

PROJECT TITLE: SPO211 Discover Sustainable McGill

Please answer the following questions and return the completed form to the [SPF Staff](#) via e-mail.

Final Report prepared by Claudia Belliveau

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Actual Project Start Date 2019-05-01 Actual Project End Date 2020-05-01

Questions

1. Please summarize the project and its key accomplishments to date. In your answer, consider the impact your project has had so far on McGill's campus(es).

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

During CSI and Orientation Week 2019, our project distributed over 1,500 plastic reusable water bottles to incoming McGill students. Not only did this reduce the single-use plastic water bottle purchase from 10,000 to 6,000, but it equipped the incoming students with re-usable water bottles they can use throughout their time at McGill. This will have an effect on McGill's sustainable future because it teaches the incoming students early-on the importance of refilling re-usable water bottles and complying with the single-use water bottle ban. This year's Orientation Week, we will be supplying over 3000 reusable aluminum water bottles to incoming students. We decided to change to a more sustainable material and have worked with the company to ensure the least amount of packaging when delivered. Additionally, having composting, waste education training and waste sorting during O-Week educates both the current McGill students who are volunteering and the incoming students - putting our right foot forward in making McGill more sustainable and our students more aware. I have created training for CL&E to use from year-to-year once this project is over with minimal updates. Moreover, I have made a sustainability checklist specific to CL&E's events that the office can implement once this SPF project is over. Furthermore, I have created training for the Off-Campus & Commuter Student Support Project Intern to train the Connectors that will be able to make the commuter student events more sustainable. Lastly, we had a new water cart constructed that we will be able to use during CL&E events and that we will be renting out to external events. This not only allows CL&E to raise the funds necessary to keep providing incoming students with reusable water bottles, but it allows external events to promote sustainability initiatives to the greater Montreal community. Lastly, CL&E was certified as a Bronze Sustainable Workplace!

2. Please describe the key successes and challenges of your project. (Minimum of two examples for each)

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

Success:

- 1) Creating training for the CL&E staff, COMunity Connectors, and the O-Week volunteers was successful, with Montreal and MOOS having great resources about proper waste sorting, as well as gathering information from the SEDE office and OSD – I was able to create easy to understand PowerPoints that can be administered by myself or other trained employees. We also used part of these materials to host Sustainability Workshops for the McGill community.
- 2) Creating a contract with the McGill Athletics Department to maintain the newly built water cart, and to rent it out to external events the stadium was a huge success of the project, as it allows CL&E to be economically sustainable in the future, and it will provide the resources necessary to keep our single-use water bottle consumption down during Orientation Week!

Challenges:

- 1) Reaching the entire student body – as a campus partner, CL&E has access to all students through e-mail, however, ensuring that students read their e-mails and read about our sustainable initiatives is the difficult part. Going forward, we also advertised on other social medias to ensure the best spread possible.
- 2) A big challenge was finding sponsors to donate money for the purchase of reusable water bottles for all the incoming students – unfortunately, it was not possible especially due to the impacts of COVID-19. However, we solved

this problem with the creation of our contract with the McGill Athletics department.

3. What key points of advice or *lessons learned* would you give to other SPF teams either regarding your experience managing your project or the project itself?

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

I think it's okay to realize that your project may not go as perfectly as you planned, but it's important to remember that there are other ways of accomplishing a goal – different than the ones that you set out to use. It is also important to remember that MOOS is there to support the SPF projects, any questions I had, I received answers and resources very quickly. Additionally, I learned that it is important to keep an open line of communication with your entire team, even if not everyone is working on the same parts of the project at the same time.

4. What recommendations do you have for the future of this project to be continued and are there any opportunities for complementary projects? Who will take responsibility for the project's future and how can interested persons be in touch? The SPF team will also be in touch with this contact for updates on the project's progress in coming years, if ongoing.

