

## SPF Application Form

### Section A - Cover Page

Fill out this Cover Page and save it to your files for future reference before uploading it on the SPF website.

**Project Title** Ban the Bottle @ McGill

**In one to three sentence(s), explain what your project is about:**

We hope to reduce waste on McGill campuses by diverting plastic water bottles from the waste stream, promoting re-usable alternatives & increasing access and awareness of municipal water sources.

**Indicate the McGill campus(es) where your project will be implemented:**

☒ Macdonald ☒ Downtown ☐ Gault Reserve ☐ Bellairs Research Institute ☐ Other (Specify): \_\_\_\_\_

**Approximate Budget  
Requested to the SPF  
(\$):**

91,000

**Approximate Total Project  
Budget (incl. other sources of  
funding if applicable) (\$):**

166,000

**List 1 to 3 main item(s)/expense(s) for your project that  
SPF money will be used for (incl. approx. % of total budget):**

Water fountain purchase & installation, campaign materials, intern

**Indicate which of the following team members...**

... will be in charge of monitoring the project's budget (maximum 1 person):

Francois Miller

... will be the Project Lead (Project Lead will be the contact person for the SPF Staff):

Francois Miller

**The Project Lead stays for the entire duration of the project:**

☒ Y ☐ N

**If no, explain in a few sentences your leadership  
transition plan for one or both of the Project Lead for  
sustainable continuation of the project:**

**PROJECT TEAM MEMBERS** (read details about [SPF Evaluation Criteria #5](#) for more information)

The SPF encourages your team to be inclusive of individuals who voluntarily self-identify as members of marginalized communities (e.g. women, Indigenous people, people of colour, LGBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

#### 1. Project Team Member

**First Name & Last Name** Francois Miller

**Phone (daytime; only put #)** +1 (514) 398-4675

**Email** francois.miller@mcgill.ca

**Affiliation (select one)**

Administrative Staff (ST)

**Specify if Other**

**Faculty/Unit/Organization**

FMAS MOOS

**Campus (select one)**

Downtown

#### 2. Additional Project Team Member

**First Name & Last Name** Amelia Brinkerhoff

**Phone (daytime; only put #s)** +1 (514) 398-7023

**Email** amelia.brinkerhoff@mcgill.ca

**Affiliation (select one)**

Administrative Staff (ST)

**Specify if Other**

**Faculty/Unit/Organization**

FMAS MOOS

**Campus (select one)**

Downtown

#### 3. Additional Project Team Member

**First Name & Last Name** Cailin Correia

**Phone (daytime; only put #s)**

**Email** cailin.correia@mail.mcgill.ca

**Affiliation (select one)**

Undergraduate (UG)

**Specify if Other**

**Faculty/Unit/Organization**

MCSS Council

**Campus (select one)**

Macdonald

#### 4. Additional Project Team Member

**First Name & Last Name** Oliver De Volpi

**Phone (daytime; only put #s)**

**Email** oliver.devolpi@mcgill.ca

**Affiliation (select one)**

Administrative Staff (ST)

**Specify if Other**

**Faculty/Unit/Organization**

SHHS

**Campus (select one)**

Downtown

## SPF Application Form

### Section A - Cover Page

#### PROJECT TEAM MEMBERS (CONT'D)

##### 5. Additional Project Team Member

First Name & Last Name Claire Paoli

Phone (daytime; only put #s) \_\_\_\_\_

Email claire.paoli@mail.mcgill.ca

Affiliation (select one)

Specify if Other \_\_\_\_\_

Faculty/Unit/Organization \_\_\_\_\_

Campus (select one)

Undergraduate (UG) \_\_\_\_\_

##### 6. Additional Project Team Member

First Name & Last Name Robert Couvrette

Phone (daytime; only put #s) \_\_\_\_\_

Email robert.couvrette@mcgill.ca

Affiliation (select one)

Specify if Other \_\_\_\_\_

Faculty/Unit/Organization FMAS, Director

Campus (select one)

Administrative Staff (ST) \_\_\_\_\_

##### 7. Additional Project Team Member

First Name & Last Name \_\_\_\_\_

Phone (daytime; only put #s) \_\_\_\_\_

Email \_\_\_\_\_

Affiliation (select one)

Specify if Other \_\_\_\_\_

Faculty/Unit/Organization \_\_\_\_\_

Campus (select one) \_\_\_\_\_

##### 8. Additional Project Team Member

First Name & Last Name \_\_\_\_\_

Phone (daytime; only put #s) \_\_\_\_\_

Email \_\_\_\_\_

Affiliation (select one)

Specify if Other \_\_\_\_\_

Faculty/Unit/Organization \_\_\_\_\_

Campus (select one) \_\_\_\_\_

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

Has any member on your team been part of an SPF project in the past? ☒ Y ☐ N

If yes, list all the projects they have been part of in a one-page appendix, which you will be asked to submit later in the application process.

#### OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: \_\_\_\_\_

Represented marginalized communities: \_\_\_\_\_

Specify if Other(s) and/or add more: \_\_\_\_\_

Relevant link(s): (to website(s) or social media)

If you plan to recruit volunteers to help implement your project, please indicate how many: 10

How did you learn about the SPF? (select one)

Word of mouth \_\_\_\_\_

Specify if Other \_\_\_\_\_

#### Please check the boxes to confirm that you have read and agree to the following information:

☒ All of our project team members understand that the SPF is publicly funded and therefore, by default SPF projects are not confidential. We agree that if needed, the SPF Steward, the SPF Administrator and/or the SPF Working Group members read and/or share the application and/or communicate part of its content in the case where they would need to (e.g. to receive professional advice, connect our team to stakeholders, etc.).

☒ If our project is approved, all our project team members agree that their name, email, and phone number as well as their participation to the project be disclosed (e.g. for contact information or through our application and progress/final reports published on the SPF website).

**If you do not check this box, the SPF staff will communicate with you to know whose information to remove before sharing your project online.**

All our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.

☒ **If any aspect of the [SPF Terms & Conditions](#) are unclear to you, contact the [SPF Staff](#) before you submit your application so that you can check this box in confidence. Also note that, if your project is approved, all project team members will have to confirm in writing (through email or signing the document) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.**

## SPF Application Form

### Section B - Project Overview

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website with Section A - Cover Page.

**Project Title** Ban the Bottle @ McGill

**Project Lead** Francois Miller **Phone** +1 (514) 398-4675 **Email** francois.miller@mcgill.ca  
**First & Last Name**

Before you fill out this Project Overview, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#), the [SPF Glossary](#), the [SPF Project Flow Diagram](#), and the [SPF Sustainability Brief](#). Read all questions first before starting answering them. Answer **exactly** what is being asked: go straight to the point and stay clear and succinct. If need be, you will have a chance to include additional information in appendices at a later stage of the application process. The characters' limit (including spaces) is indicated for each question so that you can draft your answers in Word first if you want to (you will have to remove all formatting in Word before pasting here). Note that any skipped line will make you loose the line's characters (approx. 140 characters). Once you successfully pass this first stage of the application process, the SPF Staff will ask you to fill a Project Plan, in which you will specify your expected impacts, S.M.A.R.T. objectives and main activities, outputs, success indicators, stakeholders, main risks and mitigation measures, preliminary timeline, and costs. Although it is OK for you not to have all these details ready at this stage, having thought about them in advance will help you succeed in responding to the following questions.

**Project Vision** Aspiring to be a zero-waste University, McGill has a sustainable institutionalized waste system.

A vision depicts the ideal future that someone is hoping for. Thus, a vision is a dreamed aspiration that someone intends to lead or contribute to, and it does not necessarily need to currently seem realistic. As such, tell us how you see McGill campuses in an ideal world once your project is completed successfully. The vision does not need to be completed within the timeline of the SPF funding.

**Project Goal** We hope to reduce waste on McGill campuses by diverting plastic water bottles from the waste stream, promoting reusable alternatives & increasing access and awareness of municipal water sources.

A goal is the overarching desired tangible realization (and thus change) to be achieved within the project's lifespan. The goal contributes to the project's vision in a palpable and realistic manner. The project's goal may last longer than the SPF funding lifespan. In line with the SPF mandate, when achieved, your project's goal should result in a culture shift (e.g. change in ideas, habits, behavior).

**1. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?** (530 char. max. ~80 words)

Bottled water is sold at McGill dining halls, on-campus retail locations and vending machines, on top of being widely distributed at conferences, school events and Frosh. Single-use, plastic water bottles are associated with many environmental concerns, such as the amount of resources utilized in their production, distribution and refrigeration, and the amount of waste generated by their disposal. Reliance on bottled water does not align with the university's efforts to achieve zero waste and carbon neutrality.

**2. What is your project idea and how will it help address the above issue/challenge?** (2000 char. max. ~300 words)

The "Ban the Bottle" project will develop and implement a policy to stop the sale of bottled water on campus while simultaneously increasing accessibility to water fountains and launching an education outreach program to promote a "reusable" mindset. The objective of the project is to institutionalize a sustainable way of thinking by shifting reliance away from costly, bottled water and towards municipal, free water. The project will be comprised of three simultaneous phases; 1) the phasing out of bottled water from on-campus retail locations, dining halls and vending machines; 2) the installation and improvement of 25 water fountains in current "dry zones;" 3) ongoing education and outreach activities, that can include (but are not limited to) a promotional campaign leading to the kick-off of the process, signage throughout the campus, interactive water fountains, and more general awareness-raising. We hope to have an intern hired to launch the campaign and coordinate all education and outreach activities related to the ban. Along with water fountains, the project would also increase access to reusable water bottles.

**3. What impacts do you want your project to have on McGill structures, processes and/or systems? Also specify how this should positively transform peoples' behaviors/perspectives/habits on McGill campus(es).** (935 char. max. ~135 words)

Measurable impacts include the reduction of plastic water bottles usage on campus and of the environmental costs associated with their production, distribution, refrigeration and disposal. Environmental costs include the resources and energy associated with the production cycle of plastic water bottles and the environmental impacts of introducing them into the waste stream (most water bottles are not recycled but end up in landfills, oceans or forests). This reduction would be a step forward towards a zero-waste and carbon neutral campus. The project would also further promote a culture of sustainability by encouraging students and staff to rely on reusable bottles and free water from the fountains, diverting from a "disposable" mindset.

