

## COVER PAGE

### PROJECT INFORMATION

Please complete the fields below with information regarding your project.

**Project Title** Organic Waste Collection in Downtown Residences

**Brief Description** Implement organic waste collection across all downtown McGill student residences.

**Total Estimated Project Budget** \$44,373.25      **Amount Requested from SPF** \$21,243.95

**Campus(es) Impacted**  Downtown  Macdonald  Gault Nature Reserve  Other \_\_\_\_\_

### CONTACT INFORMATION

#### Project Leader

*This person must be a current McGill University student, administrative staff, or academic staff.*

Name	<u>Lauren MacDonald</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>lauren.macdonald3@mcgill.ca</u>	Campus	<u>Downtown</u>
Faculty/Unit/Organization	<u>McGill Office of Sustainability</u>		

#### Project Team Members

*The SPF encourages you to be inclusive, collaborative (especially between staff and students), diverse, and interdisciplinary when possible. To list more members, please complete a second cover page. You may email it to [SPF Staff](#) to include with your application.*

Name	<u>Frank DiGiovanni</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>frank.digiovanni@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Monique Lauzon</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>monique.lauzon@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Mario Paladin</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>paladinm@danahospitality.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Rosetta Vannelli</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>rosetta.vannelli@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Emma Chothani</u>	Affiliation	<u>Undergraduate</u>
Email	<u>emma.chothani@mcgill.ca</u>	Faculty/Unit/Organization	<u>ERC</u>

### SUBMISSION INFORMATION

In line with the [SPF Eligibility Criteria](#), our team certifies that this project takes place at [McGill University](#), is [sustainability focused](#), is requesting [seed funding](#), and is [action oriented](#).  Yes  No

Our team has read the [SPF Terms & Conditions](#) and agrees to respect them.  Yes  No

Our team understands that this application is not confidential and consents to have its contents shared with relevant stakeholders during the review process and, if approved, on the SPF website.  Yes  No

Our team agrees to have [their contact information](#) included in the complete and shared application and, if approved, on the SPF website.  Yes  No

## PART 1: PROJECT OVERVIEW

**Instructions:** Please answer the questions below as clearly and concisely as possible. You will be able to detail your project further in Part 2 of the Over \$5,000 application process, the Project Plan, as well as submit relevant appendices. Once you have completed this Project Overview, save it and submit it online. SPF Staff will respond with feedback on your application within two weeks and send you Part 2. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

Before starting, you may find it helpful to consult the [SPF Sustainability Brief](#) and the [Climate & Sustainability Strategy 2020-2025](#).

### CONTEXT

Criteria assessed in this section: **SUSTAINABILITY FOCUSED, ANALYSIS**

- 1. What specific sustainability-related need/issue have you identified at McGill and aim to address through your project? In your response, please describe clearly how the need/issue is related to sustainability.** *Note: Please wait to detail your project idea in response to Question 5. Limit ~100 words*

There is a need for improved organic waste management in McGill's downtown residences. The University does not currently offer compost bins or compost bags in dorm rooms. Students often eat in their rooms. Currently, the organic waste they produce from food scraps, compostable takeout packaging, etc. is ending up in dormitory landfill bins. The estimated annual organic waste produced per resident in their dorm rooms is 10.93kg (Appendix 1). There are approximately 3,000 residents at McGill, meaning an estimated 32.79 metric tonnes of organic waste, the equivalent of about 5 elephants, is being landfilled in dorm rooms each year. Landfills impact climate change, environmental degradation, and community health.

- 2. How do you know this is a need/issue? What research have you done on this need/issue (e.g. consultation, observation, survey)?** *Limit ~100 words*

In a survey administered to a sample of residents by the Environment Residence Council (ERC) in Fall 2021, 97% of respondents supported a broader organic waste collection program and said they would participate regularly after the implementation of this program (Appendix 2).  
To estimate the annual organic waste produced per resident in their dorm rooms, we consulted the study conducted at the Slovak University of Agriculture (Appendix 1). According to the findings of this study, if residents diverted 100% of organic waste in their dorm rooms, it is estimated that McGill could increase overall organic waste diversion by 72% annually (Appendix 1).

