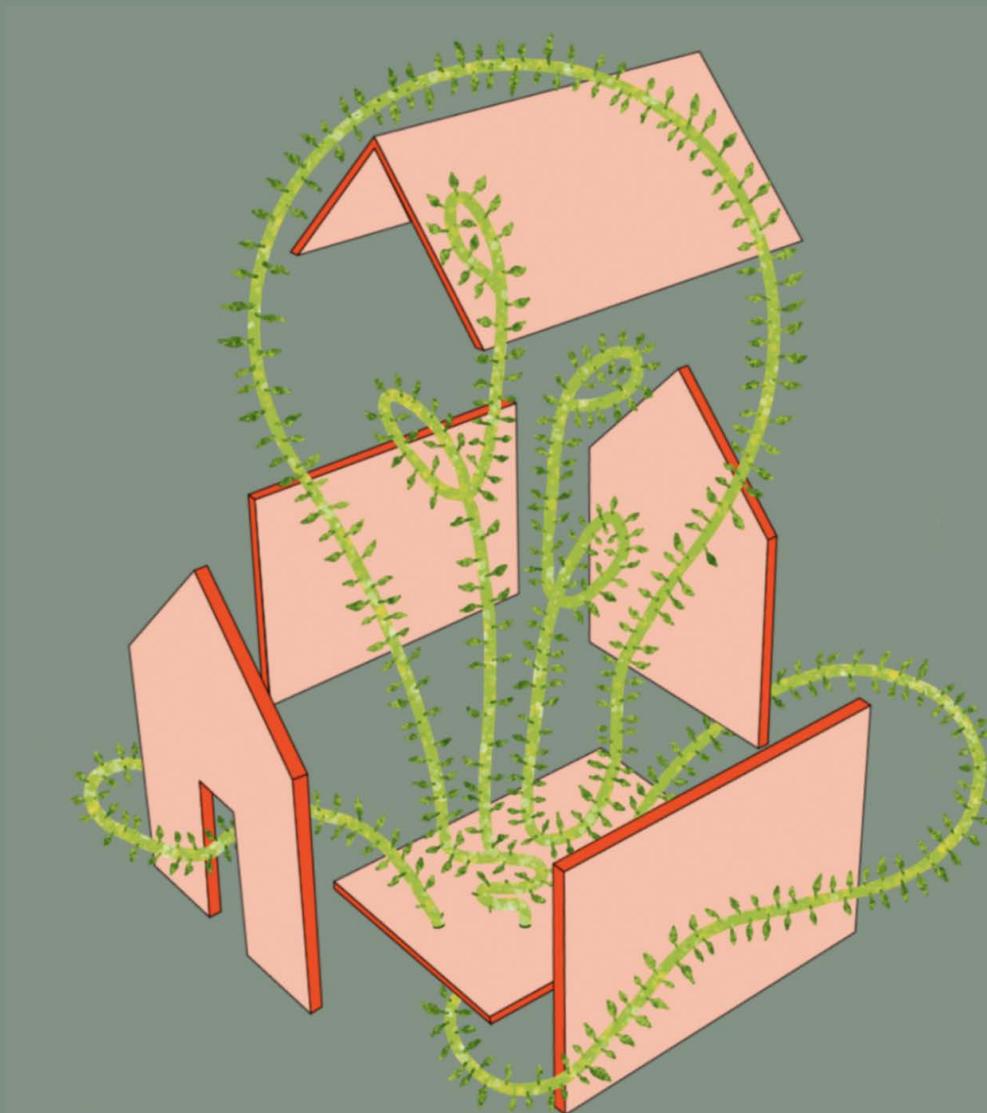
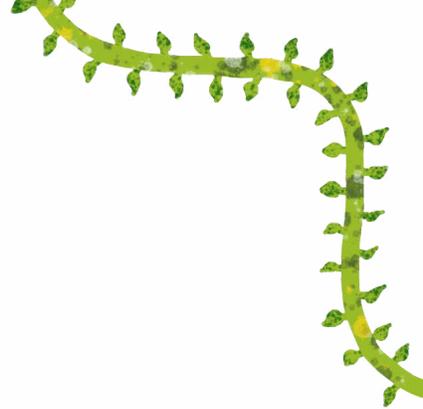


# Sustainability Action Fund

2020/2021 ANNUAL REPORT



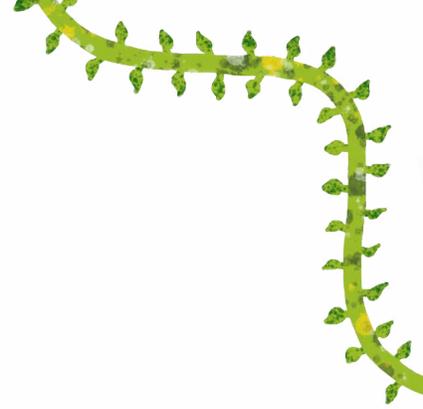
# TABLE OF CONTENTS



About Us.....	2
What We Do.....	4
The Pandemic.....	5
Project Highlights.....	6
Partnerships.....	8
Batiment 7.....	8
Partnership Highlights.....	9
Sustainability Living Lab Funding Program.....	10
Partnership Highlights.....	11
Sustainability Research Awards.....	12
Recipients.....	13
Strategic Directions.....	19
2020/21 Metrics.....	20
Committees.....	23
Finances.....	25



# ABOUT US



## Who We Are

The Sustainability Action Fund (SAF) is a Concordia University fee-levy granting organization based out of Concordia University that offers funding and support for student-led projects that address sustainability issues. This includes but is not limited to: social justice, sustainable infrastructure, food systems, community-building, waste education, and health. The SAF provides significant financial support to a diversity of projects with an active effort to empower the Concordia community and develop a culture of sustainability on campus and beyond.

## Our Team

This year was a great year for the team at the SAF, we regretfully said goodbye to some integral, longstanding employees, and welcomed great, new energy onto the team. Around the time of our AGM last year we said goodbye to Ariel, our Financial consultant who had been with us for many years and hired our new Financial Coordinator - Courtney Witter, who has already helped us to diversify and increase our funding streams. We also said goodbye to Olivia Champagne, our Project Coordinator of 4 years, and welcomed Duha Elmardi to the position.



Sebastián  
Di Poi,  
Executive  
Director



Rebecca  
Black,  
Communica-  
tions  
Coordinator



Duha  
Elmardi,  
Project  
Coordinator



Courtney  
Witter,  
Finance  
Coordinator

## SAF Summer Interns

This year we were able to offer two internships at the SAF. One worked closely with our Communications Coordinator in the position of Graphic Design Intern. The other with the Project Coordinator as a Program Administration Intern. The interns allowed the SAF to increase the capacity this summer all while offering employment opportunities to recent and current Concordia students.



Katherine  
Parthimos,  
Graphic Design Intern

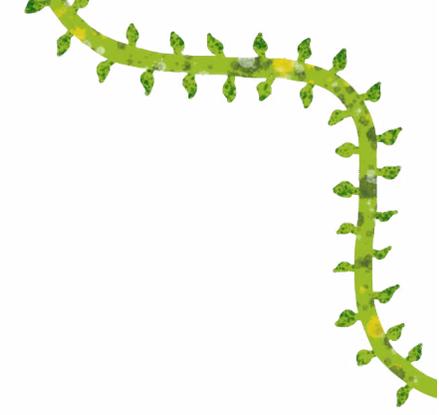
“I had an amazing summer working and learning from the SAF coordinators. I had set my goals to improve my technical skill in graphic design through becoming more familiar with various design softwares and being able to translate my artistic concepts onto a digital platform. I am happy to say I have met these goals and am concluding this internship with a broader skill set! I had a fun time creating illustrative designs for various campaigns and getting to know the staff on a deeper level! Thanks for everything!”