## SPF Application Form

### Section B - Project Overview

#### 4. What institutional and financial arrangements will make these impacts continue after SPF funding? (530 char.max. ~80 words)

The policy will be institutionalized across McGill. The campaign intern will draw up a plan for the Office of Sustainability to continue education and outreach activities. Signage and interactive water fountains will continue to influence behavior, and will be maintained by FMAS staff.

#### - ABOUT SUSTAINABILITY -

#### 5. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives? (1350 char. max. ~200 words)

Shifting reliance from single-use water bottles to free, municipal water addresses social, environmental and economic dimensions of sustainability by promoting a "reuse" mindset and sustainable practices, reducing the amount of plastic introduced in the waste stream, and increasing accessibility to free water. Bottled water has one of the highest mark-up costs of all beverages, and hence can be cost prohibitive; by installing more fountains and providing reusable water bottles, the university will increase access to water, a basic human right. The bottled water industry also has a poor history of community & environmental impact. Since most water bottles aren't recycled, banning their sale would reduce the amount of plastic that ends up in landfills, reducing the university's footprint. Reducing that waste footprint also has social implications - Canada's waste system relies heavily on manual labor, and these workers are often exposed to health risks in sorting through unsanitary recycling and garbage. The McGill community as a whole will likely experience long-term cost savings by investing in water fountains instead of continuing to purchase bottled water; the high mark-up cost of the product relative to municipal water makes it more economically sustainable to invest in reusable bottles and refill at water fountains.

#### 6. In addition to having sustainability-related objectives (Q5), how will you ensure that your project is also executed/ managed sustainably (e.g. material local sourcing; accessibility - see the [SPF Sustainability Brief](#))? (530 char.max. ~80 words)

To ensure the project's management and execution is sustainable, we will partner with diverse stakeholders, consulting with as many potentially impacted departments as possible during the development of the policy. The education/outreach activities will be accessible to all students and staff.

Beside appear the five categories in which the McGill students, faculty, and staff think the University can make a positive difference within society. The [McGill Sustainability Strategy. Vision 2020](#), describes a specific vision and goals for each of these categories, as they were defined by the McGill direct stakeholders through a comprehensive consultation process.

#### 7a. In the figure, check all the categories under which your project falls (you can select only one if no others apply to your project).

#### 7b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Operations

#### 7c. How does your project concretely contribute to advancing the vision and goals described under the [Vision 2020](#) category that is most relevant to your project? (800 char. max. ~115 words)

The Operations category deals with, among other things, water and material flows at McGill. Banning bottled water and increasing accessibility to water fountains would contribute to minimizing the impacts of McGill's operations by improving the waste management system. McGill has already committed to reducing bottled water consumption on campus as part of its sustainable operations strategy; banning the sale of bottled water completely and installing more water fountains would be a further step forward.

#### Vision 2020 Categories

- Finance & Investment
- Diversity & Equity
- Transparency
- Inclusiveness
- Accessibility
- Experimentation
- Accountability
- Leadership
- Human Resources

- Materials
- Energy
- Food
- Water
- Transportation
- Land
- Living Lab



- Exploring Sustainability
- Collaborative
- Community-Engaged
- Social-Ecological Footprint
- Interdisciplinary
- Applied Student Research

- Citizenship
- Leadership
- Lifelong Learning
- Experiential Learning
- Sustainability Knowledge & Skills

- Wellness & Health
- Community Engagement
- Sense of Belonging
- Accessibility
- Community Spaces
- Knowledge Sharing



## SPF Application Form

### Section B - Project Overview

- 8. How does your project relate to any current/past initiative(s) on McGill campus(es) (e.g. other SPF projects)? If applicable, also indicate: 1) how your project complements the initiative(s), and 2) how you will partner with them in implementing your project (e.g. working together on some activities, sharing material/resources/costs). (2000 char. max. ~300 words)**

As part of its sustainable operations strategy in Vision2020, McGill is already trying to reduce bottled water consumption by encouraging the community to use the water fountains currently in place (for example, by installing visible trackers in the water fountains that count the single-use, plastic water bottles diverted from the waste stream at each refill). Food & Dining Services has a similar initiative focused more on reusable food containers - the installations of Ozzi Machines and distribution of Preserve 2 Go containers, which share the same objective of reducing waste and establishing a "reuse and recycle" way of thinking. Preserve 2 Go containers are distributed during Orientation and allow students to transport meals without relying on single-use, foam carryout food containers. Reusable water bottles or drink containers are a complement to the Preserve 2 Go container, as they would target beverage consumption on campus. A similar but smaller-scale SPF project was carried out in 2011; a single water fountain was installed on Mac Campus as a pilot program to encourage student to bring reusable bottles. This pilot project spearheaded the installation of many more refill stations all over campus. Lastly - the McGill Plate Club has been successfully working on food packaging waste for a number of years. This will surely compliment their efforts. We are actively working with Food & Dining Services and could partner further to install reusable bottle distribution areas near Ozzi Machines and promote the project in general. We will also collaborate with student groups like the Plate Club to maximize the impact on campus.

- 9. List the other stakeholders on/off of McGill campus(es) that you will partner with for your project. (530 char. max. ~80 words)**

*Note: Under Stage 2 of the SPF application process, in the Project Plan, you will be asked to indicate your final key partners and specify how they will participate in your project. You will also be able to submit any documents that you want in appendices to demonstrate your communications and agreements with these key partners (e.g. support letters, emails).*

McGill Food and Dining Services (SHHS), the Student Societies, various units under Facilities Management and Ancillary Services, Communications

- 10. What key recommendations and/or lessons learned from current or past initiative(s) do you plan to build your project upon? (800 char. max. ~115 words)**

From the Mac Refill Station project, we know the costs associated with the installations and relocation of a water fountain. We also carried out a thorough benchmark and best practices assessment of water bottle bans in peer universities, both in Canada and worldwide. Since some universities have the ban in place since early 2010s, there are reports, news articles and studies that show the impacts of the initiative on the community. Some key concerns that arose among various sources relating to a bottled water ban include the risk of people switching to other bottled beverages as alternatives to water, losses of revenue by the administration and issues of water accessibility in areas without water fountains. We will be sure to address these potential risks in the project development.

#### - ABOUT SPF FUNDING -

- 11. Why do you think that your project should be funded by the SPF rather than by, or in addition to, another source of funding - i.e. what aspects of your project make it specifically relevant to the SPF mandate? (530 char. max. ~80 words)**

The project will contribute to promoting and institutionalizing a long-term culture of sustainability on the McGill campus by directly impacting university operations, in full alignment with the mandate of SPF. The inclusion of the education/outreach campaign allows this project to have a stronger impact on campus culture than simply a installing more fountains, identifying more as a "sustainability" initiative than a utilities/maintenance initiative.

- 12. What other sources of funding have you approached for your project? If applicable, also provide the relevant details on these sources (e.g. responses given, amounts already committed, what these amounts will pay). (530 char. max. ~80 words)**

The Director of FMAS has committed to paying 1/2 of the cost of water fountain installation - an amount of \$75,000.

*Thank you! After you save it to your files, you can now upload this form and Section A - Cover Page on the SPF website to complete this first stage of the application process. The SPF staff will contact your team within two weeks to provide feedback and accompany you towards next stage - Project Plan. Congratulations for applying to the SPF!*

## SPF Application Form

### Section C - Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website.

**Project Title** Ban the Bottle

**Project Lead** Francois Miller **Phone** **Email** francois.miller@mcgill.ca  
**First & Last Name** (daytime)

Before you fill out this Project Plan, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#) and the [Project Plan Flowchart](#). Also make sure to consult the [SPF Glossary](#), as it clearly defines each term underlined in this form, as well as the [Sample Project Plan](#), which gives some concrete examples for each term. Last, also do not forget to refer back to your 'Section B - Project Overview' to make sure that all the details you specify here align with it. For more support, consult the SPF website and the SPF staff.

**Project Vision** Aspiring to be a zero-waste University, McGill has a sustainable institutionalized waste system.

As indicated in your Section B - Project Overview.

**Project Goal** We hope to reduce waste on McGill campuses by diverting plastic water bottles from the waste stream, promoting re-usable alternatives & increasing access and awareness of municipal water sources.

As indicated in your Section B - Project Overview.

**1. List 1 to 3 main impacts you expect/wish to have with your project - these must relate to the above Vision and Goal:**

As per question #3 of your Project Overview. If you think of more than 3 impacts, only indicate the ones you think are the most relevant to sustainability at McGill.

| Expected/Desired Impact (200 char. max. ~30 words) |   |
|--|---|
| <b>A</b>   | A significant reduction in plastic water bottle usage (as seen in waste diversion rate) & in the environmental costs associated with their production, distribution, refrigeration, and disposal. |
| <b>B</b>   | An increase in access to municipal drinking water & in the use of reusable water bottles on campus, through an effective educational campaign.  |
| <b>C</b>   | A carryover effect - we hope to catalyze other projects that work on bottle free events, and hope to see increased efforts to improve reusable food packaging options on campus.                  |

**2. List 4 to 7 of your objectives to reach the above impacts with your project. Make your objectives as S.M.A.R.T. as possible.**

**For each objective, indicate one key Success Indicator.** (see [SPF Glossary](#), [Sample Project Plan](#), and [Sample Indicators](#))

Of your 4-7 objectives, you should have a minimum of one "monitoring" objective, one "outreach" objective, and two "other" objectives. A monitoring objective ensures or verifies the progress and effectiveness of your project, thus allowing you to learn from it. An outreach objective ensures that your project is adequately communicated to the McGill community to increase stakeholders' awareness of and/or participation in your initiative. These two types of objectives might lead to project monitoring and outreach activities (next question). The nature of the 2-5 other objectives is for you to decide and tailor to your project. If you have more than 7 objectives, only indicate the ones that relate best to the above impacts and thus to sustainability at McGill. For each objective, specify the key success indicator(s) that you think should be used to assess the objective's degree of achievement/completion. Your indicators can be qualitative or quantitative (e.g. number of participants, participant testimonials, website analytics, quantity of energy saved, etc.). See the document [Sample Indicators](#) for inspiration.