- 3. What relevant information and/or best practices have you found that relate to this need/issue? In addition to information from external sources, detail any relevant related initiatives (past or current) that you are aware of at McGill.** *Limit ~100 words*

There have been several student-led attempts to implement widespread organic waste collection at McGill residences in the past, but none have lasted longer than a year.

As part of the 2021-2022 Sustainability Ambassadors program, students conducted research on the underlying causes of previous failed attempts (Appendix 3). Their final report found that residents are very willing to compost, but in practice, organic waste diversion results are dependent on how informed residents are. From an administrative point of view, increased coordination, communication, succession planning, and funding are necessary for success.

Current and upcoming waste diversion initiatives in dining halls will support this project.

**4. What expertise or qualifications does your team have regarding this need/issue, if any? *Limit ~100 words***

The project team consists of Student Housing and Hospitality Services (SHHS) administrative staff who are responsible for housing services, dining hall management, and communication with residents. They have experience implementing widespread programming for students and communicating sustainability initiatives to residents in a clear and compelling way.

The MOOS representative has a comprehensive knowledge of waste management on campus and has been involved in several key zero-waste initiatives in the past.

The ERC Advisor plays a key role in providing insight into residents' wants/needs as well as offering support with engagement and liaising about the project with the University Residence Council.

## PROJECT IDEA

*Criteria assessed in this section: **ALL ELIGIBILITY & EVALUATION CRITERIA***

**5. What is your project idea? Please describe the idea thoroughly and concisely. Identify how SPF funding will be used, key contributions to sustainability at McGill, and, if your project is happening in different stages, core phases in the project. *Note: You may also share how the project is new or how it complements, builds upon, or scales existing initiatives. Limit ~400 words***

With support from the SPF, SHHS, MOOS, and the ERC will collaborate to implement an organic waste collection program across all downtown McGill student residences, at the start of the winter 2023 semester.

### LOGISTICS-

SHHS has purchased a year supply of compost bags. Countertop bins outfitted with a sticker outlining simple sorting tips will be purchased using some funding from SHHS and some from the SPF (Appendix 4). A roll of 50 bags and a countertop bin will be delivered to all residence rooms and apartments. Countertop bins will be added to the move-in/move-out checklist. Students will be asked to transfer organic waste collected in their rooms at least once every three days to compost bins in common areas (either dining hall ecostations or large brown bins nearby).

Organic waste from common compost bins will be collected by Compost Montreal and processed at a city compost site in the Southwest borough of Montréal then redistributed to Montréal's residents through horticultural projects.

### EDUCATION & OUTREACH-

To ensure the success of this program, a comprehensive education & outreach plan has been created. Prior to the delivery of the countertop bins and compost bags in January 2023, MOOS will attend an ERC meeting to brief the council on this new initiative, deliver a presentation to the floor fellows on November 26<sup>th</sup>, and distribute posters for the floor fellows to attach to their communication boards. Before the program starts, SHHS will send an email blast to all residents, residence life managers, and dining hall staff.

In January, SHHS will start displaying information about the initiative on screens in residences and dining halls. MOOS will brief the Zero-Waste Ambassadors on the initiative at their training in January so they can begin promoting the initiative during their tabling shifts in dining halls soon after. Zero-Waste Ambassadors will also enter students who are "caught" composting in dining halls in a prize draw for gift cards to local zero-waste grocery stores and thrift stores funded by the SPF. Throughout the winter 2023 semester, the ERC will host voluntary workshops for residents to learn more about how to sort waste and the importance of composting. Compost Montreal will provide compost free of charge (pending availability) for the ERC to conduct a plant potting event at one of the

workshops. Other incentives, such as gift cards, purchased using SPF funding will also be offered to students who attend these workshops.

**MONITORING-**

The ERC, with help from MOOS, will organize a survey to measure if this initiative has increased residents' tendency to divert their organic waste.

MOOS will conduct a waste audit to measure contamination of organic material collection in residences.

6. Is your project related to the University's [Climate & Sustainability Strategy 2020-2025](#)?  Yes  No
7. Is your project related to the University's [Equity, Diversity & Inclusion Strategic Plan 2020-2025](#)?  Yes  No
8. If you answered yes to Question 6 or 7, how does it relate? Please refer to the relevant strategy category, theme, goal, and/or action in your response. *Limit ~200 words*

This project will contribute to achieving McGill's target of becoming zero-waste by 2035 by providing infrastructure, communications, and coordination to directly increase organic waste diversion in McGill's residences. McGill's current diversion rate is 43%. This project could increase overall waste diversion at McGill by 5% (Appendix 1, Appendix 5).

