering specifically to the operations of the SRC in a focused manner.

2. Definitions

- 2.1 **Sustainability:** refers to an interconnected mindset and process aimed at reducing ecological impacts, promoting social well-being, and strengthening economic resilience. Sustainability emphasizes a long-term perspective, recognizing limits to our resources while balancing the interconnected aspect of our planet, people and prosperity.
- 2.2 **Vampire Energy:** refers to the electricity consumed by electronic devices even when they are turned off or in standby mode.

3. Policy objectives

3.1 Mission

In representing the Bishop's University Student body and the wider B.U.

community, the SRC has a responsibility to lead by example. This involves taking action in the promotion and implementation of sustainable initiatives as well as the improvement of the environmental state of our operations on and off campus.

3.2 Goal

The BUSRC has a responsibility to lead by example in promoting sustainability and improving the campus environment. Our goal is to minimize our negative environmental impacts and set an example for the B.U. community through ongoing promotion of sustainable practices, including the establishment of a comprehensive environmental policy with measurable targets.

3.3 Values underlying the policy

- Responsible energy consumption
- Promotion of environmental knowledge
- Transparency
- Leaving a better world
- 3 Rs – Reduce, Reuse, Recycle
- Transition to greener energies
- Promotion of sustainable agriculture and food systems

4. Scope/Coverage

This policy applies to all present and future BUSRC operations both on and off campus including but not limited to The Gait, all BUSRC offices and facilities, BUSRC extras activities, and any other events run or sanctioned solely by the BUSRC. It applies equally to all officers, staff, and members of the BUSRC.

5. Policy Areas and their specific targets

5.1 Pollution & Waste Prevention/Reduction

5.1.1 All BUSRC operations shall, within the measure of the possible, make exclusive use of reusable products. Where that becomes impossible, compostable and recyclable products shall be the priority.

5.1.1.1 The BUSRC shall not in any circumstance use food containers, plates, utensils, napkins or any other such items as to reasonably be included in food service which are at once non-recyclable, non-reusable, and non-compostable.

5.1.2 All BUSRC operations shall dispose of waste in accordance with

Sherbrooke's recycling guidelines.

5.1.3 Products included in giveaways by the BUSRC, including but not limited to O-Week goodie bags shall have a traceable sustainable or fairtrade provenance, or else be reusable. Provenance can be traced through labels. This includes but is not limited to; Fair Trade Certified, Global Organic Textile Standard, Rainforest Alliance Certified and Aliments du Québec.

5.1.3.1 While sexual health and menstrual products are exempt from this requirement, the use of sustainable options is strongly encouraged.

5.2 Transportation and Energy

5.2.1 Energy consumption for all BUSRC operations shall be maintained as close to zero as is reasonably possible. This shall include efforts to reduce vampire energy. This includes but is not limited to; unplugging chargers when devices are fully charged or overnight when appliances are not in use, turning lights off when rooms are unoccupied, and prioritizing the use of energy-efficient appliances

5.2.1.1 The BUSRC yearly report shall include a section on emission numbers, comprised of all SRC operations' carbon footprint estimates using the platform recommended for such calculations (See Appendix A).

5.2.2 All BUSRC affairs shall be conducted in such a manner that allows for environmentally responsible access, including but not limited to, walking and public transport.

5.3 Advocacy within the University and Student Community

5.3.1 The BUSRC shall continue to ensure representation and use their influence on relevant committees, including but not limited to the Green Levy committee, dining committee, exam care package committee, Gaiter Grant Committee, and any present and future committee relating to sustainability aspects. The chair of these committees shall be responsible for ensuring that an SRC director overseeing a sustainability portfolio is called upon to participate in such committees.

5.3.2 The BUSRC shall build and maintain a mechanism for receiving meaningful feedback from the Student Community and all relevant stakeholders.

5.3.3 The BUSRC shall advocate for sustainable practices to the wider University community, including administrative processes, for example by spreading awareness and advertising for fair-trade labelled foods on campus and of recycling programs available to the Student Community and the wider public (see Appendix C).

5.3.4 The BUSRC shall maintain Appendix C as a living document (Refer to Appendix C).

5.3.5 The BUSRC shall provide a mandatory sustainability training module to the following groups (See Appendix B). Within this course, on-campus recycling programs and resources shall be advertised (see Appendix C).

5.3.5.1 SRC Board members during onboarding

5.3.5.2 Volunteers for both Fall and Winter Orientations Week

5.3.5.3 SRC extra groups co-leads during the mandatory co-lead training

5.3.5.4 BUSRC staff upon onboarding

5.3.6 The BUSRC shall provide an optional sustainability training module to the following groups (See Appendix B). Incentives for attendance shall be provided.