| # | Type of Objective | S.M.A.R.T. Objectives (125 char. max. ~20 words)   | Related Impact(s) (A, B, C) | Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now) |                                  |
|---|-------------------|--|-----------------------------|---|----------------------------------|
| 1 | Monitoring        | Install the first 10 water fountains by Fall 2018.   | A,B                         | # water fountains installed   | <input type="radio"/>            |
| 2 | Monitoring        | Install the remaining 15 fountains by Winter 2019.   | A,B                         | # water fountains installed   | <input checked="" type="radio"/> |
| 3 | Monitoring        | Remove water bottles from 100% of vending machines and 100% of food service locations, by Winter 2019.     | A                           | % locations completed   | <input checked="" type="radio"/> |
| 4 | Monitoring        | Remove bottled water from at least 1 large event (i.e. orientation) by Winter 2019.                        | C                           | # events  | <input type="radio"/>            |
| 5 | Other             | Create a project communications plan that can be managed by the Office of Sustainability, post-internship. | A,B,C                       | 1 Plan completed  | <input type="radio"/>            |
| 6 | Outreach          | Increase number of locations where reusable water bottles are available (i.e. bookstore).                  | A,B,C                       | # partnerships  | <input type="radio"/>            |
| 7 | Outreach          | Reach 2000 people with educational campaign - through social media, installations, articles, etc.          |                             | # individuals informed about the project  | <input type="radio"/>            |

**3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Make these as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. ([Sample Project Plan](#))**

*Your main activities should relate to the objectives you listed. As such, if you consider this crucial to your project, you may end up having an activity that relates to your monitoring objective(s) (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to your outreach objective(s) (e.g. producing and promoting a video about the project). For each activity, indicate the output(s) that will be created as a result, such as a deliverable (e.g. video, report), training, website, network, design plan, or any other output adding value to the project and helping reach objectives/impacts.*

| S.M.A.R.T. Main Activities (125 char. max. ~20 words)  | Related Objective #(s) | Resulting Output(s)      | Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now) |                                  |
|--|------------------------|--------------------------|---|----------------------------------|
| Begin project design with Design Services & Project Management, etc., by February 2018.              | 1,2                    | Project Man. begins      | 1 Project Management Plan completed   | <input type="radio"/>            |
| Identify new fountain locations by & begin construction by June 2018.                                | 1,2                    | Locations confirmed      | # locations identified & installed  | <input type="radio"/>            |
| Hire Campaign Coordinator to manage communications, materials, events, etc. by February 2018.        | 3,4,5,6,7              | Intern hired             | #interviews completed   | <input type="radio"/>            |
| Working to enact the official "Ban the Bottle" policy.   | 3,4                    | Policy enacted           | 1 policy created  | <input checked="" type="radio"/> |
| Broker partnerships to make reusable water bottles more available, with various campus stakeholders. | 6                      | Increase in partnerships | # partnerships  | <input type="radio"/>            |
|  |                        |                          |   | <input type="radio"/>            |
|  |                        |                          |   | <input type="radio"/>            |

**Provide any additional qualitative details that you would like to share with the SPF about your activities.** (800 char.max.~115 w.)

The two main parts of the project are 1) the design & installation process of the water fountains, 2) educational & awareness campaign.

**4. Now, about the circles....: Select a total of 3 success indicators that you wish to track more seriously and report on during your project out of all those you indicated for your objectives and activities. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill and they should be relatively easy to monitor.**

*When selecting your indicators, make sure that you will have/plan the time and resources you will need to allocate to monitor them throughout the course of your project. Before you start your project, the SPF may ask you to change a chosen indicator for another that seems more pertinent to the SPF or to the University sustainability reporting. Note that, in addition to these three indicators, you will be asked to track four other generic ones that will be specified in the Award Letter.*

*You will be required to indicate progress towards your final 7 indicators in your progress and final reports to the SPF. Because the SPF values the experiences and learning that occurs during your project (not only results), these reports will also gather related information through open-ended questions.*

We have selected the 3 Success Indicators that we wish to monitor during the project: ☒

**5. For all projects, there exist various risks, i.e. factors or preconditions whose probable presence or absence could negatively influence the successful achievement of the project's objectives. Please indicate 2 to 4 main risks for your project and the mitigation measures you intend to use/implement to reduce their likelihood. (advise if you have more to list)**

*It is particularly important that you list all risks to health and safety of the project's team members, direct and indirect stakeholders, and/or the environment.*

| Main Risks (65 charac. max. ~9 words)                        | Preventative Measures (65 char. max. ~9 words)       |
|--|--|
| Construction & installation delays                           | Establish project priority w/ FMAS leadership        |
| Resistance to change   | Strong network of project supporters outside of FMAS |
| Large events unaware/ignoring policy                         | Clearly announce the new policy                      |
| Difficulty in providing alternative options for large events | MOOS capacity to support event planners              |

*If needed, list additional Main Risks in a separate appendix.*

**6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project.** *If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with [SPF Evaluation Criterion #5](#).*

| Stakeholder's Name(s)  | Affiliation                       | Role in the project   | Confirmed support/participation |
|------------------------|-----------------------------------|---|---------------------------------|
| Oliver De Volpi        | SHHS - Head Chef                  | Purchasing decision-maker   | Yes                             |
| Lorraine Mercier       | Design Services                   | Fountain Installation   | Yes                             |
| Wayne Wood             | Director - Envr. Health & Safety  | Water Testing support   | Yes                             |
| Philippe St-Jean       | Design Serv. - Sustainable Const. | Project Design  | Yes                             |
| Alison Gu              | SSMU Environment Committee        | Student Liasion   | Yes                             |
| Cailin Correia         | MCSS Representative               | Student Liasion   | Yes                             |
| Konstantina Chalastara | PGSS Representative               | Student Liasion (verbal support so far, will be brought up at council.) | No                              |
|                        |                                   |   |                                 |
|                        |                                   |   |                                 |

**- PRELIMINARY TIMELINE ASSUMING THAT PROJECT STARTS IN 3 MONTHS -**

**Note:** *If your project is approved, you will be asked by the SPF staff to fill out a more detailed timeline before any funding can be allocated.*

| Key Tasks and/or sub-tasks        | Related Output(s) | Responsible Team Member(s) and Time<br>(initials + if paid, estimated # of hours to do task) | Start Date   | End Date     |
|-----------------------------------|-------------------|--|--------------|--------------|
| Begin Project Management & Design | Plan              | FM   | Jan 8, 2018  | Feb 5, 2018  |
| Order Fountains                   | Fountains (#)     | FM   | Feb 5, 2018  | Feb 28, 2018 |
| Intern Hiring Process             | Intern Hired      | FM   | Feb 5, 2018  | Feb 28, 2018 |
| Fountain Installation (10)        | Fountains (#)     | FM   | Mar 5, 2018  | Aug 31, 2018 |
| Campaign Launch                   | Launch event      | FM   | Sep 3, 2018  | Jan 31, 2019 |
| Fountain Installation (15)        | Fountains (#)     | FM   | Aug 31, 2018 | Jan 1, 2019  |
|                                   |                   |  |              |              |
|                                   |                   |  |              |              |
|                                   |                   |  |              |              |

**Provide any additional details that you would like to share with the SPF about your timeline.** (530 charac. max. ~80 words)

**- ADDITIONAL INFORMATION -**

**Qualifications:** If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached: ☒

**List of appendices, if any** (maximum 7 pages of appendices, excluding CVs, but including List(s) of Tasks for all positions to be funded):

*If a McGill department/unit is to contribute financially to your project, make sure to include a support letter from its Financial/Budget Officer confirming contribution.  
Note that the SPF Working Group will evaluate your project based on your main application forms (i.e. Sections A, B, and C), not on appendices.*

| Appendix # | Title/Topic of Appendix     | Total Qty of Pages |
|------------|-----------------------------|--------------------|
| 1          | FMAS Support Letter         | 1                  |
| 2          | Cost Estimate - Fountains   | 1                  |
| 3          | SHHS Support Letter         | 1                  |
| 4          | MCSS Support Letter         | 1                  |
| 5          | SSMU Motion - Bottled Water | 2                  |
| 6          | Intern Tasks - draft        | 1                  |
| 7          | Building Audits             | 16                 |



## - BUDGET -

When completing this form, please refer to the [SPF Guide to Budgeting](#) for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see [suggested resources on the SPF website](#).

### REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units. Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix. Note that this contribution will also need to be confirmed at the end of the project.

| (A) Funding Source(s)                     |                                    | (B) Amount (\$)     | (C) Status  |
|---|------------------------------------|---------------------|-------------|
| 1.  | Sustainability Projects Fund (SPF) | \$91,000.00         | Unconfirmed |
| 2.  | FMAS contribution                  | \$75,000.00         | Confirmed   |
| 3.  |                                    |                     |             |
| 4.  |                                    |                     |             |
| <b>REVENUES GRAND TOTAL - add all (B)</b> |                                    | <b>\$166,000.00</b> |             |

### EXPENSES

#### 1. Salaries & Wages (only if applicable)

If applicable, indicate the job position(s) under your project and the associated costs. See the [SPF Guide to Budgeting](#) for further instructions.

| (A)<br>Position Title                    | (B)<br>~# of Hours<br>per Week | (C)<br>~# of<br>Weeks | (D)<br>Hourly<br>Wage* (\$) | (E)<br>Subtotal (\$) (B x C x D) | (F)<br>20%<br>Benefits | (G)<br>Total Cost (\$) (E x F) | (H)<br>Funding<br>Source(s)** |
|--|--------------------------------|-----------------------|-----------------------------|----------------------------------|------------------------|--------------------------------|-------------------------------|
| Campaign Intern                          | 10                             | 30                    | \$15.15                     | \$4,545.00                       | 1.2                    | \$5,454.00                     | SPF                           |
|  |                                |                       |                             |                                  | 1.2                    |                                |                               |
|  |                                |                       |                             |                                  | 1.2                    |                                |                               |
|  |                                |                       |                             |                                  | 1.2                    |                                |                               |
| <b>Expenses Subtotal 1 - add all (G)</b> |                                |                       |                             |                                  |                        | <b>\$5,454.00</b>              |                               |

Do you already have a specific person in mind for filling the above position(s)?