The education & outreach portion of this project will equip around 3,000 McGill students with knowledge about how to sort waste and the negative impact of landfills. Organic waste sorting will become more instilled in their daily routine as a result of this campaign. By educating residents on waste management and encouraging sustainable waste sorting habits, this project will reach beyond just waste diversion in residences. Waste diversion on the campus as a whole will benefit from residents who are more familiar and engaged with waste management.

## TRANSFORMING CAMPUS

Criteria assessed in this section: **AT MCGILL, IMPACT**

9. In the table below, describe your proposed project's 2-5 main impacts on the McGill community or its main goals to accomplish. Please check the stakeholders that will be impacted. Finally, list at least one key **success indicator** for each impact (e.g. # people will be engaged, % waste will be diverted, # buildings certified). *Note: Indicate a realistic target for each success indicator (e.g., rather than "# people engaged," include a target such as "50 people engaged").*

Main Impacts/Goals		McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
REQUIRED	1 Increased education & awareness of waste sorting and environmental sustainability in residences	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	3,000 students engaged Increase in resident knowledge of why and how to sort waste
	2 Reduced environmental impacts of landfill methane emissions, pollution, energy use	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	20% increase in dorm room waste diverted from landfill
OPTIONAL	3 Model zero-waste institutional practices to inspire change	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	Improved perception of sustainability in residences
	4	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	
	5	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	

10. Have you considered implementing your project at more than one McGill campus? (e.g. If your project is downtown, could it be implemented at Macdonald Campus as well?)

Yes  No

11. Please describe your choice of campus(es) and why this choice is best for your project. *Limit ~150 words*

The downtown residences and Mac campus residences are managed by different administrative units. The Macdonald Campus Residence Manager already started a pilot organic waste collection program at Laird and Eco-residence at the start of the fall 2022 semester.

*To complete the application process, please submit this form on the SPF website. The SPF Staff will be in touch regarding your application within two weeks and will send you Part 2 for the Over \$5,000 application process, the Project Plan.*

## PART 2: PROJECT PLAN

**Instructions:** Please answer the questions below as clearly and concisely as possible. Once you have completed this Project Plan, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

## IMPLEMENTATION

Criteria assessed in this section: **ACTION ORIENTED, FEASIBILITY, IMPACT**

1. List the key **activities** for your project and indicate the timing for these on the right. Please be specific and realistic when formulating your activities, ensuring that they are achievable within the indicated timeframe.

Key Project Activities	Start Date (DD-MM-YY)	End Date (DD-MM-YY)
Brief ERC at weekly meeting	26-10-22	26-10-22
Draft content for email blast to students	24-10-22	28-10-22
Draft sorting content for website, poster, social media	24-10-22	28-10-22
Draft content for floor fellows and ERC workshop	24-10-22	11-11-22
Finalize content for floor fellows and ERC workshop	24-10-22	18-11-22
Design and print posters for floor communications boards	24-10-22	18-11-22
Deliver floor fellow workshop	24-10-22	26-11-22
Write talking points for zero-waste ambassadors	24-10-22	26-11-22
Update web content	28-11-22	4-12-22
Send email blast to residence life managers and dining hall staff	4-12-22	4-12-22
Communicate key info to URC and IRC	4-12-22	4-12-22
Place bin and sticker order	9-12-22	9-12-22
Design slides for dining hall/residence screens	12-12-22	18-12-22
Schedule SM content for SHHS channels	12-12-22	18-12-22
Start posting SM content on SHHS channels and reposting on MOOS channels	6-1-23	Indefinite
Send email blast to students	6-1-23	6-1-23
Play slides on dining hall and residence screens	6-1-23	Indefinite
Communicate talking points to ZWAs at January training	9-1-23	13-1-23
Distribute handouts/ posters for floor fellows' communication boards	6-1-23	13-1-23
Bags and Bins delivered to residents	16-1-23	20-1-23
ZWAs start talking about program in dining halls	16-1-23	Indefinite
Start offering incentives	16-1-23	Indefinite
Publish reporter article	1-2-23	1-2-23
ERC hosts voluntary workshops for residents	3-2-23	31-3-23
Distribute survey to residents to gauge participation	13-3-23	31-3-23
Waste audit	13-3-23	17-3-23

2. Please describe what will happen to your project after the SPF funding ends. Additionally, please share if anything will be produced or installed (e.g. a workshop guide, equipment, a toolkit, a network, website, etc.) and indicate future maintenance plans. *Limit ~200 words*

After the SPF funding ends, project team members will use data gathered and lessons learned to make the case for institutionalizing the funding, coordination, and communication needed to continue to offer organic waste collection in residences in the SHHS unit.

