

ECOLE Sustainability Project Fund Application

Project Title: ECOLE McGill

Date: November 25, 2013

Budget Requested: \$61,600

Applicant/Project Leaders: Courtney Ayukawa and Lily Schwarzbaum, co-coordinators of ECOLE

ECOLE Student Working Group Members: Alan Chen, Ilana Khin, Rebecca MacInnis, Clare Heggie, Agathe Zeller, Remi Lu

Co-Coordinator's Contact Information:

| | | |
|----------------|---|---------------------------------|
| Last Name: | Ayukawa | Schwarzbaum |
| First Name: | Courtney | Lily |
| Email: | [REDACTED] | [REDACTED] |
| Daytime Phone: | [REDACTED] | [REDACTED] |
| Role: | Undergraduate | Staff |
| Faculty/Unit: | Arts and Science; Sustainability, Science, and Society | McGill Office of Sustainability |

Project theme(s):

Community, Academics (more depending on projects)

I. Project Overview

We very much appreciate your approval of \$9,400 from our prior application. With your feedback, the ECOLE Project has further developed, and we now are requesting the remaining \$61,600 of the project's total requested funding of \$71,000. With increased student and faculty outreach, development of the ECOLE Student Working Group, continued negotiations with Mathieu Laperle and the beginning of the incorporation process, ECOLE is right on track for a September 2014 launch.

For your convenience, a summary of ECOLE has been included (called "APPENDIX: Summary of Project") if you would like a refresher of the project's goals, indicators, outcomes, and numerous stakeholders.

Project eligibility: ECOLE will build a culture of sustainability on campus by bringing together multiple stakeholders of the university in the pursuit of sustainable living and learning. It will give space, resources, and networks for various groups on campus. It will also provide an example of sustainable living to the McGill and Montreal communities.

Project accomplishments since receiving feedback on August application:

- Outlined ECOLE Facilitators' job descriptions
- Development of Student Working Group
- Student outreach - presented to numerous student groups about project
- Professor outreach - 7 professors agreed to supervise ECOLE independent studies
- Determined governance structure
- Determined security measures for the ECOLE house
- Began incorporation application
- Released application for and are currently hiring a third coordinator

II. Project Implementation

Timeline of tasks and milestones accomplished

| Timeframe | Tasks |
|---------------------------------|--|
| May through August 2013 | New Co-Coordinator begin Development of networks and support with stakeholders Submit first SPF application |
| September - October 2013 | Secure space (3559 University) Professor and student outreach Development of the Student Working Group |
| November 2013 | Stakeholders' meeting Professor and student outreach |
| December 2013 | Secure funding and develop long-term funding plan |
| January 2014 | ECOLE Facilitator application released Consortium of professors gathered for independent studies ECOLE Facilitators selected |
| February 2014 | ECOLE Facilitators' independent studies confirmed with a professor |
| January through May 2014 | Development of ECOLE structures with ECOLE Facilitators Negotiate terms and contract with SHHS for MOREhouse |
| May through August 2014 | ECOLE Project Interns develop and deliver ECOLE Facilitator orientation |
| September 2014 | ECOLE starts! |
| 2014-2015 | Pilot year of ECOLE Institutionalization of ECOLE Pursuit and attainment of sustainable long term funding |
| Ongoing | Continuously updating, meeting with, and getting feedback from various stakeholders |

III. Finances

Critical Date: December 15, 2013

Detailed Expenses:

| Expense Description | Estimated Cost | Confirmed? |
|---|-----------------------|-------------------|
| Three ECOLE Coordinators (Jan 1, 2014 - April 31, 2014) | \$ 5,400 | Yes |
| Two Summer Internships (May 1, 2014 - Aug 31, 2014) | \$ 4,000 | Yes |
| Rent | \$ 94,000 | No |
| ECOLE Coordinator (Aug 20, 2014 - April 31, 2015) | \$ 5,600 | No |
| Miscellaneous Projects | \$ 5000 | No |
| TOTAL | \$ 114,000 | |

Please look to “APPENDIX: Finances” for detailed descriptions of expenses.

Detailed Revenues:

| Revenue Source | Amount Requested | Confirmed? |
|------------------------------|-------------------------|--|
| Sustainability Projects Fund | \$ 71,000 | \$9,400 has been confirmed. Applying for the remaining \$61,600. |
| Student rent | \$ 43,000 | No; contingent on students accepted in the house |
| TOTAL | \$114,000 | |

IV. Big Questions

In the last ECOLE SPF application, we identified a number of Big Questions to be answered as the project developed. Progress has been made on all fronts, with some answers more concrete than others. Our work has shown strong potential for governance, funding, and institutionalization.