☐ Y ☒ N

Do you have a personal and/or professional affiliation with the above position(s)?

☐ Y ☒ N

If you answered 'Y' to one or both of the above questions, please disclose:

#### 2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Miscellaneous.

| (A)<br>Item Description<br>(inputs)            | (B)<br># of<br>Units | (C)<br>Unit Cost<br>(\$) | (D)<br>Total Cost<br>(\$) (B x C) | (E)<br>Funding<br>Sources** | (A)<br>Item Description<br>(inputs)      | (B)<br># of<br>Units | (C)<br>Unit Cost<br>(\$) | (D)<br>Total Cost<br>(\$) (B x C) | (E)<br>Funding<br>Sources** |
|--|----------------------|--------------------------|-----------------------------------|-----------------------------|--|----------------------|--------------------------|-----------------------------------|-----------------------------|
| Water Fountains                                | 25                   | \$6,000.00               | \$150,000.00                      | SPF, FMAS                   |  |                      |                          |                                   |                             |
| Campaign Materials<br>(banners, posters, pins) |                      | \$10,000.00              | \$10,000.00                       | SPF                         |  |                      |                          |                                   |                             |
| (mobilization events)                          |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
|  |                      |                          |                                   |                             |  |                      |                          |                                   |                             |
| <b>Expenses Subtotal 2 - add all (D)</b>       |                      |                          | <b>\$160,000.00</b>               |                             | <b>Expenses Subtotal 3 - add all (D)</b> |                      |                          |                                   |                             |

**EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)**

**\$165,454.00**

\* See the [SPF Guide to Budgeting](#) for the conditions and Hourly Wages applicable to hiring under the SPF.

\*\* To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (SPF or other).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!



Facilities Management and Ancillary Services

Gestion des installations et services auxiliaires

McGill University  
1010 Sherbrooke St. West, 10<sup>th</sup> Floor  
Montreal, Quebec, Canada, H3A 2R7

Université McGill  
1010, rue Sherbrooke ouest, 10<sup>e</sup> étage  
Montréal, Québec, Canada, H3A 2R7

Tel: (514) 398-2926  
Fax: (514) 398-5191  
Email: robert.couvrette@mcgill.ca

November 17, 2017

Sustainability Projects Fund  
Working Group Members  
McGill University  
1010 Sherbrooke, 12<sup>th</sup> Floor  
Montreal, QC H3A 2R7

Dear Members of the Working Group,

The McGill's Office of Sustainability is taking action to reduce the amount of waste generated on McGill's campuses. One of such actions is the "Ban the Bottle" project & policy. This initiative will include strategic installation of new water filling stations, improved signage and new map infrastructure – all of which would benefit McGill students, faculty and staff.

I would like to show the support of Facilities Management and Ancillary Services (FMAS) by committing \$75,000 to the project, covering half of the funding required for the water fountain installations.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Robert Couvrette M.G.P.  
Associate Vice-Principal, Facilities Management and Ancillary Services



**PRELIMINARY PROJECT ESTIMATE**

|                  |  |              |                           |
|------------------|--|--------------|---------------------------|
| Attention of:    | Jim Nicell /Chuck Adler                      | Faculty:     | Support Services          |
| Project number:  | 12-082                                       | Building:    | Various                   |
| Project title:   | Purchase / install high fill water fountains | Department:  | Campus Space and Planning |
| Design Team:     | in house                                     | MAXIMO W.O.: | 175544                    |
| Project Manager: | Adrian Nicolicescu                           |              | August 9, 2012            |

|  | Estimation Class                                       | Accuracy Level |                                |
|--|--|----------------|--------------------------------|
| see link for complete description: <a href="http://www.mcgill.ca/facilities/faq/q7a">http://www.mcgill.ca/facilities/faq/q7a</a> |  |                |                                |
| <input checked="" type="checkbox"/>  | "D" - Functional Programming Phase                     | 30%-50%        | Total project cost \$ 125,700  |
| <input type="checkbox"/>   | "C" - Schematic Design Phase                           | 20%-30%        | funded for pre-design \$ 2,000 |
| <input type="checkbox"/>   | "B" - Design Development Phase                         | 10%-20%        | Increase requested \$ 123,700  |
| <input type="checkbox"/>   | "A" - Construction Documentation and/or Post-Bid Phase | 5%-10%         |                                |

|  |  |  |  |                  |
|--|--|--|--|------------------|
|  |  |  | <b>TOTAL PROJECT COST (including taxes after rebate)</b> | <b>\$125,700</b> |
|--|--|--|--|------------------|

| Banner code   | FAMIS code |   |                |           |  |
|---|------------|---|----------------|-----------|--|
| <b>PRE-DESIGN PHASE:</b>                                      |            |   |                |           |  |
| 700701  | 30120      | Internal architectural pre-design                   | already funded | \$ 1,500  | <b>Water fountains: 22 units</b><br><b>construction cost per unit: \$3,813</b><br><b>(net cost before taxes)</b><br><b>project cost per unit: \$5,714</b><br><b>(including taxes after rebate)</b> |
| 700701  | 30120      | Internal mechanical/electrical pre-design           | already funded | \$ 500    |  |
| 700305  | 30020      | External architectural pre-design                   |                |           |  |
| 700309  | 30030      | External mechanical/electrical pre-design           |                |           |  |
| 700308  | 30040      | External structural engineering                     |                |           |  |
| <b>DESIGN PHASE:</b>  |            |   |                |           |  |
| 700695  | 30130      | Internal architectural                              | 6.15%          | \$ 5,520  |  |
| 700702  | 30140      | Internal mechanical/electrical engineering          | 9.60%          | \$ 5,460  |  |
| 700305  | 30020      | External architectural                              |                |           |  |
| 700309  | 30030      | External mechanical/electrical engineering          |                |           |  |
| 700308  | 30040      | External structural engineering                     |                |           |  |
| 700310  | 30070      | External Consultant Specialist                      |                |           |  |
| 700326  | 40050      | Expertise, tests, quality control                   |                |           |  |
| 700416  | 40040      | Site survey & Soil investigation                    |                |           |  |
| <b>Professional Fees</b>                                      |            |   |                |           | <b>\$12,980</b>  |
|   |            | Architectural work                                  |                | \$ 29,840 |  |
|   |            | Electro / Mechanical work                           |                | \$ 56,860 |  |
|   |            | See second page for the locations                   |                |           |  |
|   |            | Structural work                                     |                | \$ -      |  |
| 700318  | 10020      | <b>Sub-total of General Contract Estimated Cost</b> |                |           | <b>\$86,700</b>  |
| 700534  | 10100      | Asbestos allocation to confirm                      |                | \$ 3,000  | <b>\$3,000</b>   |
| <b>TOTAL CONSTRUCTION COST (including taxes after rebate)</b> |            |   |                |           | <b>\$89,700</b>  |
| 700325  | 40010      | Construction permit 1.00% of Construction Cost      |                |           |  |
| 700331  | 20010      | Telephone equipment, voice, data, wiring & switches |                |           |  |
| 700600  | 50040      | Security Equipment                                  |                |           |  |
| 700004  | 50020      | Audiovisual equipment                               |                |           |  |
| 700007  | 50010      | Furniture   |                |           |  |
| 700330  | 40030      | Moving (if not included in Construction Cost)       |                |           |  |
|   |            | <b>Cost in Support of Construction</b>              |                | \$ 7,070  |  |
| 700309  | 30030      | <b>Commissioning and start-up</b>                   |                | \$ -      |  |
| <b>Indirect Cost:</b>   |            |   |                |           | <b>\$7,070</b>   |
| 700334  | 80020      | Internal Management and Coordination fee 5%         |                | \$ 4,490  |  |
| <b>Management and Coordination Fees</b>                       |            |   |                |           | <b>\$4,490</b>   |
| 700332  | 90010      | Project Contingency                                 |                |           | <b>\$11,460</b>  |
| <b>TOTAL Estimated Cost</b>                                   |            |   |                |           | <b>\$125,700</b>   |

Estimated by:

Anna Wijatkowski, Estimator

Reviewed by:

Adrian Nicolicescu

Project Manager

Date

Approved by:

Robert Stanley, Director, Project Management

Date

Ron Proulx, Executive Director, Facilities Operations and Development

Date

Approved by:

Jim Nicell

Date

Chuck Adler

Date

Funding Source:

Fund Manager

Facilities Improvement  
(Capital Budget)

November 15<sup>th</sup>, 2017

To the Sustainability Projects Fund,

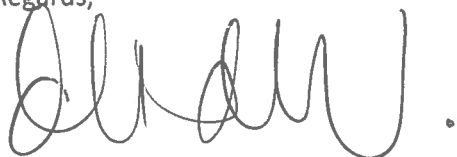
As you know, McGill's Office of Sustainability is taking action to reduce the amount of waste generated on McGill's campuses. One of such actions is the "Ban the Bottle" project & policy. An initiative that we undertook long ago in residences but felt we were unable to do in retail because of the lack of free water options. This new initiative will include strategic installation of new water filling stations, improved signage and new map infrastructure – all of which would benefit McGill students.

McGill's Student Housing & Hospitality Services would like to show our support for the project, and agree to implement the changes that the project lays out. Namely, phasing out & eventually banning the sale of bottled water in food service locations under our units' control, which includes:

- Vending
- Compass retail units
- Independent units under SHHS

I look forward to this project moving ahead and the campus joining the many others that have taken on this initiative in the last few years.

Regards,



**Oliver de Volpi** | Executive Chef, Operations and Sustainability – Chef exécutif, opérations et développement durable  
**Université McGill University** | Student Housing and Hospitality Services / Service de logement étudiant et d'hôtellerie  
3425 University | Royal Victoria Colleg | Montréal (Québec) H3A 2A8 | T: 514.398.5743 C: 514.436.0085 F: 514.398.6770 |  
[oliver.devolpi@mcgill.ca](mailto:oliver.devolpi@mcgill.ca) / [www.mcgill.ca/foodservices](http://www.mcgill.ca/foodservices) / [www.mcgill.ca/students/housing](http://www.mcgill.ca/students/housing)



**McGill**



Student Housing and  
Hospitality Services

Service de logement  
étudiant et d'hôtellerie

CAMPUS DE L'ANNÉE  
FAIRTRADE 2016  
GAGNANT CANADIEN



CAMPUS OF THE YEAR  
FAIRTRADE 2016  
CANADIAN WINNER



(MCSS)

To the Sustainability Projects Fund,

As you know, McGill's Office of Sustainability is taking action to reduce the amount of waste generated on McGill's campuses. One of such actions is the "Ban the Bottle" project & policy. This initiative will include strategic installation of new water filling stations, improved signage and new map infrastructure – all of which would benefit McGill students.