(Unlimited characters, suggested minimum 1 paragraph)

This project was mainly set up to create a framework that CL&E can rely on from year-to-year. We think that we achieved this goal and the project can be continued through the transfer of knowledge between CL&E employees and their replacements. Additionally, CL&E has and always will be attempting to make their events and Orientation Week as a whole, as sustainable as possible – socially, environmentally and economically. I will continue volunteering with CL&E after this project to ensure that the framework is working well through Orientation Week 2020, in whatever form that will take. Additionally, I will provide training to the orientation program interns to ensure that they are planning their individual events with important aspects of sustainability in mind, and I will be available for questions at any time throughout the summer.

5. Would you or your project team member(s) be willing to serve as a mentor to SPF project teams? Please choose one. If yes, SPF Staff will contact you with more information.

(800 characters maximum)

Yes No

6. In your application, you listed the following sources of funding:

CL&E Budget - \$300.00

Please confirm if you received this funding in the space below. In your response, please list the actual amount (in dollars) that you received. Note: If you received funding from a McGill Department or Unit, please attach a letter from its Financial/Budget Officer confirming the actual amount of support.

(1,800 characters maximum)

CL&E never created a separated activity code for the project. However, resources that the Sustainability Intern had access to mostly came from CL&E (i.e. printing, purchasing snacks for workshops, pizzas for volunteer training, room booking fees, etc.) We never separated out a separate budget item for this but allowed for access.

7. Did you purchase equipment or make an installation on campus? Yes No
 If yes, please briefly describe how these items will be maintained and used in the future.
(1,800 characters maximum)

Part of the SPF project was to ensure that incoming students have access to clean drinking water during orientation week to minimize single-use plastic water bottles. We commissioned the McGill Plumbers to create a new water cart. This is being stored at McGill Athletics building and is owned by CL&E. We have set up a contract so that maintenance will be funded by C&LE and McGill Athletics will perform the actual tasks. Additionally, Athletics will rent out the cart to external bodies that use the stadium, and the profits will be put into a CL&E account for sustainable (re-usable water bottle purchase & maintenance of the cart).

8. The following Key Success Indicators were indicated in your project application and selected for tracking. Please indicate the actual results that you have achieved in the “Actual” column.

Selected Key Success Indicators	Target	Actual
Fewer bottles purchased than in Fall 2008	3,000	6000
% improved knowledge of sustainability in Post O-Week, CSI, Grads Connect, Off Campus Connects Feedback Survey	70%	50%
Liters of municipal water distributed	1,000 L	xxx

If there is a significant difference in the target numbers and the actual numbers achieved, please explain. If you have any additional information to share about these success indicators, please also include it below.
(1,800 characters maximum)

6000 single-use water bottles were purchased in 2019. We do not know how many we will purchase in 2020 because we don't know in what format Orientation Week will take place due to COVID-19. However, we have ordered almost 3000 reusable water bottles, which is double the amount that we ordered last year, so this number should be significantly reduced. As mentioned in the progress report, we did not frame the questions well enough for the 2019 orientation feedback form. We have restructured the questions and hope to improve the reporting of feedback for 2020. Unfortunately, we weren't able to measure this for O-Week 2019, but we are trying to do this for O-Week 2020.

9. Please report on your progress with the standard SPF Key Success Indicators in the “Actual” column.

Standard SPF Key Success Indicators	Actual
# of volunteers directly or indirectly engaged in the project	250
# of people (student, staff, or other) trained in the context of the project	250
\$ raised for project activities subsequent to SPF funding	0 so far
# of tons of GHG emissions reduced by your project	0.4
# of partnerships or collaborations developed between the project team and other McGill administrative units, student groups, community groups, other universities, and/or other groups/organizations.	2

Regarding the last Key Success Indicator, please list the groups and/or organizations that you counted.
(Unlimited characters; point form acceptable.)

McGill Athletics Department
 McGill Office of Sustainability

If you have any additional information to share about the Standard SPF Key Success Indicators, please include it below.