Jaime  
Malone,  
Program  
Admin Intern

“My experience interning with SAF was awesome. I gained so much knowledge and experience from working on projects and collaborating with the SAF team. My goals for the summer were to create a new final report outline for funded projects, finish the 2020-2021 Key Progress Indicators (KPI) report, and draft the 2021-2022 KPI report. Throughout the summer I was able to complete all the projects that I intended to complete, and more. Overall I would rate my experience at SAF as 10/10.”

# WHAT WE DO



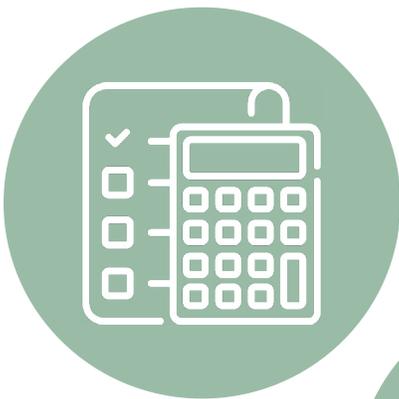
## Mission

Build a culture of sustainability at Concordia University by enabling, supporting and financing student-driven initiatives that collaboratively tackle interconnected environmental, social and economic sustainability issues.

## Vision

Concordia University, a living model and laboratory for healthy, just and sustainable communities.

## Values



**Accountability**

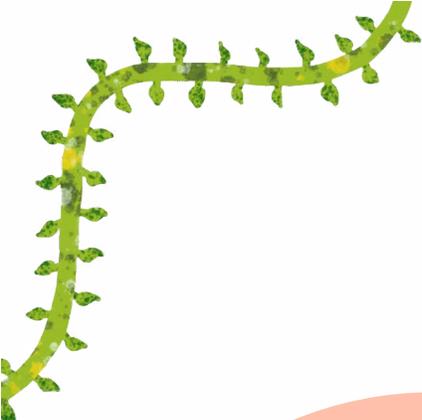
**Learning**



**Collaboration**

**Sustainability**





# STRATEGIC DIRECTIONS

1

## Improve support and resources for projects with long term impacts

- Creating networking opportunities for student project leaders
- Expand project support through offering workshops and mentorship opportunities
- Support experiential learning opportunities by cultivating ongoing administrative and faculty support

2

## Increase the accessibility, education and engagement with social sustainability at Concordia

- Expand communication and metrics of socio-economic impacts from SAF funded projects
- Promote and prioritize initiatives that challenge white supremacy, colonialism, and capitalism
- Nurture safer spaces to communicate openly about social issues
- Identify opportunities for greater institutional support for social sustainability

3

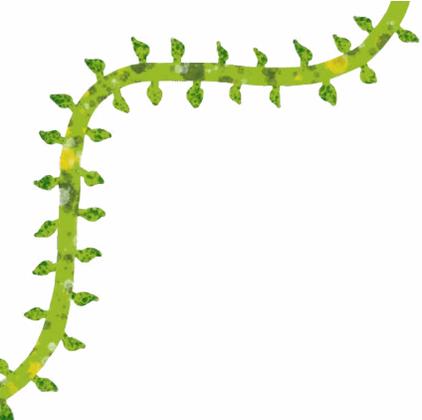
## Enhance the resilience of the SAF

- Allocate more resources towards staff capacity and development
  - Diversify funding sources of the SAF

4

## Strengthen support and accountability for student involvement in community initiatives

- Develop accountability measure for SAF Funded projects to foster reciprocal relationships between community and university



# THE PANDEMIC

In March 2020, the SAF, Concordia, and the whole world had its day-to-day turned on its head with institutional shutdowns and social distancing prohibiting the staff as well as student project leaders from gathering and continuing their work in sustainability in the same way that we had previously done. While our operations at the SAF remained relatively uninterrupted, many of our projects had to greatly adapt their operations to accommodate a virtual presence or operate in a reduced fashion so as to respect physical distancing guidelines. Sadly, some projects had to revise the timelines of their projects to later dates, and we continue to work with all projects in order to best facilitate any transitions they need to make due to COVID-19.

In the 2020/2021 year, we have seen fewer numbers of applications from students taking on sustainability projects. We believe that this is a continued impact of the change in lifestyle due to the COVID-19 restrictions. At the SAF, we are still seeing students doing their best to turn their sustainability ideas into projects, however, we are aware that the classrooms in which these students are used to sharing, connecting, and collaborating on ideas are not fostering the same engagement online as they may in person. Although there have been fewer project applications than in a normal year, we've still seen many incredible student sustainability projects and research at the SAF this year despite the circumstances.

# PROJECT HIGHLIGHTS

## Social Justice - BUYPOC



In an aim to empower and increase income opportunities for student entrepreneurs and young business owners of colour in Montreal, BUYPOC organized a two-week virtual pop-up event of local goods in December 2020 and in April 2021. This virtual market provided a platform for young entrepreneurs from marginalized communities to sell their products and build networks with other local business owners. This event helped to support both the local economy and young people of colour, including refugees, immigrants, and other marginalized peoples.

## Food Systems - Le Frigo Vert's Food Basket



The pandemic exacerbated the effects of food insecurity in the Concordia and Montreal communities. Because of this, Le Frigo Vert began handing out pay what you can (PWYC) food baskets to those who need them. The contents of the baskets were all either vegan, vegetarian, and/or gluten-free depending on the recipient's dietary restrictions. Through Le Frigo Vert's connections with local farms, food producers, and distribution companies, they were able to provide 450 people with local, organic and healthy groceries.

## Education and Research - Urban Sprawl Map



The Urban Sprawl Map project aimed to educate Concordia students on the effects of urban sprawl in Montreal. This project represented the results of a student survey, in an accessible and interactive web-map, which allows users to access information about urban sprawl in their communities. This project allowed students to map sprawl based on the region of Montreal they are from, their primary mode of transportation to school, and the type of house they grew up in.

## Waste - De Souche



De Souche was an interdisciplinary workshop series that taught students how to transform eurasian milfoil, an invasive aquatic flora species, into a new biomaterial, and encouraged the integration of sustainable design practices at Concordia. De Souche enriched the quickly expanding field of biomaterial research at Concordia, and contributed to extra-curricular student engagement in the field. This project served as a pilot activity to spur reflections on the integration of biomaterials into Concordia curricula and facilities.

## Community - Shoe Leather Risography



Shoe Leather Risography promoted ecologically responsible community art practices, encouraged the work of emerging artists, and broke down COVID-19 related isolation through the distribution of printed artwork. During their six-month project, they distributed 1,800 printed artworks to 300 subscribers and offered digital versions of the art online, which was all available for free or by donation. Their project also maintained a low carbon emissions as they collaborated with a low-impact printing facility and used a bicycle-powered distribution network.