We would like to show our support for the project, and agree to implement the changes that the project and the policy lay out. Namely, this includes:

- Phasing out & eventually banning the sale of bottled water in locations under our associations control
- Phasing out & eventually banning the use of bottled water at events run by our association.

Thank you,

~~Caillín~~ Correia  
Caillín Correia

## Motion Regarding Amendments to the SSMU Sustainability Policy

Whereas, The SSMU is committed to sustainable practices and leadership on our campus, in Canada, and around the world;

Whereas, the SSMU passed a [<sup>1</sup>Sustainability Policy in March 2012](#);

Whereas, the commercialization of bottled water puts people and the environment at grave risk due to an excessive release of carbon emissions, the depletion of natural water sources, and the release of microplastics into public drinking and natural water sources;

Whereas, in 2009, the SSMU General Assembly passed a resolution<sup>2</sup> to counter the distribution and consumption of plastic water bottles;

Whereas, the SSMU has a moral imperative to operate with sustainability at its forefront, including third-party operations that take place within the University Center;

Whereas, it is imperative that the SSMU demonstrates initiative in decreasing the quantity of waste that the building produces;

Whereas, the current Sustainability Policy<sup>3</sup> does not prevent the sale and distribution of bottled water **in the University Center and the distribution of plastic take-out containers that cannot be composted**;

Whereas, the Waste Reduction and Diversion Action Plan that is soon to be published by the McGill Office of Sustainability showed a 15% diversion rate (defined as the successful diversion of all materials that can be recycled or composted from the landfill);

Whereas, the Sustainability Policy does not currently outline how the policy will be enforced and by whom;

Be it Resolved, that the SSMU Executive present a report on the progress of the implementation of the Sustainability Policy at each General Assembly.

Be it Further Resolved, that section 3.2 of the Internal Regulations of Student Groups be amended to include a mandatory Sustainability Workshop as a requirement to maintain full club status.

Be it Further Resolved, that the SSMU Sustainability Policy be amended to include a section on implementation and accountability, as follows:

---

<sup>1</sup><http://ssmu.ca/wp-content/uploads/2008/10/Policy-Manual-Updated-December-9-2010.pdf>

<sup>2</sup><http://ssmu.ca/blog/2009/10/ssmu-institutes-ban-on-water-bottle-sales-in-university-centre/>

<sup>3</sup><http://ssmu.ca/wp-content/uploads/2013/09/SSMU-Sustainability-Policy-2013-04-11.pdf>

## Section 8: Implementation and Accountability.

### Events:

The SSMU will be actively encouraging for events held within the University Center to use only reusable materials, mandating that events held within the University Center use only compostable materials if disposable materials are used at all. The SSMU will also be mandated to eliminate the distribution of bottled water and non-compostable disposable materials during all internal events affiliated with the SSMU, such as but not limited to, Orientation (Frosh) and 4Floors.

### Vendors:

The SSMU will encourage all vendors that sell food and beverages to stop the sale of bottled water in the University Center. Failure for a vendor to comply with this policy will factor into tenant negotiations and further will be asked to attend a review meeting carried out by the Environment Commissioner(s) and supervising SSMU Executive.

### Clubs and Services:

Clubs and Services must attend a minimum of 1 Sustainable Event Planning workshop per year, facilitated by the Vice-President (Student Life) and Sustainability Commissioner(s) to further support the implementation of sustainability in the club or service's operations. Failure to attend will factor into club status. Clubs and Services who are found to be in repeated violation (1 or more) of this policy will attend an obligatory meeting with the Sustainable Events Planning Team or Sustainability Commissioner(s). If violations continue, Clubs and Services in question will be subject to a review by the Clubs Committee and Services Review Committee, respectively. The SSMU Executive and staff are included in the zero-waste policy, wherein they are mandated to use reusable or compostable containers in the distribution of food or beverage in meetings and trainings.

### Outreach and Advocacy:

In order to facilitate education on campus with regards to the reduction of waste generated by disposable containers and water bottle use, the Vice-President (University Affairs) and President will actively lobby McGill University to eliminate the sale and distribution of bottled water on the McGill campus.

Additionally, the Vice-President (Student Life) will distribute information to all Clubs, Services, and the student body on issues pertaining to bottled water and promote the sustainable alternative of tap water, other sustainable methods of water distribution, and readily available services, such as The Plate Club.

---

<sup>1</sup><http://ssmu.ca/wp-content/uploads/2008/10/Policy-Manual-Updated-December-9-2010.pdf>

<sup>2</sup><http://ssmu.ca/blog/2009/10/ssmu-institutes-ban-on-water-bottle-sales-in-university-centre/>

<sup>3</sup><http://ssmu.ca/wp-content/uploads/2013/09/SSMU-Sustainability-Policy-2013-04-11.pdf>