How will ECOLE be governed?

ECOLE will have three main governing bodies, described below and in “APPENDIX: Governance”. The terms of reference for the Board of Governors and Advisory Committee are beginning to be drafted. We have had a meeting with nearly every stakeholder on the Advisory Committee to review and develop these governing bodies

- ECOLE collective meetings (open to all students) (meets approximately weekly). Responsible for day-to-day operation and reflection of the house (projects, events, campaigns)
- Board of Governors (meets approximately every 1.5 months). They will hold formal legal and economic power, hire ECOLE employees, and be institutionally accountable to McGill
- Advisory Committee (meets approximately once / semester). Provide general feedback, recommendations and support, as well as institutional memory.

How will ECOLE be funded in the long term?

Below are three potential long-term funding sources, for which we have received solid, positive feedback from Josh Redel (previous SSMU President), Mathieu Laperle and Janice Johnson of SHHS, Jim Nicell, and Ollivier Dyens. We strongly believe that these are realistic ways forward that numerous key decision makers have endorsed.

- A fee levy through SSMU, set to cover increasing expenses over the next five years.
- An ECOLE endowment fund through DAR.
- Grants provided to independent student research

- Government / community grants to connect students with Milton-Parc neighborhood

We also envision that the pilot year will be an important opportunity for the project to prove itself as a legitimate and innovative project, and see its momentum as a key part of cementing more institutional sources of funding.

How and where will ECOLE be institutionalized?

ECOLE will be institutionalized in three ways:

1. ECOLE will acquire status as a not for profit corporation. An incorporation application has been started and will be submitted in the coming days.
2. ECOLE will be renting a MOREHouse (3559 University), and will thus be rooted within SHHS. In discussions with Janice Johnson and Mathieu Laperle, we have discussed
 1. Potential for a “sustainability ombudsperson” to adopt ECOLE within their portfolio
 2. The opportunity to share soft resources (mentorship programs, research)
 3. Janice Johnson has accepted a position on ECOLE’s board of governors, and David Balcombe is likely to take the other space reserved for SHHS
3. Various other departments of McGill will be involved with the governance of ECOLE, including SSMU and MOOS on the Board of Directors.

What security measures will ensure safety in the ECOLE house?

We have extensively researched a variety of security measures that can and will be implemented pending discussion with the ECOLE Facilitators and Residences. Please see APPENDIX: Security for our thorough research of various options we will be able to implement.

What will ECOLE’s “house rules” (or EConstitution) look like?

These will be developed in greater depth with the ECOLE Facilitators in the following Winter semester, in order to ensure ownership and accountability from the facilitators. However, they will certainly be grounded on norms of environmental, economic, and social sustainability. QPIRG has offered to work with the facilitators to build these norms, and offered their own policies as a model.

How will ECOLE ensure that it is a welcoming/accessible space for all, and not just for people already active in the sustainability community?

Through outreach and consultation with various groups on campus and in the Milton-Parc community, ECOLE aims to reach beyond the “usual suspects” by building a strong foundation on equity and accessibility.

By accepting students and professors based on a diversity of backgrounds and research interests, as well as presenting the project to all student faculty/department executives and various clubs, we hope to spread the idea on an interdisciplinary basis. ECOLE will also be reaching out more to community groups within the Milton-Parc community, with the help of SEDE’s community outreach toolkit. Finally, one of the ECOLE facilitators will be a dedicated “outreach” person to constantly reevaluate and pursue stronger and wider relationships with ECOLE.

Through consultation with SEDE, the SSMU Equity Commissioners, and QPIRG, we are continuously evaluating the barriers and opportunities for ECOLE, and will incorporate anti-oppression training as well as discussions and brainstorming on accessibility into ECOLE facilitator training.

APPENDIX: Summary of Project

Please note: the information below is from the previous SPF application submitted in August

ECOLE's goal is to be a student-run model of sustainable living, learning, and community building.