MOOS will continue to coordinate and support educational outreach and promotion for this program by presenting to floor fellows at their orientation, providing information about the program at Discover McGill orientation events for students, and publishing results of data collected on the success of the program on various communications platforms.

Countertop bins will not need to be purchased year over year because they will be added to the move-in/move-out checklist.

**3. Please list any potential risks associated with your project and the measures you will take to reduce their likelihood.**

Main Risks	Preventative Measures
Fluctuation of market price for compost bins.	15% contingency included in project budget.
Waste education efforts will be short-lived, due to the transient nature of the McGill population.	Ongoing outreach and communications activities that follow the flow of students' time at McGill, with special attention paid to reaching first year students. New programming and purchasing policies embedded in the culture of SHHS.
Pests and smell from countertop bins in dorm rooms	The proposed countertop bin models seal tightly and the compact design makes them easily washable in the sink. Residents will be instructed to empty the organic waste collected in their rooms into common compost bins at least once every three days, which is best practice for preventing pests and odour. All print and digital communications that are distributed about the program will include tips for preventing pests and odours.
Damaged, dirty, or misplaced countertop bins	The proposed countertop bin models have a warranty of 10 years. Countertop bins will be added to the move-in/move-out checklist and a fee will be associated with damaged, dirty, or misplaced bins.
Contamination of the compost stream	Countertop bins will be outfitted with an informational sorting sticker outlining what goes in the compost stream and what does not. Waste sorting guide posters will be distributed to floor fellows to post on their floor's communication board. Waste sorting signage is already posted about waste sorting stations in dining halls and Zero-Waste Ambassadors offer on-the-spot help with waste sorting.

## STAKEHOLDER ENGAGEMENT

Criteria assessed in this section: **AT MCGILL, COLLABORATION, SUPPORT, CAPACITY BUILDING**

4. **Please list all the key stakeholders involved in your project, indicating their role and support. If the stakeholder has provided a support letter, please indicate so here and attach it as an appendix document.** *Note: Projects involving modifying a space on campus, making a permanent installation, hiring a full-time staff, or adding/modifying a garden, etc., must seek permission from the appropriate stakeholder(s) (e.g. building director, Campus Planning and Development, staff supervisor, etc.). SPF Staff can help you assess if any key stakeholders need to be added to your list.*

Stakeholder's Name(s)	Title	Role in the Project	Support/Permission	Support Letter
Monique Lauzon	Marketing Communication Manager, SHHS	Implementation	Confirmed	Yes
Frank DiGiovanni	Associate Director, Dining and Hospitality Services, SHHS	Implementation	Confirmed	Yes
Mario Paladin	General Manager McGill University, Dana Hospitality	Implementation	Confirmed	Yes
Francois Miller	Executive Director, McGill Office of Sustainability	Strategic support	Confirmed	No
Emma Chothani	Environment Residence Council Advisor	Outreach & Engagement	Confirmed	Yes
Rosetta Vannelli	Associate Director Housing and Conference Services	Implementation	Confirmed	Yes
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.

5. **How will you communicate about your project and share its impacts with your stakeholders and the McGill community? Please describe your tactics (e.g. social media, workshops, tabling, newsletters, etc.) and any related timing (e.g. at the beginning, during, or after the project). Related activities can also be included in Question 1. Limit ~200 words**

SHHS comms will send an email blast about the program to all residents, residence life managers, and dining hall staff before the program starts.

SHHS comms will add information to the digital screens in residences and dining halls before the program begins and it will remain posted indefinitely.

Before and during the program rollout, key information and impacts will be shared on the McGill residences/food Facebook and Instagram pages by the SHHS comms team. MOOS and the ERC will repost this content.