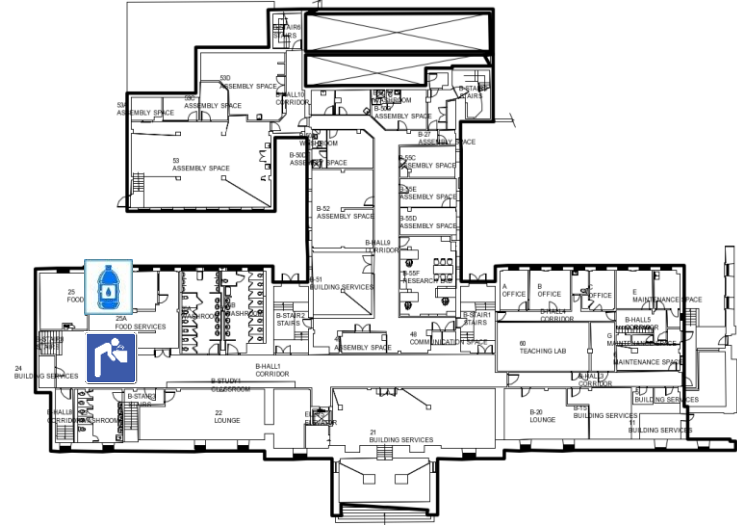
## **Ban the Bottle: Campaign Intern**

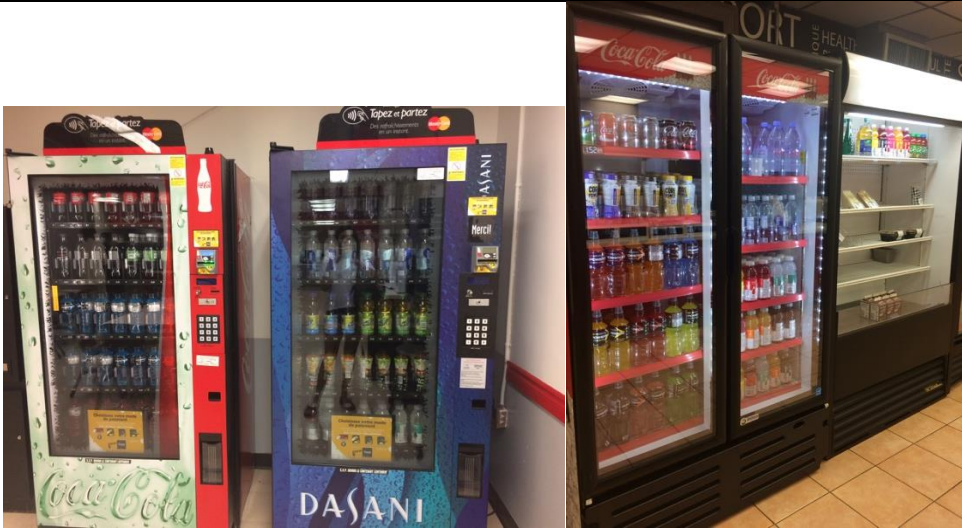

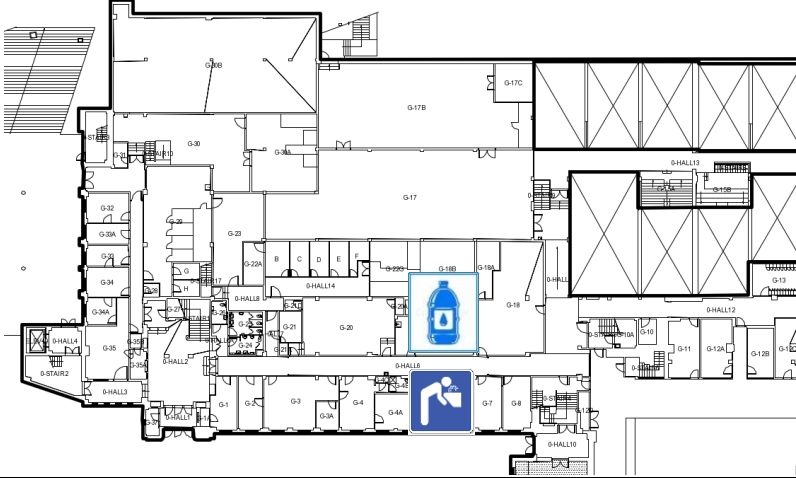
### Position Tasks

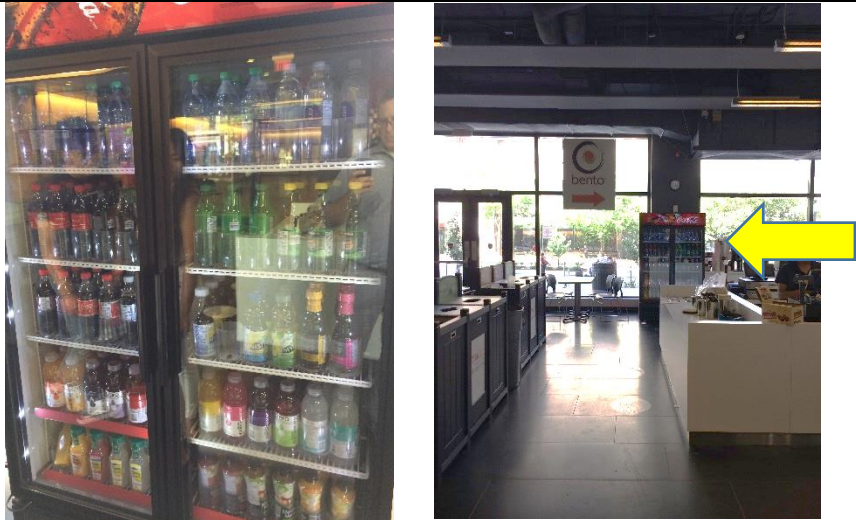
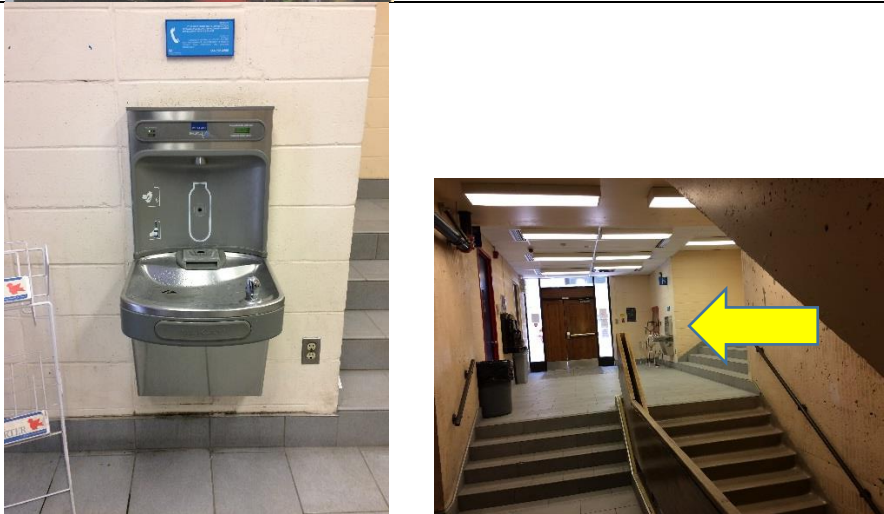
- Promote the “Ban the Bottle” campaign through targeted emails and student club announcements
- Plan and implement student engagement events
- Recruit student volunteers to support events
- Collaborate with other projects on campus – such as the “Sustainable Events Certification”, to increase impact of the project
- Solicit student feedback and research behavior change barriers
- Update the campus sustainability tour, and create promotional materials around the campaign
- Create a long-term communications plan for the initiative, to be managed by the Office of Sustainability

We chose \$15.15 as a wage for equity purposes. It is the current hourly rate for all of the interns at MOOS



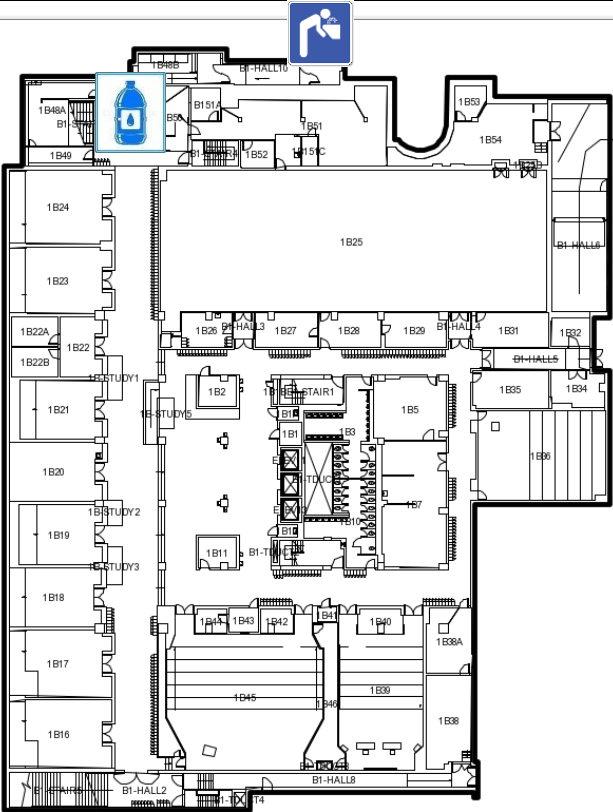


|  |   |                      |        |
|--|---|----------------------|--------|
| Location:  | ARTS BUILDING, 853 rue Sherbrooke O, BASEMENT   |                      |        |
| Plastic water bottle located in a food sales point   | YES   | If yes, operated by: | SUBWAY |
| Picture of plastic water bottle sales point:   |     |                      |        |
| Picture of closest water fountain:   |    |                      |        |
| Distance between the closest water fountain and the plastic water bottle purchase location | 9 meters  |                      |        |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | PARTIAL   |                      |        |
| Map  |   |                      |        |
| Special measure to support ban water bottle at this location                               | <div>( ) Signage</div> <div>( ) Water fountain installation</div> <div>(X) None</div> |                      |        |




|  |  |                      |                |
|--|--|----------------------|----------------|
| Location:  | CURRIE GYMNASIUM, 450 PINS AVE., 1 <sup>ST</sup> FLOOR                               |                      |                |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | ATHLETICS CAFE |
| Picture of plastic water bottle sales point:   |    |                      |                |
| Picture of closest water fountain:   |    |                      |                |
| Distance between the closest water fountain and the plastic water bottle purchase location | 6.7 meters   |                      |                |
| Visibility of the water closest fountain from the plastic water bottle purchase location   | NONE FROM INSIDE THE CAFÉ, BUT AS SOON AS YOU STEP OUTSIDE YOU SEE IT                |                      |                |
| Map  |  |                      |                |
| Special measure to support ban water bottle  | (X) Signage<br>( ) Water fountain installation<br>( ) None                           |                      |                |

|  |   |                      |                     |
|--|---|----------------------|---------------------|
| Location:  | BRONFMAN BUILDING, 1001 RUE SHERBROOKE OUEST, 1 <sup>ST</sup> FLOOR                   |                      |                     |
| Plastic water bottle located in a food sales point   | YES   | If yes, operated by: | BENTO SUSHI QUESADA |
| Picture of plastic water bottle sales point:   |     |                      |                     |
| Picture of closest water fountain:   |    |                      |                     |
| Distance between the closest water fountain and the plastic water bottle purchase location | 38 METERS   |                      |                     |
| Visibility of the water closest fountain from the plastic water bottle purchase location   | NONE  |                      |                     |
| Map  |   |                      |                     |
| Special measure to support ban water bottle  | <div>( ) Signage</div> <div>(X) Water fountain installation</div> <div>( ) None</div> |                      |                     |






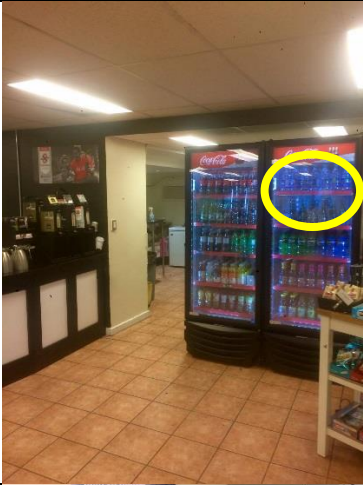

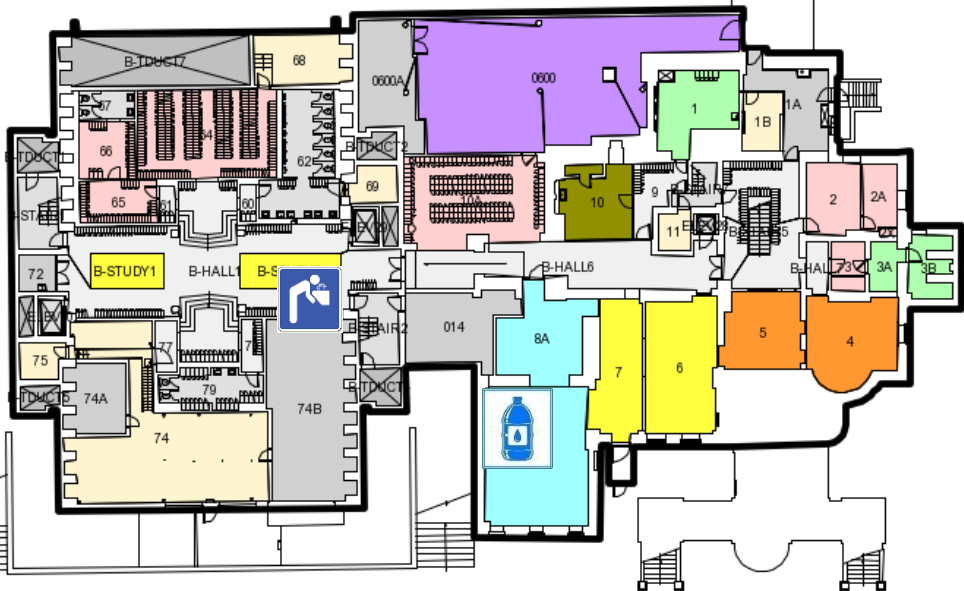
|  |  |                      |            |
|--|--|----------------------|------------|
| Location:  | BURNSIDE, 805 rue Sherbrooke Ouest, Basement   |                      |            |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | SOUPE CAFE |
| Picture of plastic water bottle sales point:   |    |                      |            |
| Picture of closest water fountain:   |   |                      |            |
| Distance between the closest water fountain and the plastic water bottle purchase location | 29 meters  |                      |            |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | NONE   |                      |            |
| Map  |  |                      |            |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>(X) Water fountain installation<br>( ) None                           |                      |            |