## Health and Wellbeing - Students for Sex Work Decriminalization



The Sex Work Law Reform Campaign's aim was to encourage students to take action to support the movement to decriminalize sex work. They launched a letter-writing campaign, using an email zap tool, which allowed participants to find their local political representative and send them an email vetted by the Canadian Alliance for Sex Law Reform. The project was created after consultation with the Alliance for Sex Work Law Reform to ensure the email reflected the lives and experiences of those who practice sex work in Canada.

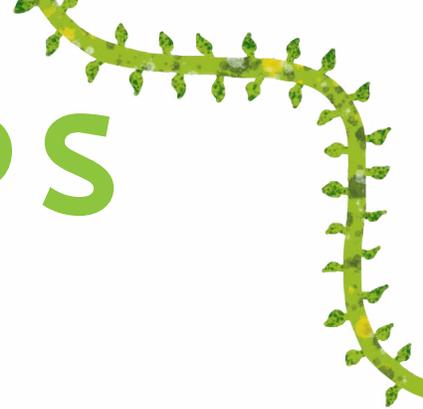
## Energy, Resources and Technology - Climate

### Change Hack-a-thon



The Climate Crisis AI Hackathon was a global online event that tackled Climate Change related problems using AI. Their goals included producing tangible and impactful proof of concepts through workshops and collaborative projects, and educating both Concordians and members of the global community on the state of the climate crisis and necessary counteractive actions. The talks included a roundtable conversation with some of the key organizers of the climate marches in Canada to discuss how to build community in the face of times of isolation and uncertainty.

# PARTNERSHIPS



## Living Labs at Bâtiment 7

The Bâtiment 7 (B7) partnership with the Office of Community Engagement saw another year of funding and support for student-led projects in Pointe-Saint-Charles. The projects this year covered themes in mushroom cultivation, ecological art therapy, social and community isolation, food insecurity and storytelling, oral history, performative theatre workshops addressing social justice, and a mobile community art gallery.

Starting in January 2021, the SAF accepted two interns from Concordia's4 Community Economic Development program, Maggie Cassin and Amanda Vincelli. The goal of the placement was to support the SAF/OCE partnership at B7 by undergoing a thorough evaluation of the projects, project leaders, application process, evaluation mechanisms, and much more in order to learn best practices and improve our support to the student-led, community facing projects.

What resulted was a comprehensive analysis of the entire funding program with recommendations moving forward to the partnership as well as any other community-based program the SAF may undertake in the future.

To see the entire report see the link [here](#).

The SAF and Office of Community Engagement will not be renewing their partnership with Bâtiment 7 in Pointe-Saint-Charles in 2021 but are exploring opportunities to collaborate on a new community-facing funding program in the Parc Extension neighborhood.



# Partnership Highlights

## Mushroom Project

The B7 Mushroom Project aims to develop a mycelium incubator/ laboratory as well as a sustainable outdoor mushroom growing facility at Bâtiment 7. The project comprises of an educational component, an integrational component and an access to greater food security and autonomy.

## Quarantine Kitchen Stories

Quarantine Kitchen Stories consisted of a series of 5 online workshops facilitated by community organizers and chefs involved with DESTA. The workshops will provide an opportunity for the general public to come together and learn about recipes and other food production techniques. The workshop series draws direct inspiration from mutual aid frameworks in recognizing the frequently unrecognized role of food and cooking in community organizing, and the extent to which the role of nourishing tends to be a necessary, but the undervalued role, frequently held by women.

## Pedalbox Gallery

Pedalbox Gallery supports the development of new works from emerging and established artists in any medium that can be dragged around town. We commission artists to create projects specifically for the mobile exhibition space. It's a gallery that has no walls! Acting as ambassador for the work, PedalBox brings art to places where art might not otherwise be. Its versatility fosters hybrid collaboration with public events and festivals city wide. This pedal powered journey is an opportunity to both bring art out of the gallery while simultaneously promoting sustainable forms of transportation and so, is a model for a more inclusive and accessible city scape.

## Feel the Warmth in the Winter

This initiative installed lights on both floors of the interior of Bâtiment 7. On the exterior, lights were installed at the entrance of the building and others will be installed towards the back of the building to enhance the experience of people coming to simply take a walk and see the chickens in la fermette or do their grocery shopping at le detour. The intention of the project is to bring light and warmth to the heart of people who are living the hardship of COVID-19.

## Community Eco-Art Therapy

This series of eco-art workshops aims to support public health and wellbeing through sustainable community action on a neighbourhood level. These workshops facilitate the community's connection with each other and their environment through art making with natural materials. Participants in this project will learn to connect with and use their environment in a sustainable fashion to express themselves creatively.

## Performing Together

Performing Together is a series of theatre workshops designed for youth ages 16-24 who speak English. Over the course of 8 weeks, the participants and facilitators will work together to create an original short performance piece exploring themes of social justice. Several artists from the Montreal BIPOC community will be brought in to lead workshops tailored to the group's interest.

To see all Bâtiment 7 projects [click here.](#)

# Sustainability Living Lab Funding Program

The Concordia University Living Lab Funding Program (SLLFP) is a five-year matching funding program partnership between the Sustainability Action Fund and Concordia University. The program seeks to support the development and implementation of living lab projects led by students, staff and faculty at Concordia University.

The overarching goal of the program is to support and fund projects that respond to the goals and targets outlined in Concordia University's five-year Sustainability Action Plan. Further goals include:

- Increase community buy-in and engagement around Concordia University's Sustainability Action Plan
- Encourage new sustainability projects on campus and provide an incentive for tie-in with strategic initiatives
- Harness community expertise (in the form of classroom learning and research on campus) to improve our operations in ways that are aligned with the Sustainability Action Plan
- Harness community expertise (in the form of classroom learning and research on campus) to address knowledge gaps in planning for projects that are aligned with the Sustainability Action Plan
- Increase communication between different stakeholders (students, faculty, operations) in order to consolidate initiatives towards similar goals
- Provide sustainability-related experiential learning opportunities for students

In the first five months of the program we funded three large-scale projects that will positively impact the Concordia community for years to come. Understanding that this funding program is the first of its kind, we made a concerted effort to collect feedback from project applicants and funding recipients in order to improve our communication, expectations, and criteria for future applicants.



As we aim to build a larger network at Concordia of staff, faculty, students, and other stakeholders, we will be conducting stakeholder sessions over the course of the Fall and Winter semesters. These sessions will inform long-term plans, build communication channels with key stakeholders, and develop ideas to funnel into the funding program.

Click [here](#) to find more information about the SLLFP.

## Land as Our Teacher



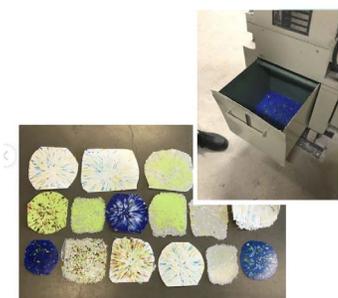
Land as our Teacher (LAOT) is a 5-year research project, which offers land-based activities and teachings to Indigenous youth, and aims to preserve cultural heritage and strengthen Indigenous pride, pedagogies, and well-being. The project has three main objectives: knowledge generation, mobilization, and translation. LAOT also explores how land-based activities impact those involved by gathering data and feedback. This research uses land epistemologically, pedagogically, and methodologically as a model for developing culturally appropriate ways of learning. LAOT aims to be a crucial and additional voice in a desertified landscape of how land-based programming and Indigenous pedagogies can affect the ways in which Indigenous youth and post-secondary students learn and think about sustainability, wellness, and climate at Concordia and across Canada.