5.3.6.1 Participants for both Fall and Winter Orientations Week. Students and staff not participating in O-week are also welcome to attend this training module.

5.3.7 The BUSRC shall add sustainability criteria to the Gaiter Grants Committee evaluation including but not limited to a completed Green Events Checklist for the events for which a group is seeking funding.

6. Implementation

6.1 The SRC's Environmental Policy will be implemented through an action plan, containing the Green Event Checklist, sustainability course, and Recycling Programs (See Appendices A, B, & C).

6.1.1 Any and all SRC-related activities and events expecting a minimum attendance of 50 people, including but not limited to SRC extra groups events, BSR meetings, Fall & Winter O-Week, Winterfest, Hallowfest, merch production, shall use and adhere to the Green Event Checklist (See Appendix A).

7. Reinforcements

7.1 Non-compliance with this policy may result in one or more disciplinary actions, depending on the severity of the infraction. Additional sanctions may be imposed at the discretion of the governing body responsible for the enforcement and oversight of this policy.

- Denying access to grants, funding, and donations lines, not able to fundraise (not able to do gait night, merch production, 50/50, etc).
- Verbal warning
- Written warning
- Removal of recognition of the SRC extra group from the BUSRC

7.2 In all cases of policy infraction, an Infraction Form shall be completed by the infracting party (See Appendix D)

7.3 The purpose of the Infraction Form is to ensure that infracting parties are aware of the nature and impact of their actions and is to be interpreted and treated as an opportunity for improvement, not as a punishment.

7.3.1 Actions taken further are meant as reinforcement of this learning, and are not to be interpreted as purely punitive in nature.

8. Policy amendments & Review

8.1 Any and all future amendments of this policy shall be in accordance with Bishop's Sustainable Development Plan, Bishop's Sustainable Development Policy, as well as the UN Sustainable Development Goals.

9. Appendices

9.1 Appendix A – The Green Event Checklist.

9.2 Appendix B – Sustainability course.

9.3 Appendix C - Recycling programs/resources available on campus.

<https://www.google.com/maps/d/u/0/viewer?amp%3Busp=sharing&ll=45.363779372458616%2C-71.84585039487385&z=16&mid=1VAJ7pVd7kDs0lTdHQs1aYqUwUwnEGAc>

9.4 Appendix D – Infraction Form for bringing SRC entities in line with the policy.

Bishop's University SRC Green Event Checklist
Appendix A (SRC Environmental Policy)

Name: _____ E-mail: _____
 Organization/Dept.: _____ Date of event: _____
 Venue: _____ Short description of event: _____

Actions highlighted in yellow are mandatory

Applicable actions may be partially funded through the Green Levy Fund. [Apply online](#)

- Failure to appropriately complete this document will result in one or more of the consequences as outlined in the SRC Environmental Policy (see item 7, SRC Environmental Policy)
- This checklist is optional, unless the anticipated number of attendees shall exceed 50 people.
- This checklist shall be handed out (digitally) to SRC extra group co-leaders at the beginning of every semester.

Action	Resources	Done
Communication and Promotion		
Invitations should be sent out through Bounce or in-person ticket sale	https://www.bouncelife.com/	

Bishop's University SRC Green Event Checklist
Appendix A (SRC Environmental Policy)

Go paperless: use biodegradable banners, make them re-usable and shareable. - Use the digital screens on campus, events calendar, post your event on the Dish, etc.. **Banner: 1) a large poster: use recycled paper, or make a fun fabric one – if the banner is going to be reused and/or recycled. Tips: leave blank spaces for dates and times to reuse it. 2) Cover page: Create a cover page for your event using Facebook, Bounce, or Canvas instead of physical banners: make one for the organizers and allow attendees to use it as well – free promo! 2) Facebook cover page: 3) Bracelets for events Only use bracelets when necessary, prioritize stamps. 4) when possible, reuse old decorations.	https://www.fotor.com/features/facebook.html https://www.canva.com/create/facebook-covers/ https://www.bouncelife.com/	
Sign up sessions are to be made digitally, either through computer, tablet, QR code, etc.		
Announce your greening efforts as part of your promotion (for example, if your event is waste free).	Contact the SDSI@ubishops.ca about using the sustainability logo	
Food and Beverage		
Use the local catering options provided by campus caterers. Use vegetarian options for at least 50% of catering. Make sure to accommodate dietary preferences/allergies for all members of your event. known allergens and dietary restrictions of food have to be disclosed.	Check http://sdxcampusservices.com/ubishops/catering/index.html for options and assistance	