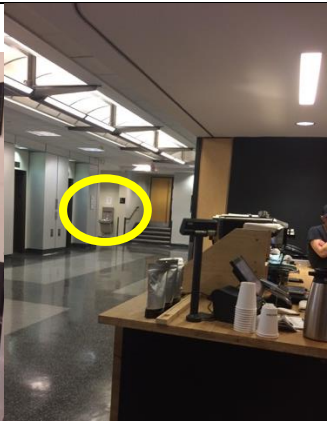

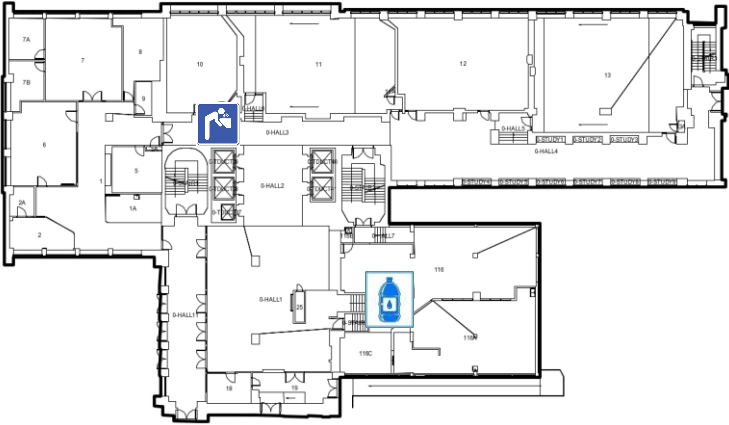
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|---|--|-----------------------------|----------------|
| <b>Location:</b>  | EDUCATION BUILDING, 3700 McTavish Street, 1 <sup>ST</sup> FLOOR                      |                             |                |
| <b>Plastic water bottle located in a food sales point</b>   | YES  | <b>If yes, operated by:</b> | Education Café |
| <b>Picture of plastic water bottle sales point:</b>   |    |                             |                |
| <b>Picture of closest water fountain:</b>   |   |                             |                |
| <b>Distance</b> between the closest water fountain and the plastic water bottle purchase location | 23.3 METERS  |                             |                |
| <b>Visibility</b> of the water closest fountain from the plastic water bottle purchase location   | LOW  |                             |                |
| <b>Map</b>  |  |                             |                |
| <b>Special measure to support ban water bottle</b>  | (X) Signage<br>(X) Water fountain installation<br>( ) None                           |                             |                |

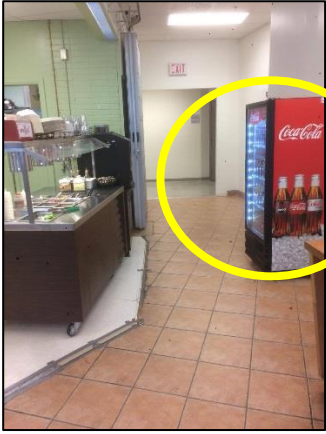


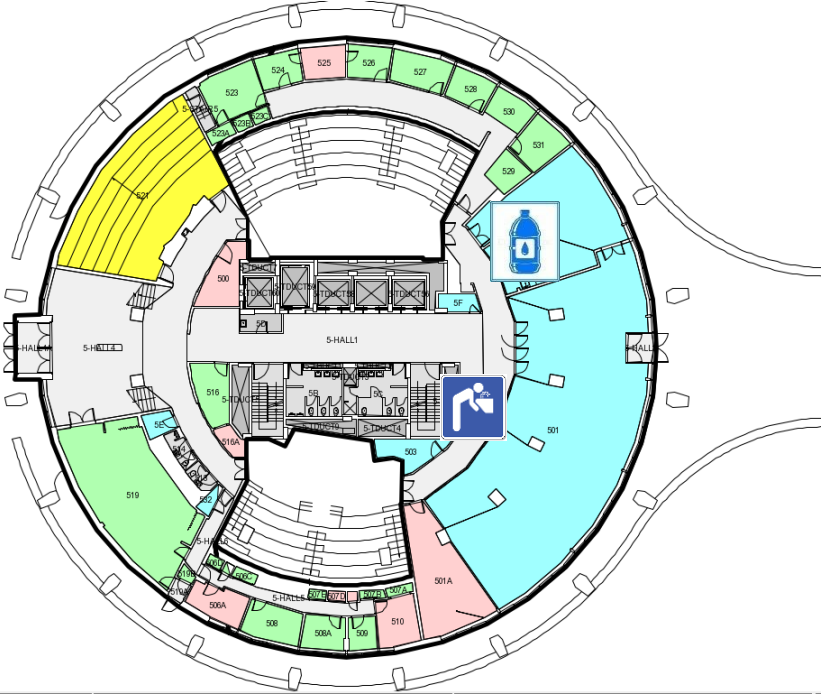




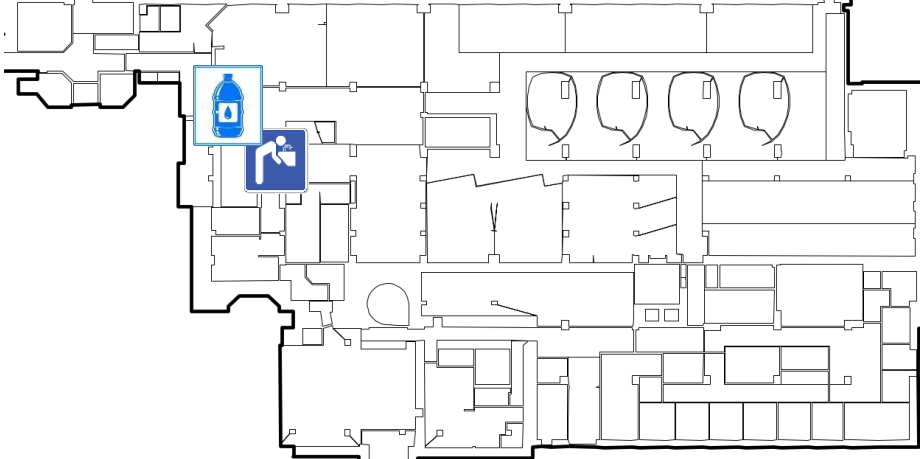
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|--|--|----------------------|-------------|
| Location:  | GENOME, 740 Penfield, 1 <sup>st</sup> FLOOR  |                      |             |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | VINH’S CAFE |
| Picture of plastic water bottle sales point:   |    |                      |             |
| Picture of closest water fountain:   |   |                      |             |
| Distance between the closest water fountain and the plastic water bottle purchase location | 14 METERS  |                      |             |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | NONE   |                      |             |
| Map  |  |                      |             |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>(X) Water fountain installation<br>( ) None                           |                      |             |

|  |  |                      |               |
|--|--|----------------------|---------------|
| Location:  | CHANCELLOR DAY HALL, 3644 Peel Street, Basement                                      |                      |               |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | Avvocato Café |
| Picture of plastic water bottle sales point:   |     |                      |               |
| Picture of closest water fountain:   |    |                      |               |
| Distance between the closest water fountain and the plastic water bottle purchase location | 24 METERS  |                      |               |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | NONE   |                      |               |
| Map  |  |                      |               |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>(X) Water fountain installation<br>( ) None                           |                      |               |

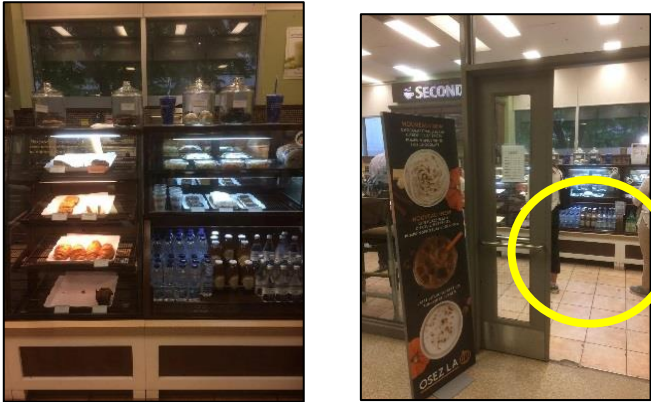

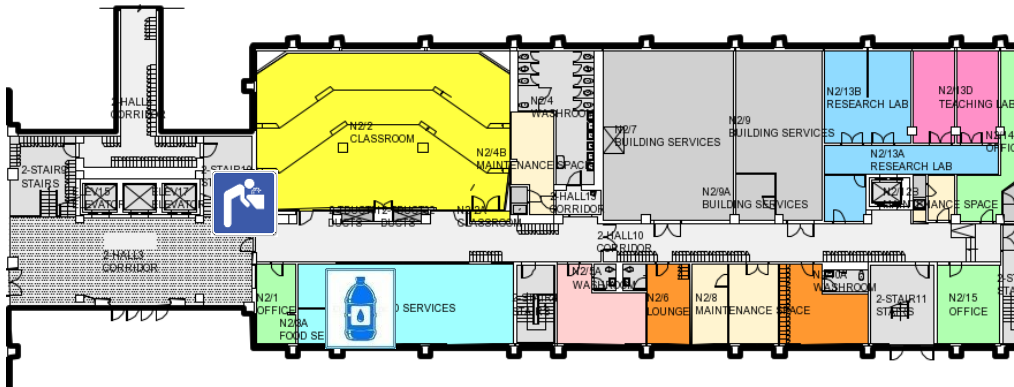


|  |  |                      |                   |
|--|--|----------------------|-------------------|
| Location:  | MCCONNELL ENGINEERING, 3480 rue University, 1 <sup>st</sup> FLOOR  |                      |                   |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | E-CAFÉ & DISPATCH |
| Picture of plastic water bottle sales point:   | <div></div> |                      |                   |
| Picture of closest water fountain:   | <div></div>   |                      |                   |
| Distance between the closest water fountain and the plastic water bottle purchase location | 20 meters  |                      |                   |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | VISIBLE FROM DISPATCH, NOT FROM E-CAFE   |                      |                   |
| Map  |    |                      |                   |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>( ) Water fountain installation<br>(X) None   |                      |                   |

|  |  |                      |                                 |
|--|--|----------------------|---------------------------------|
| Location:  | MED CAFÉ, MCINTYRE MEDICAL BUILDING, 3655 PROMENADE SIR-WILLIAM-OSLER  |                      |                                 |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | MED CAFÉ, 5 <sup>th</sup> FLOOR |
| Picture of plastic water bottle sales point:   |   |                      |                                 |
| Picture of closest water fountain:   | <div></div> <div></div> |                      |                                 |
| Distance between the closest water fountain and the plastic water bottle purchase location | 13.2 METERS  |                      |                                 |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | NONE   |                      |                                 |
| Map  |    |                      |                                 |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>( ) Water fountain installation<br>( ) None   |                      |                                 |