## Mind. Heart. Mouth.



The mind.heart.mouth.organic garden on the Loyola campus was launched by Andrea Tremblay in June 2019 after receiving a Sustainability Research Award. After a successful first year in 2019, it became obvious how the collective garden model helps reduce food insecurity. Any member of the Concordia community is welcome to work in the garden, and those who volunteer are rewarded with organic produce from the day's harvest. During the school year, all extra food is delivered to the Loyola Hive Free Lunch Program, and during the summer, to a local food bank. This project advances concrete notions of sustainability and responds to the goal of providing food choices that are healthy, affordable and sustainable.

## CP3



Concordia Precious Plastic Project (CP3) aims to create a closed-loop recycling system within Concordia to internally address the plastic crisis. Their main goal is to re-purpose the university's plastic waste on-site to create 3D printing filament and other items needed by the students. CP3 is inspired by and follows the structure of a well-known global initiative called Precious Plastics. With a permanent designated space, the necessary machinery, and their multidisciplinary team, CP3 turns used plastics into new items. This local recycling system reduces Concordia University's transportation carbon cost to recycling facilities, benefits students with opportunities to join the project, and provides upcycled 3D printing filament to the Concordia campus.

# SUSTAINABILITY RESEARCH AWARDS

The Sustainability Research Awards Program is a scholarship series that aims to recognize Concordia students who are working towards sustainable change on campus through their coursework or research.

This past year was the fourth year of the SAF offering the Sustainability Research Awards. This year we welcomed a new faculty partnership with the Gina Cody School of Engineering and Computer Science, as well as a continued contribution from the Faculty of Fine Arts. We received the most amount of applicants this year and with the contributions from our faculty partners we were able to award 6 well deserving graduate students and 7 undergraduate students and/or teams.

This year we saw a more diverse range of sustainability topics being taken on by students, with a specific increase in topics of social sustainability. We hope this trend of diversification of sustainability topics continues and that we can engage more students from underrepresented faculties and disciplines. We hope to do this by continuing to engage professors to encourage their students to take on sustainability research that is relevant to campus. By building relationships and receiving contributions from a diversity of faculties at Concordia, we will be able to award more student researchers from those faculties and further awareness amongst professors within those faculties who can support their students to take on the research that the Sustainability Research Awards aim to highlight.



# RECIPIENTS

## Graduates

### Vanessa Mardirossian - Cooking Colours From Bacteria



PhD - Independent / Faculty of Fine Arts

This is research-creation on sustainable ways of developing dyes for textiles. Vanessa's interest in the molecular aspect of color began after learning about the environmental toxicity of fashion and has influenced her practice as a designer. Her research consists in developing a textile eco-literacy, which involves an ecological knowledge of the materials we use and a better understanding of their environmental impact. Inspired by 1) the living production methods and waste as a resource, she develops dyes from bacteria that feed on food waste and that 2) Bacteria are a renewable resource, found in soil or water, that allow the production of pigments, at room temperature and within 48 hours. Her project, proposes a series of workshops and the creation of a long-term open-source archive, as an educational resource with the Concordia community.

Themes: Waste, Food Systems

### Pamela Fillion - Shakti, Sisterhood & Well-being in

### (Un)Reasonable Cultural Times



MA, Faculty of Arts and Science

This research asks: what factors are involved in addressing intimate violence against South Asian women in Montreal and in supporting their well-being? The research methods used are based in critical ethnography, writing against culture, and feminist anthropological frameworks and include participant observation, textual analysis, and interviews with front-line workers at and members of the South Asian Women's Community Centre of Montreal (SAWCC). Pamela's research maps the ideological and structural factors that shape these experiences in the socio-historical context of political "reasonable accommodation debates". Findings suggest that addressing this violence requires a critical look at specific realities at the intersection of these factors, the role of (mis)understandings and use of the concept of culture by pertinent actors, integration of anti-racism into anti-violence work and services, and the recognition of the crucial work done by community organizations that provide key interventions.

Themes: Social Justice, Health & Well-being

## Sanam Dabrian - Occupant-centric Modeling for Urban

### Building Energy Simulation



PhD - Gina Cody School of Engineering and Computer Science

The building sector contributes to 30 ~ 40% of the global energy consumption. To achieve today's ambitious climate goals, the building sector, as a significant energy consumer, possesses immense potential for energy savings by several means. Knowing the key roles of occupants in a building's energy use, Sanam's research focuses on proposing stochastic-based occupant-centric controls and operations of building energy systems at the urban scale. Providing a realistic occupancy model that dynamically simulates the occupant-centric schedules connected to the building energy simulation tool could provide relatively accurate simulation results and pave the way to identify energy-efficient strategies. The primary stakeholder involved in and affected by this research is Concordia University, the EV Building being the case study for this research.

**Themes: Energy, Resources and Technology, Health & Well-being**

## Olivia Woods - Performing Together



MA, Faculty of Arts and Science

Performing Together is a series of performance creation workshops designed for youth ages 16-24 in Pointe-Saint-Charles and other marginalized communities in Montreal. The project was selected for the Living Labs with Bâtiment 7 and the majority of this funding will be spent on commissioning artists from the Montreal BIPOC community to help lead these workshops. In Montreal, theatre classes are quite expensive and workshops are designed for professionals looking to advance their careers. This making them inaccessible to the greater community. This project will provide accessible theatre classes for youth who would not have access otherwise. Olivia's research looks at how this process can best further our collective fight for social justice.

**Themes: Social Justice, Community**

## Sahar Alinezhad - Connections between Collective Autonomy and Inclusive Third Spaces



MA, Faculty of Arts and Science

Sahar's research tackles the mode of management practices that govern third places and examines its effect on social inclusion processes. Using self-management governance mechanisms facilitates social inclusion in third places and promotes community development. Moreover, during physical distancing imposed by the COVID-19 pandemic, third places can frame neighborhood dynamics by favoring social interactions. Public places are being used for social gatherings now more than ever, and these trends point to the urgency for our cities to purposely incorporate what Oldenburg (1999) terms "third places as "great good places" at the "heart of our neighborhoods" in our urban planning schemes.

Themes: Social Justice, Community

## Zeynab Yousefzadeh - Dissemination of Life Cycle Assessment Methods to Surface Engineering Researchers



MEng, Gina Cody School of Engineering and Computer Science

Zeynab's master's thesis aims to disseminate Life Cycle Assessment (LCA), as an environmental assessment method, to Surface Engineering (SE) studies being developed at Concordia University. The project is part of efforts within the Life Cycle Assessment team of the Green Surface Engineering for Advanced Manufacturing (Green SEAM) network. The main target audiences of this project are Concordia's SE researchers, particularly Green SEAM members.

Themes: Energy, Resources & Technology, Education & Research

# Undergraduates

## Taylor Yeung - Ecological Gardening Guide



BA - Faculty of Arts and Science

Taylor's research aims to create a database with a list of 25 native garden plants that are recommended and verified to be beneficial for pollinating insects in Quebec. Often in urban landscaping, exotic and ornamental species are used with low ecological value for local biodiversity. The findings will be shared on a new online platform that is intended to provide accessible tools and information on ecological landscaping for the public, professionals, and policymakers.