Bishop's University SRC Green Event Checklist
Appendix A (SRC Environmental Policy)

Provide sustainability labels; fair trade, locally grown, organic, etc.		
Prioritize the use of reusable dinnerware and beverageware or ask people to bring their own. Last option should be compostable items.		
All on campus SRC activities are prohibited from providing bottled water.		
Every nonreusable item must be correctly sorted. Please follow the guide listed in the resources section.	https://www.yumpu.com/en/document/read/34833372/recycling-ville-de-sherbrooke	
When feasible, donate left over items to the community fridge or thrift shops (for example, the community thrift shop on campus).		
Waste Disposal		
Provide receptacles for all of the waste streams. Contact B&G to reserve a compost bin, recycling bin or even a tri-belles (all three).	Please allow 48h for the work order to go through https://intranet.ubishops.ca/	
Transportation and Energy Conservation		
Actively minimize energy consumption: for example, turn off lights, computers and equipment when they are not being used.		
Create a rough calculation of your estimated carbon footprint for your event, using the calculator provided in the resources section.	https://offset.climateutralnow.org/footprintcalc Please provide your estimated calculation here _____ OR provide a screenshot of your calculation at the bottom of this document.	
If Off-Campus		
Use sustainable transportation when possible. Example: bus buddies, carpool, bus, walking, biking.		

Bishop's University SRC Green Event Checklist

Appendix A (SRC Environmental Policy)

	Try to find a location near or on campus, or easily accessible by bus. (for example, ask at the local churches if you can use their hall, or book a classroom on campus).	https://roomit.ubishops.ca/buroom/Agenda.php https://hcclennoxville.ca/ http://www.lennoxvilleunitedchurch.com/	
	Explore services to rent material instead of buying (i.e., renting bikes through the GaiterGears Project, asking the Bishop's Outdoors Club for equipment to rent, etc.), if buying is necessary, prioritize second hand when possible (except for safety equipment).	Learn more about the GaiterGears Project: https://www.ubishops.ca/sustainable-development-at-bishops-university/projects/sustainable-transportation/	
We went the extra mile by doing this			
	Use part of your event budget to make a donation to nature conservation organizations.		
	Consider donation part of your fundraising funds.		
	Ask companies to offer sponsorship, donations or reductions for greening.		
	Share events with other SRC extra groups twice as successful, half the waste (promotions, etc.).		
	Have a giveaway highlighting sustainability.	Organic, Fair Trade and local products are a great thank you gifts for special guests	

Appendix D – Infraction Form

Mutual Agreement Between [] and the BUSRC

Date: []

1. Purpose of document

This document is established to ensure that [] aligns with the SRC environmental policy, and commits to refraining from any future infractions. By signing this document, all parties acknowledge their roles and responsibilities in upholding compliance.

2. Explanation of Infraction

[The Infrafracting Party must provide a clear and detailed explanation of the specific behavior or actions that led to non-compliance with the policy, referencing relevant policy sections]

- **Date(s) of Incident:** []
- **Impact:** [Explain any harm, disruption, or consequences caused by the violation. Please take the time to consider this question and mention any type of impact, including but not limited to individuals and groups]

-
- **Acknowledgment of Responsibility:** [Statement from the Infractioning Party accepting accountability for their actions and acknowledging future compliance with this policy.]
-
-
-
-

3. Commitment to Change

The Infractioning Party commits to the following actions to prevent recurrence of the behavior:

- **Training & Awareness:** All members will undergo the sustainability course, referred to in the SRC environmental policy document as Appendix B. Further workshops and courses can be mandated at the discretion of the body in charge of the implementation and reinforcements of the policy at hand.
- **Meeting:** If needed, the Infractioning Party will be meeting with the applicable body in charge of mandating reinforcements of the policy at hand.
- **Accountability Measures:** Failure to comply with this agreement may result in further disciplinary actions, as outlined in item 7.1 within the SRC environmental policy.

5. Agreement Review

This agreement is effective from []. Adjustments may be made upon mutual agreement.

6. Signatures

By signing below, the parties agree to the terms of this document and confirm their commitment to aligning SRC activities with the SRC environmental policy.

Infracting Party []

Name: _____

Position: _____

Signature: _____

Date: _____

Governing Body (BUSRC)

Name: _____

Position: _____

Signature: _____

Date: _____