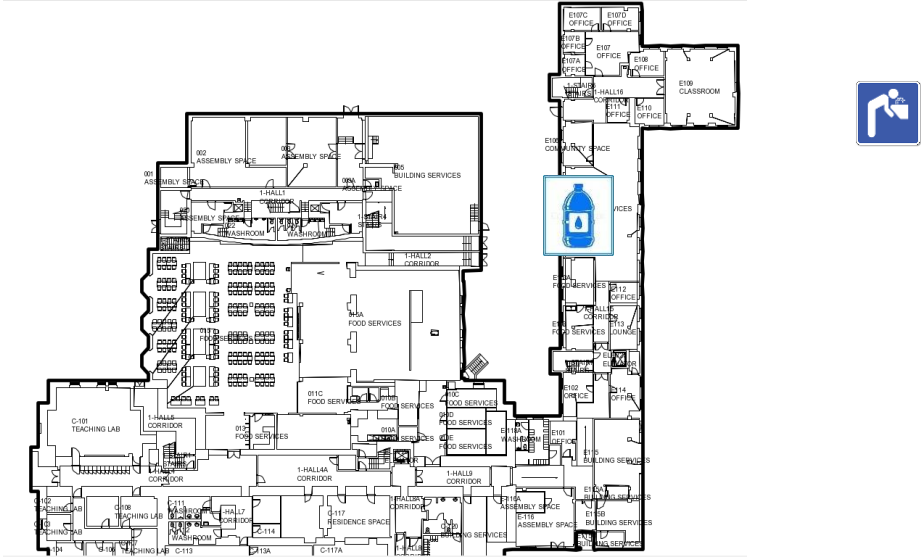
|  |   |                      |                    |
|--|---|----------------------|--------------------|
| Location:  | REDPATH LIBRARY, 3459 RUE MCTAVISH, GROUND FLOOR                                      |                      |                    |
| Plastic water bottle located in a food sales point   | PARTIAL   | If yes, operated by: | (PREMIERE MOISSON) |
| Picture of plastic water bottle sales point:   |      |                      |                    |
| Picture of closest water fountain:   |    |                      |                    |
| Distance between the closest water fountain and the plastic water bottle purchase location | 4 METERS  |                      |                    |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | PERFECT   |                      |                    |
| Map  |   |                      |                    |
| Special measure to support ban water bottle  | <div>( ) Signage</div> <div>( ) Water fountain installation</div> <div>(X) None</div> |                      |                    |

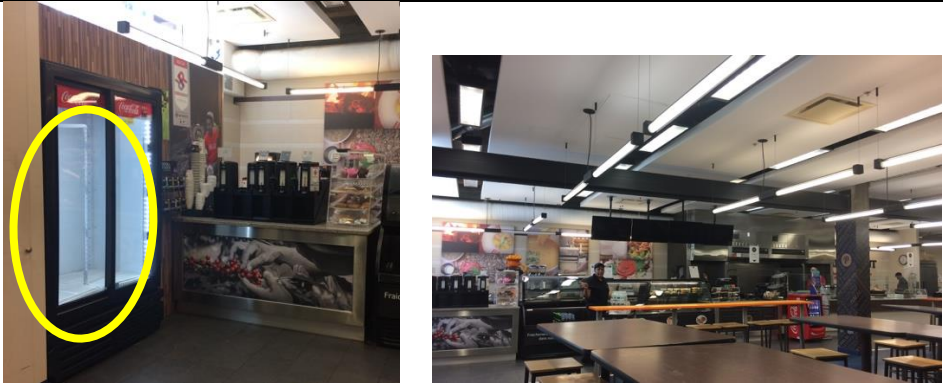

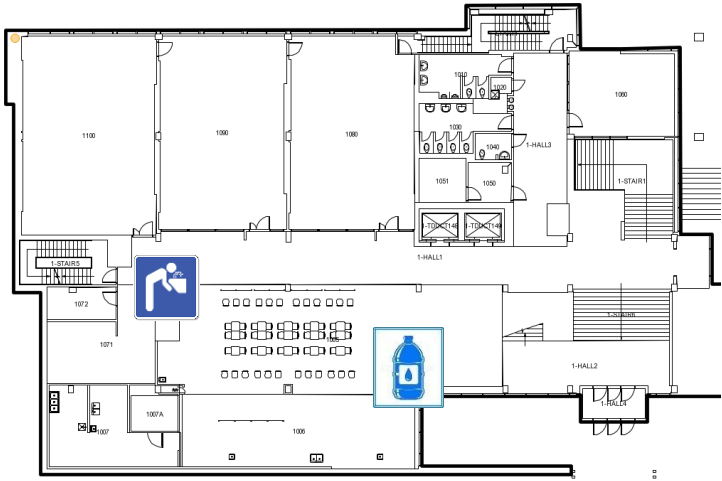



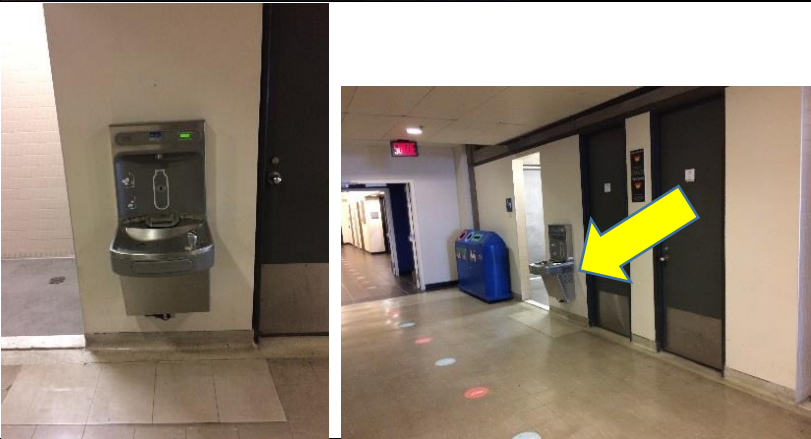
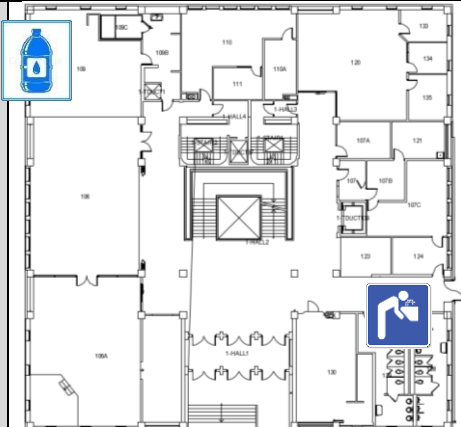
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|---|--|-----------------------------|------------|
| <b>Location:</b>  | SECOND CUP, STEWART BIOLOGY BUILDING, 1205 DR PENFIELD AVE   |                             |            |
| <b>Plastic water bottle located in a food sales point</b>   | YES  | <b>If yes, operated by:</b> | SECOND CUP |
| <b>Picture of plastic water bottle sales point:</b>   |    |                             |            |
| <b>Picture of closest water fountain:</b>   |   |                             |            |
| <b>Distance between the closest water fountain and the plastic water bottle purchase location</b> | 9.7 METERS   |                             |            |
| <b>Visibility of the closest water fountain from the plastic water bottle purchase location</b>   | NONE   |                             |            |
| <b>Map</b>  |    |                             |            |
| <b>Special measure to support ban water bottle at this location</b>                               | <input checked="" type="checkbox"/> (X) Signage<br><input type="checkbox"/> ( ) Water fountain installation<br><input type="checkbox"/> ( ) None |                             |            |





|  |  |                      |                 |
|--|--|----------------------|-----------------|
| Location:  | STRATHCONA MUSIC, 555 rue Sherbrooke Ouest, 1 <sup>st</sup> FLOOR                    |                      |                 |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | VINH’S TOO CAFE |
| Picture of plastic water bottle sales point:   |    |                      |                 |
| Picture of closest water fountain:   |  |                      |                 |
| Distance between the closest water fountain and the plastic water bottle purchase location |  |                      |                 |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | COULD NOT FIND A WATER FOUNTAIN NEAR, CAFÉ IS CLOSE TO RVC DINING HALL               |                      |                 |
| Map  |  |                      |                 |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>(X) Water fountain installation<br>( ) None                           |                      |                 |

|  |  |                      |           |
|--|--|----------------------|-----------|
| Location:  | TROTIER, 3630 rue University, 1 <sup>st</sup> FLOOR                                  |                      |           |
| Plastic water bottle located in a food sales point   | YES  | If yes, operated by: | PARAMOUNT |
| Picture of plastic water bottle sales point:   |    |                      |           |
| Picture of closest water fountain:   |   |                      |           |
| Distance between the closest water fountain and the plastic water bottle purchase location | 18 meters  |                      |           |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | YES  |                      |           |
| Map  |  |                      |           |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>( ) Water fountain installation<br>( ) None                           |                      |           |

|  |   |                      |                             |
|--|---|----------------------|-----------------------------|
| Location:  | UNIVERSITY CENTER, 3480 rue McTavish, 1 <sup>st</sup> FLOOR                         |                      |                             |
| Plastic water bottle located in a food sales point   | YES   | If yes, operated by: | LA PREP<br>LIQUID NUTRITION |
| Picture of plastic water bottle sales point:   |   |                      |                             |
| Picture of closest water fountain:   |  |                      |                             |
| Distance between the closest water fountain and the plastic water bottle purchase location | 43 METERS   |                      |                             |
| Visibility of the closest water fountain from the plastic water bottle purchase location   | PARTIAL TO NONE   |                      |                             |
| Map  |  |                      |                             |
| Special measure to support ban water bottle at this location                               | (X) Signage<br>( ) Water fountain installation<br>( ) None                          |                      |                             |