Themes: Education, Health & Well-being

## Thomas Heinrich and Larissa Zemke - De Souche: Designing a Contextually Relevant Biomaterial



BFA, Faculty of Fine Arts

De Souche is an experimental project that seeks to transform the invasive aquatic plant Eurasian milfoil into a biomaterial that can benefit communities affected by its spread. Eurasian milfoil (*Myriophyllum spicatum*) can currently be found in over 200 lakes across Quebec. In March and April 2021, the De Souche team hosted two workshops with Concordia students, residents from an affected lake in Quebec, and artists from across Canada. These events featured a live demonstration on how to create a biomaterial with Eurasian milfoil and fostered open discussions on the potential of these methods to reshape our relationships to invasive species. Through this participatory methodology, the project created a platform for knowledge-sharing on biomaterials and invasive species, generated reflections on the meaning of these species in anthropogenic landscapes, and speculated on the potential of biomaterials in remediating lost relationships to the natural world.

Themes: Waste, Education & Research

## Zoe Schipper - Sustainability in Concordia Food Services

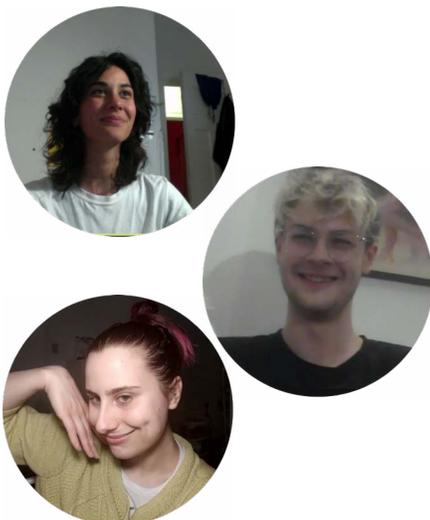


Zoe's research is an effort to engage sustainably with the food services offered on the Concordia campus to promote food practices that are healthy while accommodating nutritional needs and dietary restrictions. A goal is to ensure everyone is welcome, thought of, and represented when searching for a meal on campus while recognizing the benefit in properly balanced nutrition education and proposing a wide variety of food types that take into account carbon footprint and supply.

Themes: Food, Education

BA - Faculty of Arts and Science

## Sita Singh, Hewitt Miller and Zoe Mathers - Quinquefolia



This team's research and creation project explores the relationship between an invasive plant (Virginia Creeper) and a hostile urban environment. The plant is often thought to be destructive, however is entirely harmless. It provides benefits to the city's ecosystem. Once the research had concluded, the Virginia Creeper was then used in a slow design process that uses discarded and fallen parts of the organism itself. This final object, a hanging macrame wall ornament, brings the plant into the interior urban environment.

Themes: Waste, Education & Research

BFA - Faculty of Fine Arts

## Gemini Ramasamy - Drugs don't belong in lakes



Gemini's research aims to synthesize the most effective procedures for limiting the number of antibiotics entering and leaving wastewater treatment plants and to reduce the bioaccumulation of hazardous substances in organisms and natural biomes. The process will involve using iron Metal Organic Frameworks to degrade the antibiotics. This research will aim to inform processes at the Howarth Lab at Concordia University.

Themes: Waste, Education & Research

BA - Faculty of Arts and Science

## Le Lin, Brian Pham, Dominique Montesano, Mariah Andrews, and Masheyla Anderson - Unlearning Design



This research looks at how there is more to design beyond the typical and traditional values commonly showcased in design education. The goal of this project is to highlight different areas of design to showcase design beyond traditional Eurocentric values. The team hopes to bring out lessons of inclusivity for the greater conversation of diversity in design, to inspire unity in our search for a more representative design field. Their project is titled “Unlearning Design: A Decolonizing and Inclusivity Toolkit”. The project includes talks and workshops by contemporary Black, Indigenous, Latinx, Asian, and queer designers from various regions in Canada and the US, and documented and designed in a series of 5 risograph zines.

**Themes: Social Justice, Education & Research**

**BFA, Faculty of Fine Arts**

## Chloë Lalonde - Zero Waste Art: A Unit Plan

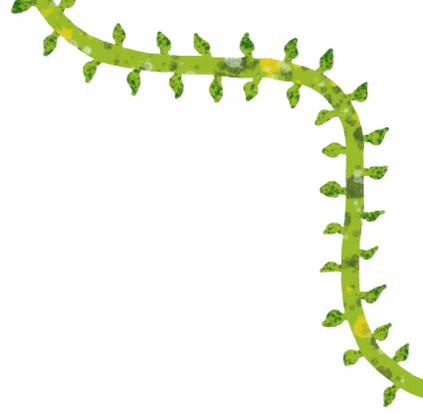


Chloë's research project consists of a unit plan for a sustainable, zero-waste art curriculum. Learners will be able to share or express themselves artistically in an environmentally friendly manner, gain knowledge on how to hold, handle, create and care for their own materials, and immerse themselves in creating something personalized, entirely individual and zero-waste. The unit plan can inform art practices at Concordia, including the programming of CUCCR.

**Themes: Waste, Education & Research**

**BA - Faculty of Arts and Science**

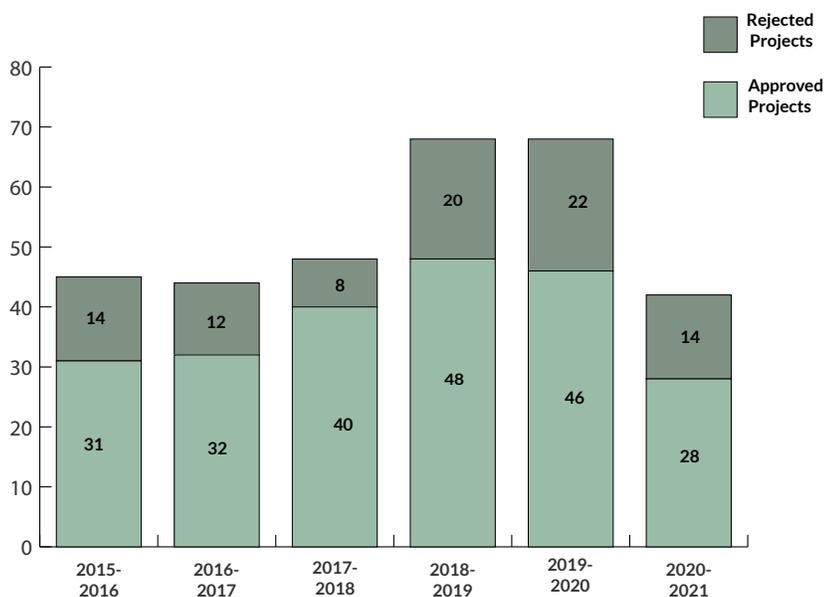
# 2020/21 METRICS



## Key Progress Indicators

At the SAF, we track our project's impact through various qualitative and quantitative indicators. We produced an annual report which summarizes all of our Key Progress Indicators (KPI's) which you can see on our [website!](#) Below are some highlights from the June 2020 to May 2021 fiscal year KPI's.