- **Living:** 8 to 12 McGill students will live collectively in the Milton-Parc neighborhood and experiment with sustainable living practices.
 - Material sustainability (energy and water conservation, Carbon footprint, etc.)
 - Social sustainability (challenges of collective living, pursuit of social justice, etc.)
- **Learning:** An intersection of academic and informal education on sustainable living from numerous departments.
 - Each ECOLE facilitator will engage in ASR through an independent study on sustainable living
 - The house will be a site for workshops and education for the broader community
 - ECOLE will in itself teach by example the community about sustainable living
- **Community building:** A hub for the development and self perpetuation of McGill's sustainability community
 - ECOLE will offer space, resources, and networks to draw people into the community
 - Workshops and project collaboration will strengthen the relationship with the Milton Parc neighbourhood

Through modeling a sustainable lifestyle, the ECOLE project will demonstrate the opportunities, challenges, and solutions associated with living in this manner as a McGill student. By providing this tangible experience to the McGill and Montreal community, ECOLE hopes to increase accessibility to sustainable living for the average McGill student and Montreal resident.

Project indicators

- Regular use of ECOLE space by the McGill and Milton Parc community (3-4 groups / week)
- Use of and continual experimentation with environmental living practices (i.e. compost, permaculture, energy use reduction, etc.)
- Successful completion of independent studies by ECOLE facilitators
- Collectively created and maintained social framework of sustainable living practices (i.e. weekly meetings, conflict resolution processes, etc.)
- Fulfillment of more specific indicators established by ECOLE facilitators at the beginning of the year
- Concrete steps towards institutionalization carried out by facilitators

Long-term indicators

- Identification of ECOLE as a usable space (listed on external resource roundups)
- The emergence of projects and research in partnership with ECOLE
- Source of pride from the McGill community as a model of multi-stakeholder, sustainable practices toward which the university would like to strive towards

How will the outcomes be shared with the community?

- Social media updates about ECOLE regarding challenges and solutions of sustainable living
- Essays and reports from the ECOLE Facilitators' independent studies
- Final reflection piece and evaluation of the ECOLE experience from everyone involved with the project (ECOLE Facilitators, Board members, etc.)

Stakeholders:

ECOLE has a large and diverse number of stakeholders, which reflects the projects' mission to break down silos between various groups on campus. Among others, ECOLE will most heavily engage with SSMU, MOOS, and Residences. An ECOLE Board consisting of representatives from the major stakeholders in the project will be a driving force for accountability, institutional memory, and self-perpetuation in the project.

APPENDIX: Governance

Three levels of governance in the ECOLE house

- ECOLE collective meetings (open to all students)
 - Day-to-day operations of the house (projects, events, campaigns)
 - Reflection on structures of the house, ensuring accessibility
 - Meets approximately weekly
- Board of Governors
 - Holds formal power
 - Signs the lease and incorporation documentation
 - Controls the money
 - Hold accountability to McGill as an institution, institutional decisions
 - Employers of ECOLE coordinator, facilitators, and project directors
 - Meets approximately every 1.5 months
- Advisory Committee (many stakeholders; full list is in “APPENDIX: Governance”)
 - General feedback and recommendations on decisions
 - Institutional memory
 - Support and resources
 - Student to non-student parity
 - Meets approximately once a semester

Board of Governors Constituents

- SHHS (Student Housing and Hospitality Services)
 - Director of Residences or Residence Life
 - Director of Residence Facilities and Operations
- SSMU
 - President
 - VP Academic
- MOOS
 - Sustainability Officer
 - Manager of MOOS

We are ecstatic to say that the following people have already accepted an invitation to the ECOLE Board of Governors:

- Janice Johnson as the Managing Director of Residence Life and Customer Relations
- Martin Kraye von Krauss as the Manager of MOOS
- Katie Larson as the President of SSMU
- Joey Shea as the VP University Affairs of SSMU

Advisory Committee Constituents

Note: student parity and presence is noted through **bolding** the seats that will be held by students.