Informative posters will be designed and printed by SHHS comms and distributed to floor fellows to post on their communication boards before the program begins and at the start of each subsequent academic year.

MOOS will deliver a presentation about the program to floor fellows before the program begins and at the start of each subsequent academic year.

MOOS will continue to keep the ERC up to date on impacts of the program and any key changes. The ERC will continue to be advocates for the program.

The ECR will organize workshops for residents to learn more about the program after it has begun.

Zero-Waste Ambassadors will provide information and impacts about the program while tabling in dining halls once the program has begun.



6. If applicable, are there any training, volunteer opportunities, jobs, or complementary applied student research integrated in your project? Please describe. *Limit ~100 words*

This project is not requesting any funding for training, volunteer opportunities, or jobs. However, there will be opportunities for existing student interns, MOOS volunteers, floor fellows, and ERC members to be involved in the program.

The SHHS Sustainability Coordinator intern and Waste Education intern will support education & outreach for the project by creating content and designing programming to communicate the best practices and benefits of organic waste collection.

The Zero-Waste Ambassador volunteers have already been regularly conducting tabling in dining halls to provide information on waste sorting and waste reduction. They will be briefed on the initiative and participate in education & awareness raising, as well as incentive campaigns.

The floor fellows will be trained on the logistics of the program, zero-waste at McGill, waste sorting best practices, and zero-waste actions on November 26<sup>th</sup>. Four members of the ERC will also attend this training, so that they will be equipped to design their own waste sorting workshops for residents eventually.

## PROJECT BUDGET

Criteria assessed in this section: [FEASIBILITY](#)

### Revenues

Indicate any funding you will receive or may receive to complete your project, including funds from McGill departments and units.

Funding Source(s)	Amount Requested	Request Status
Sustainability Projects Fund (SPF)	\$21,243.95	Requested
Student Housing and Hospitality Services Unit (SHHS)	\$23,129.30	Confirmed
	\$0.00	Choose one.
	\$0.00	Choose one.
<b>REVENUES GRAND TOTAL</b> (must match Expenses Grand Total)	<b>\$44,373.25</b>	

### Expenses

Indicate your project expenses below. Please remember to include tax and shipping costs, if any.

Item Description	Unit Cost	# of Units	Total Cost	Expense paid by SPF?
Countertop bins for apartment style residences and shared-facilities grad houses	\$9.01	325	\$2,931.50	No
Countertop bins for hotel and dorm style residences (Appendix 4 and 6)	\$9.01	1,650	\$ 14,866.00	Yes, fully
Rolls of 50 compost bags	\$9.16	2205	\$20,197.80	No
Labels for compost bins (Appendix 4)	\$0.25	2,500	\$607.00	Yes, fully
Education & Outreach (posters, materials for workshops, participation prizes)	\$3,000	1	\$3,000.00	Yes, fully
Contingency	\$2,770.95	1	\$2,770.95	Yes, fully
Expenses Subtotal			<b>\$44,373.25</b>	

### Salaries & Wages

If applicable, please indicate any paid positions needed for your project. Please note: if you complete this Salaries & Wages section, you must also complete the [Staff Position Information Appendix](#).

Position Title	~# Hours per Week	~# Weeks	Hourly Wage	Subtotal	+ 20% Benefits	Total Cost	Funding Sources
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
Salaries & Wages Subtotal						<b>\$ 0.00</b>	

<b>EXPENSES GRAND TOTAL</b> (must match Revenues Grand Total)	<b>\$ 44,373.25</b>
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## APPENDIX

### Relevant Support Documents

List any appendix documents in order in the table below.

Please keep the total number of pages as low as possible (recommended max 10). Please include any relevant support letters.

Doc #	Appendix Document Title	# of Pages
1	Academic Study - Composition Analysis of Waste at a University Dormitory	4
2	Residence Sustainability Survey Results	1
3	SAP Composting – Final Report (selected pages)	5
4	Examples of Countertop Bins and Sorting Labels	1
5	McGill Waste Diversion and Tonnage	1

6	Letter of Support Frank DiGiovanni	1
7	Letter of Support Monique Lauzon	1
8	Letter of Support Emma Chothani	1
9		
10	<a href="#">Staff Position Information Appendix</a> , if applicable	