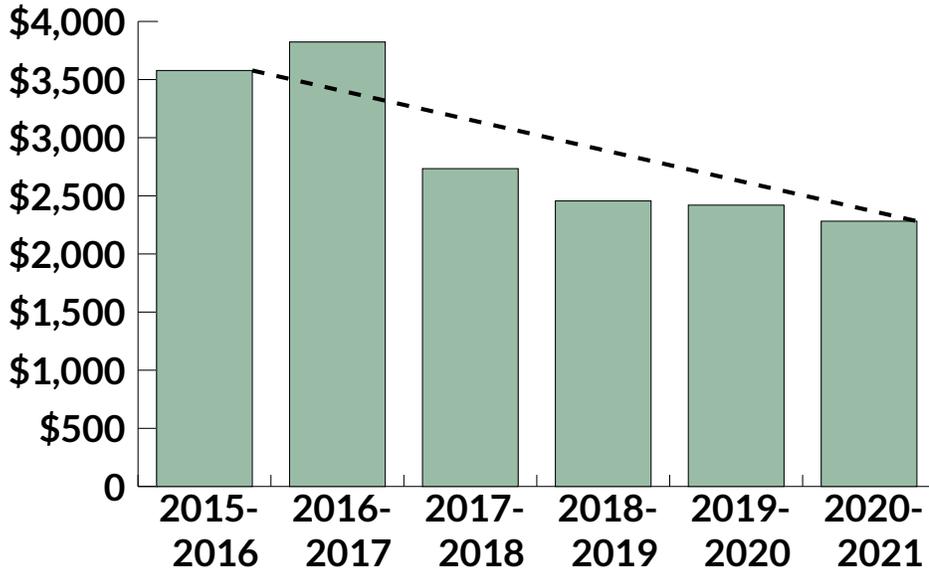
Throughout the June 2020 to May 2021 fiscal year, the SAF received 42 project applications, of which we were able to support 28. Across these 28 projects, SAF helped fund at least 93 events which engaged over 3225 students, 141 faculty members, and 40 administration members. In total these events engaged over 6310 individuals across both the Concordia and Montreal community. In addition, these 28 projects were able to support sustainable learning opportunities for 278 students who received course related benefits.



◀ **Figure 1. Quantity of Applicants over time**

Throughout the 2020-2021 fiscal year, SAF both received and funded the least amount of project applications since pre 2015 levels. The reduced number of applicants is likely a result of remote learning challenges and Covid-19.

**Figure 2. Average Amount Allocated Per Project Annually**



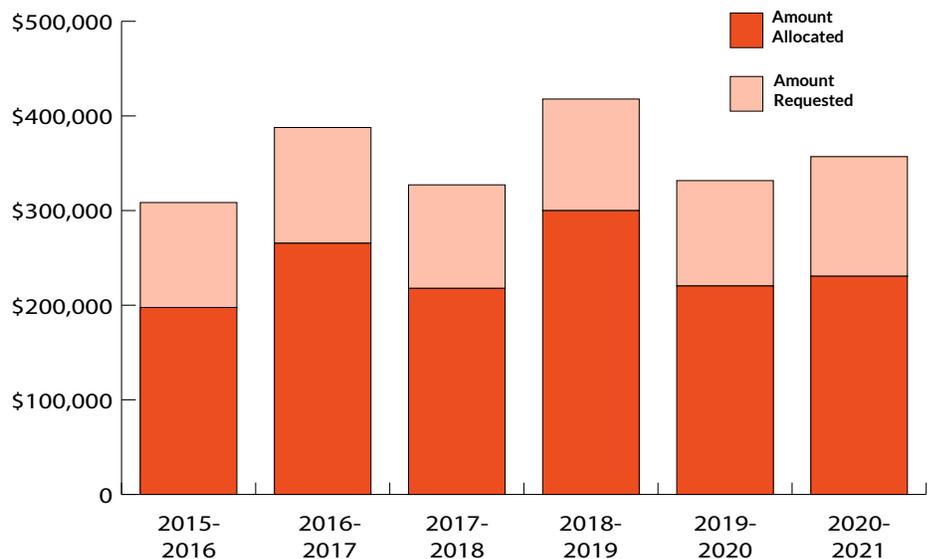
This graph displays the average amount of funding allocated per special project and does not include Living Labs funded projects.

This year's average funding per project is aligned with the multi-year downwards trend.

When including the Living Lab projects, the average amount funding significantly increases to \$4680 per project.

**Figure 3. Annual Amount Funded VS. Annual Amount Requested**

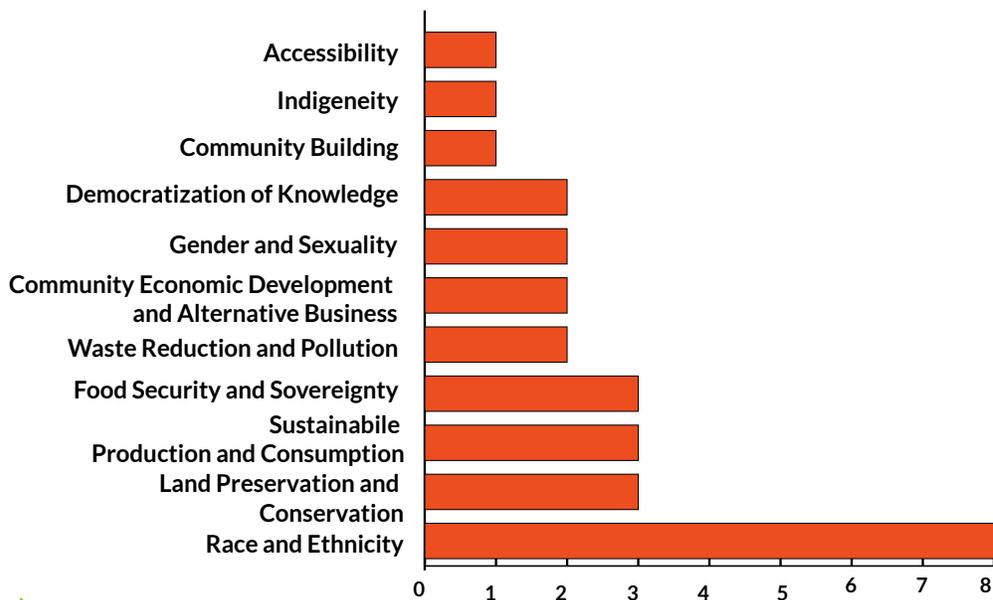
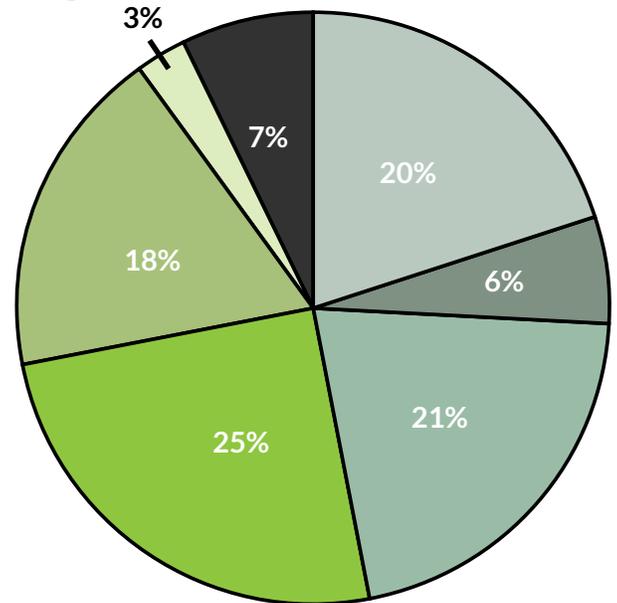
Despite the smaller number of applications this year and the slight decrease in funding per project, with the partnership with Living Labs, SAF's 2020-2021 project spending is on par with previous years at a total of \$126,374. In addition, the amount of funding requested from SAF has remained within the normal range of yearly requests.