(1,800 characters maximum)

05 ton was calculated based on the fact that in 2019 we reduced the single use water bottle purchase by 4,000 water bottles. If each bottle is 88g of GHG emitted, that's about 352,000g GHG = 0.38ton GHG. Additionally, with the information we spread about better, more sustainable ways to commute to campus through our workshops we saw that students coming to COMon ground chose more sustainable ways to commute – and according to our mc3gill carbon footprint calculator we decreased the average emission/attendee from 3.24kgCO₂e to 0.134 kgCO₂e

10. Please indicate the McGill stakeholder groups that were involved with your project as a team member or collaborator/partner. Choose all that apply.

Undergraduate Postgraduate Administrative Staff Academic Staff Alumni

11. Please rate your project team's overall satisfaction with the support provided by the SPF Staff. Choose only one response.

Very Dissatisfied Dissatisfied Neither Satisfied Nor Dissatisfied Satisfied Very Satisfied

12. Please provide any feedback or recommendations regarding your team's experience with the SPF
(Unlimited characters, suggested minimum 1 paragraph)

Overall, working directly with Amelia, Shona and Stéphanie was very easy, informative and productive. Having the support from MOOS was imperative in meeting our goals. Additionally, the SPF program is set up in a manner that allows teams to be independent while still having the check-ins necessary to ensure that the project is still moving forward. This SPF project has allowed CL&E to set up the infrastructure required to maintain the newly achieved sustainability goals for the future and was necessary to implement new practices.

13. If there is additional information you would like to share about your project, please use the field below.
(Unlimited characters)

14. Has involvement in this SPF project positively impacted your team in the area of professional growth? Please choose one. If you would like to elaborate, please use the field below.

(800 characters maximum)

Yes No Prefer Not to Share

Specifically, for myself, I have definitely learned how to keep myself accountable when working outside of an office. This will definitely aid me in getting my work done in future professional positions. Moreover, as an office, we have been certified Bronze Sustainable and are working together to maintain and hopefully improve the office's sustainability practices. We enjoy working in a healthy environment and produce our best work when everyone is working together toward a common goal. We will be seeking silver very soon!

15. Has involvement in this SPF project positively impacted your team in the area of personal growth? Please choose one. If you would like to elaborate, please use the field below.

(800 characters maximum)

Yes No Prefer Not to Share

I have learned so much while preparing the training associated with this project, I have become more knowledgeable and am now a resource for my friends and family. Additionally, I have learned to be a better spokesperson and advocate for sustainability practices and intend to keep educating my personal circles!

16. Which of the following skills or attributes has your team improved through involvement in your SPF project?
Choose all that apply.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Budgeting | <input type="checkbox"/> Networking | <input type="checkbox"/> Systems Thinking |
| <input type="checkbox"/> Communications | <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> Teamwork |
| <input type="checkbox"/> Conflict Resolution | <input checked="" type="checkbox"/> Problem Solving | <input type="checkbox"/> Technology |
| <input checked="" type="checkbox"/> Leadership | <input checked="" type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Time Management |
| <input type="checkbox"/> Listening | <input checked="" type="checkbox"/> Public Speaking | <input checked="" type="checkbox"/> Writing |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Stakeholder Engagement | <input type="checkbox"/> Other (Please specify in |
| <input checked="" type="checkbox"/> Negotiating | <input type="checkbox"/> Stakeholder Identification | the field below) |

Other:

17. Since starting your SPF project, has your team improved its knowledge of sustainability? Please choose one. If you would like to elaborate, please use the field below.
(800 characters maximum)

- Yes No Prefer Not to Share

18. (Optional) If applicable, please list the total number of team members voluntarily self-identifying as members of marginalized communities:

Please identify the represented communities below. (e.g. women, Indigenous people, people of colour, LGBTTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities)
(1,800 characters maximum)

THANK YOU FOR COMPLETING YOUR FINAL REPORT!

Please e-mail your report to the [SPF Staff](#) attaching any additional information that you would like to share about your project (e.g. other reports, research, documents, photos, etc.). Please note that this Final Report will be shared publicly on your SPF project's webpage.