TRIPARTITE

- SHHS (Student Housing and Hospitality Services)
 - Director of Residences or Residence Life
 - Director of Residence Facilities and Operations
- SSMU
 - **One SSMU Exec (VP Academic, President, VP External, or VP Internal)**
 - **One Senator**
 - **One Environment Commissioner**
 - This may be the Sustainability Coordinator if the position is filled
 - **One Equity Commissioner**
- MOOS
 - Lilith (Sustainability Officer)
 - Manager of MOOS

COMMUNITY (on Steering Committee)

- MPCC (Milton Parc Citizens Committee)
 - One delegate
- SEDE
 - One delegate
- QPIRG
 - One delegate

RESEARCH (on Steering Committee)

- TLS
 - One delegate
- RIR
 - One delegate
- Faculty
 - One delegate (one of the ECOLE Facilitators' independent study supervisors)

ECOLE Facilitators

- **Facilitator one**
- **Facilitator two**
- **Facilitator three**

PGSS (Post Grad Students Society)

- **Student delegate**

MCSS (Mac Campus Students Society)

- **Student delegate**

DP SLL

Four members at large (**three students**, one non-student)

Coordinator (*The ECOLE Coordinator does not live in the house. They are responsible for liaising between the board, collective, and advisory committee as the steward and chair. The review and evaluation process of the project, Facilitators, etc. are also under the portfolio of the Coordinator.*)

APPENDIX: Finances

Asking for: \$61,600

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PILOT YEAR EXPENSES:

Three ECOLE Coordinators: \$5,400 [CONFIRMED]

January 1, 2014 - April 31, 2014

These coordinators will be responsible for implementing the necessary frameworks for ECOLE to successfully launch its pilot year in September, 2014. Instead of being funded by SSMU, the ECOLE coordinators will use this funding to act more independently and neutrally while determining where ECOLE should be institutionally housed.

Between three Coordinators: \$12/hour x 30 hours/week x 15 weeks = \$5,400

Two ECOLE Summer Interns: \$4000 [CONFIRMED]

May 1, 2014 - August 31, 2014

There will be two internships to prepare for the upcoming year.

Responsibilities include to build and formalize structures and processes of the ECOLE house based on discussions from meetings with ECOLE Facilitators and stakeholders in Winter 2014. These may include creating a welcome package and orientation for ECOLE Facilitators, house rules and conflict resolution methods.

\$12/hour x 10 hours/week x 15 weeks = 1800

Two stipends: \$4000 (\$2000 per Summer Intern)

Rent for MORE House: \$94,000 (SPF:\$51,000 + ECOLE Facilitators:\$43,000)

August 1, 2014 - July 31, 2015

3559 University

13 spaces: 9 single rooms of varying sizes & 2 double rooms (4 beds)

Annual rental cost in year 1: approx. \$94,000, plus increases of approx. 3% to 5% each year

This will cover the cost of the first year of rent for the MORE House at 3559 University

The ECOLE Facilitators living in the ECOLE house will pay just over 40% of the rent (\$43,000). The rest will be subsidized (\$51,000); this subsidized rent is the form of payment for the ECOLE Facilitators.

ECOLE Coordinator Stipend: \$5,600

August 20, 2014 - April 31, 2015

A coordinator for ECOLE will oversee the ECOLE house, as well as liaise with the many stakeholders of the project. This person would be required to run ECOLE Facilitator orientation, maintain consistent knowledge of the everyday activity in the ECOLE house, as well as to maintain oversight over the project, especially in regards to its institutionalization within McGill.

It is estimated that this person will be working an average of 15 to 20 hours per week.

One stipend: \$5600 (\$2800 per semester)

Miscellaneous Projects: \$5000

September 1, 2014 - April 31, 2015

This would cover a budget for the house, including for events, printing, photocopying, as well as buying materials or supplies for independent research projects.

PILOT YEAR REVENUES:

Sustainability Projects Fund:

This would cover the costs for a community space in ECOLE, the salary of ECOLE interns and coordinators, and the salary of the ECOLE Facilitators (in the form of subsidized rent).

Subsidized rent from ECOLE facilitators:

ECOLE facilitators would pay a portion of the rent asked for by McGill Residences. It would amount to 40% of the total required cost (this is based on an twelve-month rental agreement)

APPENDIX: Security

The following are potential options for security in the ECOLE house, to be established in negotiation with SHHS

- Top floor magnetic scan card for ECOLE Facilitators
- Front door scan card access for all McGill students/staff, which may have limited hours. This scan pad already exists in the foyer of 3559 University.
- Community members will have public access to the communal spaces without McGill ID access via a buzzer system, similar to what CKUT and QPIRG currently use.
- STOP (Security Tracking of Office Property) will be applied to electronic/valuable property belonging to ECOLE, such as the projector in the common space
- Contextualized evacuation (for both abled/disabled) procedures will be established and run through at the beginning of each semester.
- Functional smoke detector, fire alarm, extinguisher present in house.