**Figure 4. Amount Funded per Sustainability Theme**

This year we've seen a big increase in projects focused on Waste from the previous year. Where we've seen an increase in Waste projects we've seen small decreases in every other sustainability theme.

-  Energy, Resources & Technology
-  Health & Wellbeing
-  Community
-  Waste
-  Education & Research
-  Food Systems
-  Social Justice



**Figure 5. Number of Projects per Sustainability Theme**

This year saw an increase in projects covering topics of Race and Ethnicity, Land preservation and Conservation and Food Security and Sovereignty. There was a small decrease in the rest of the topics. We believe that student project leaders, in tandem with the momentum of the Black Lives Matter movement, organized 8 projects focusing on Race and Ethnicity.



# COMMITTEES

## **Human Resources and Governance Committee**

While the Human Resources/Governance (HR/Gov) committee was limited by a smaller board and Board member departures, it still met on a regular basis this past year. It completed yearly evaluations for all staff and this year added evaluations for the support staff (BoD facilitator). The HR/Gov committee also assisted with the creation of the Graphic Design Intern position, expanded the Health and Wellness budget line for all staff, and discussed longer-term items such as mandate limits for staff members. Furthermore, the HR committee played a key role in the hiring process for two of our core positions, Finance Coordinator and Project Coordinator.

## **Marketing and Outreach Committee**

This year the Marketing and Outreach Committee recognized that the tasks being taken on by the Communications Coordinator could be reduced if there was a Graphic Designer on retainer, therefore allowing the Communications Coordinator to take on more tasks of communications rather than focusing most efforts on designing material. The committee recommended that the SAF draw up a contract similar to Concordia Fine Arts Student Alliance (FASA), between the organization and the Graphic Designer. The SAF has moved forward with this plan for the Fall of 2021 after a successful Summer 2021 Graphic Design internship through the Canada Summer Jobs funding stream.

Another innovation coming out of the Marketing and Outreach Committee this year was a new way to host and display project updates to our social media audience. This has been done through monthly Instagram Takeovers. Both SAF, and the projects have found this method of sharing to be fruitful in expanding the reach and engagement with projects funded by the SAF.

## Special Projects Committee

The Special Projects Committee has continued its monthly meetings to review and discuss all applications received each month. The committee ensures that any further information needed from a project is provided and makes recommendations for the board, in addition to making decisions on projects with a maximum of \$1,500 requested funding amount. Throughout the June 2020 to May 2021 fiscal year, within its scope of the maximum \$1,500, the committee had approved funding for a total of 10 student projects. The committee also continued its role of overseeing the project by expense report to ensure the appropriate reallocation of money from completed projects to the current year's funding budget.

## Finance Committee

The Finance committee worked a lot this year on brainstorming and seeking out diversified funding options to enhance the long-term resiliency of the SAF which resulted in having two intern positions funded throughout the summer/fall. The committee also worked on streamlining certain functions to reduce manual workload of employees such as obtaining a corporate credit card, increasing the limit of our accounts to accommodate larger grants given to living labs projects, and entering a collective agreement with other fee-levy groups to facilitate a faster and more cost-effective opt-out process. The finance committee continues to provide invaluable oversight in the SAF's financial processes including going over quarterly checks in our budgets vs. actual reports, aiding in the discussion and creation of our annual budget and oversight in our fee-levy revenues. In the coming year the Finance committee will continue to act as a financial control for the SAF and will work towards exploring different funding options for long-term strategic planning.

# FINANCES

## 2020-2021 Budget to Actuals

Profit and Loss  
June 2020 - May 2021

	TOTAL	
	JUN. 2020 - MAY 2021	JUN. 2019 - MAY 2020 (PP)
<b>INCOME</b>		
Fee Levy Revenue		
Bad debts		-108.21
Fee-Levies Student Refunds	-8,127.94	-2,274.00
Graduate Fee-Levies	24,900.00	26,313.00
Undergraduate Fee-Levies	191,760.13	243,391.13
<b>Total Fee Levy Revenue</b>	<b>208,532.19</b>	<b>267,321.92</b>
Other Revenue		
Batiment 7 Partnership Revenue		10,000.00
Eric St-Pierre Partnership		2,500.00
Interest earned	205.32	843.17
Research Awards - Reimb from FAS		5,000.00
Sustainability Action Plan Note Taking		-300.00
<b>Total Other Revenue</b>	<b>205.32</b>	<b>18,043.17</b>
<b>Total Income</b>	<b>\$208,737.51</b>	<b>\$285,365.09</b>
<b>COST OF GOODS SOLD</b>		
Other Projects		
AGM	239.00	778.04
Batiment 7 Project Funding	9,370.38	8,171.44
Community Contributions	183.33	600.00
Eric St-Pierre Reimbursements to Projects	1,500.00	2,609.85
Internal Projects	3,540.00	5,808.78
Research Awards - Scholarships	17,601.00	9,299.98
<b>Total Other Projects</b>	<b>32,433.71</b>	<b>27,268.09</b>
SAF Project Funding		
2017-2018 Project Funding		1,000.00
2018-2019 Project Funding	6,579.53	39,978.95
2019-2020 Project Funding	38,778.41	32,700.51
2020-2021 Project Funding	22,143.96	
<b>Total SAF Project Funding</b>	<b>67,501.90</b>	<b>73,679.46</b>
<b>Total Cost of Goods Sold</b>	<b>\$99,935.61</b>	<b>\$100,947.55</b>
<b>GROSS PROFIT</b>	<b>\$108,801.90</b>	<b>\$184,417.54</b>
<b>EXPENSES</b>		
Compensation & Benefits	90,993.18	81,981.29
Marketing / IT	667.73	217.44
IT - Website	122.16	125.79
Marketing	974.66	561.41
QBO License	396.67	201.21
Software	146.32	1,036.83
<b>Total Marketing / IT</b>	<b>2,307.54</b>	<b>2,142.68</b>

# 2020-2021 Budget to Actuals Cont'd

	TOTAL	
	JUN. 2020 - MAY 2021	JUN. 2019 - MAY 2020 (PP)
Office Expenses - FS	53.49	27.93
Food - Meetings	496.50	971.66
Government Expenses		45.04
Office expenses	1,409.23	583.73
Office Phone	192.00	371.00
Postage	161.38	38.00
Stationery and printing	89.89	209.00
Supplies		420.78
<b>Total Office Expenses - FS</b>	<b>2,402.49</b>	<b>2,667.14</b>
Operating Expenses		
Bank charges	948.10	357.63
Board Facilitator	1,000.00	950.00
HR		34.49
HWB Reimbursements	1,181.09	1,222.32
Insurance	1,306.23	1,106.44
Minute Taking	1,400.00	1,200.00
Payroll Service Charges	677.18	3,736.00
Professional Development	40.00	254.03
Professional Fees	3,219.30	3,104.33
<b>Total Operating Expenses</b>	<b>9,771.90</b>	<b>11,965.24</b>
<b>Total Expenses</b>	<b>\$105,475.11</b>	<b>\$98,756.35</b>
<b>PROFIT</b>	<b>\$3,326.79</b>	<b>\$85,661.19</b>

# 2020-2021 Balance Sheet

## Sustainability Action Fund

Balance Sheet  
As of May 31, 2021

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
CD SUD-OUEST DE MONTREAL (-PCA)	21,102.81
CD SUD-OUEST DE MONTREAL (-TS1)	32,048.19
Millenium AG1072	186,645.86
Millenium AG1089	5,735.03
Millenium T20890	2,859.00
O/S Checks Prior Year	0.00
Petty Cash	1,054.87
<b>Total Cash and Cash Equivalent</b>	<b>\$249,445.76</b>
Accounts Receivable (A/R)	
Accounts Receivable	4,931.16
<b>Total Accounts Receivable (A/R)</b>	<b>\$4,931.16</b>
Uncategorized Asset	-2,186.10
<b>Total Current Assets</b>	<b>\$252,190.82</b>
Non-current Assets	
Property, plant and equipment	
Accumulated Amort - Camera	-61.80
Accumulated Amort - Scanner	-52.08
Accumulated Amortization - Computers	-2,559.00
Accumulated Depreciation - Office Furniture	-987.00
Asus Laptop	2,184.50
Camera - Fixed Asset	494.42
Digital Scanner	250.00
Fixed Asset - Computer	2,559.00
Fixed Assets - Office Furniture	1,387.05
<b>Total Property, plant and equipment</b>	<b>\$3,215.09</b>
<b>Total Non Current Assets</b>	<b>\$3,215.09</b>
<b>Total Assets</b>	<b>\$255,405.91</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
Accrued Payroll	0.00
Accrued Vacation	1,377.00
Prior Year Commitments	0.00
Unearned Fee-Levy Revenue	-62.00
<b>Total Current Liabilities</b>	<b>\$1,315.00</b>
<b>Total Liabilities</b>	<b>\$1,315.00</b>
Equity	
Opening Balance Equity	136,981.25
Retained Earnings	148,691.87
Profit for the year	-31,582.21
<b>Total Equity</b>	<b>\$254,090.91</b>
<b>Total Liabilities and Equity</b>	<b>\$255,405.91</b>

# 2021-2022 Budget

Time Period	NOTES	2021-2022			Total	2020-2021 Total
		Summer	Fall	Winter		
		June - Aug	Sept - Dec	Jan - May		
# of Months in the period		3	4	5		
Undergrad Fee-Levy Rev	2% projected increase enrollment from 2020-2021	23,783	95,979	84,026	203,788	191,760
Graduate Fee Levy Rev	*increase in loan assistance, small increase in enrollment	7,996	8,959	9,067	26,022	26,158
Refunds-Allowances	opt-outs, anticipated increase to 6%	(1,907)	(6,296)	(5,586)	(13,789)	(8,211)
<b>Subtotal: Fee-Levies</b>		<b>29,872</b>	<b>98,642</b>	<b>87,507</b>	<b>216,021</b>	<b>209,707</b>
Dept L A&S - Research Projects Funding	University Funding			-	0	2,500
Dept L Fine Arts - Research Projects Funding	University Funding			2,500	2,500	2,300
Dept L ECS - Research Projects Funding				2,500	2,500	-
University Contributions - Living Labs	second year of 2-year contract	13,333	13,333	13,333	40,000	40,000
Batiment 7 Contribution	Potentially final year	3,333	3,333	3,333	10,000	10,000
Interest Income	continued low interest rates, projected slight rise 2022	60	80	100	240	168
CCSL			1,500	1,500	3,000	600
Canada Summer Jobs				7,916	7,916	-
CSU Lump sum Donation	For living labs (1x)	50,000			50,000	-
<b>Total Income</b>		<b>96,599</b>	<b>116,888</b>	<b>118,690</b>	<b>332,177</b>	<b>265,475</b>
<b>Project Funding</b>						
Project Funding	60k	(12,750)	(17,000)	(21,250)	(60,000)	(62,860)
Living Labs Projects	SAF 40k	(29,250)	(39,000)	(48,750)	(117,000)	(14,175)
Workshop Series			(1,500)	(1,500)	(3,000)	-
Other Internal Projects/Events		(500)	(500)	(500)	(1,500)	(3,540)
SRA Funding				(10,000)	(10,000)	(17,601)
Batiment 7 Partnership		(6,667)	(6,667)	(6,667)	(20,000)	(11,556.48)
Community Contributions				(500)	(500)	(183)
<b>Total Project Funding</b>				<b>(212,000.00)</b>	<b>1er for comparison</b>	<b>(156,000)</b>
% of Income				63.8%		58.8%
<b>Payroll</b>						
CEO	6%	(11,068)	(14,758)	(18,447)	(44,273)	
Project Coordinator	6%	(4,901)	(6,535)	(8,169)	(19,605)	
Outreach Coordinator	6%	(5,498)	(7,331)	(9,164)	(21,993)	
Financial Coordinator	6%	(3,927)	(5,236)	(6,546)	(15,709)	
Program Admin Intern		(2,805)	(1,275)		(4,080)	
Graphic Design Intern		(2,805)	(1,785)		(4,590)	
Benefits (Above Employees)					<b>(13,230)</b>	
<b>Total Payroll</b>		<b>(31,005.07)</b>			<b>(110,250.28)</b>	<b>(95,071.43)</b>
% of Income					33.19%	35.81%
<b>Expenses</b>						
745 Minute Taking	per contract	(400)	(400)	(400)	(1,200)	(1,400)
Board Facilitator	per contract	(500)	(500)	(500)	(1,500)	(1,000)
AGM			(300)		(300)	(239)
Bank charges		(30)	(40)	(50)	(120)	(948)
QBO		(90)	(120)	(150)	(360)	(397)
Adobe		(36)	(48)	(60)	(144)	(146)
Microsoft		(42)	(42)	(42)	(125)	(125)
Food For Meetings		-	-	(500)	(500)	(497)
Insurance					(1,500)	(1,306)
Employee health Insurance	315 per employee per annum	(315)	(315)	(315)	(945)	
Legal and professional fees			(3,200)		(3,200)	(3,200)
Marketing		(500)	(500)	(500)	(1,500)	(1,642)
Office Expenses		(50)	(100)	(150)	(300)	(1,409)
Phone / Internet	Employee Phone/Internet Plans continue while WFH	(120)	(160)	(200)	(480)	(192)
Payroll Service Charges					(800)	(677)
Postage					(180)	(161)
Supplies					(250)	(90)
Website - Hosting/Maintenance					(150)	(122)
Professional Development	anticipation of increased development opportunities with reopenings	(400.00)	(800.00)	(800.00)	(2,000.00)	(40.00)
Health & Well Being	450 per employee	(600.00)	(600.00)	(600.00)	(1,800.00)	(1,181)
<b>Other Expenses</b>					<b>(17,354.00)</b>	<b>(14,772.7)</b>
% of Income					<b>5.22%</b>	<b>5.56%</b>
<b>Total Expenses</b>					<b>(339,604.28)</b>	<b>(265,844.55)</b>
<b>Net Income / (Deficit)</b>					<b>(7,427)</b>	<b>(369)</b>

-outstanding commitm



# SUSTAINABILITY ACTION FUND

On behalf of the Sustainability Action Fund,

# THANK YOU,

for supporting students in creating a more sustainable Concordia.

To find out more about the Sustainability Action Fund visit

[www.safconcordia.ca](http://www.safconcordia.ca)