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## MEMORANDUM

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**To:** KPU Environmental Sustainability Committee  
**From:** Kwantlen Student Association Special Committee on Environmental Sustainability  
**Date:** May 1, 2017  
**cc:** Jeremy McElroy – General Manager  
**re:** KPU Campus Sustainability Signage Project

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### I. Background

KPU and the KSA have implemented a large number of features and projects on campus which are related to sustainability. Many of these projects are obvious while others are more behind the scenes. In order to help students, staff and faculty understand the range of projects and their purpose on campus, a signage project and map or walking tour are proposed. The KSA has a Special Committee on Environmental Sustainability (SCES) who are interested in taking on some of the work for this project as detailed below.

### II. Proposal Details

The KSA SCES is proposing to undertake the work to research possible projects to be signed, detail the research and content for each sign and then do concept design for signs that could be installed across all four campuses.

The committee, working with the KSA's Sustainability Coordinator has outlined the following process for the project:

1. Committee will identify, research and determine the location of sustainability features across all four campuses. The committee members will reach out to Facilities, staff, faculty and others on campus to gather and confirm details.
2. Committee will do two concept designs for signage – each with separate looks, information, materials, and graphics as well as locations for sign installation and individual sign content. This will be brought to the KPU ESC to select the preferred design, style, materials.
3. Based on the preferred look and materials for the signs the committee will develop a proposal for costs, implementation timelines and final locations.
4. The committee will then develop the final signs for each location working with Facilities to determine final locations for installation and Marketing for a final review for logo safety and overall final branding.
5. The final project for the number, location, design and content of signs will come to the committee for approval.
6. From this final proposal for materials, locations, signage numbers and costs will be presented to the committee to move forward printing and installation.
7. In addition to the physical signs the committee is also proposing to develop a digital self-guided walking tour or map tool. Tool options will be reviewed and proposed to the committee and is a potential joint project between KPU and the KSA.

This project is an opportunity for KPU to publicly market the work being done throughout the campuses and many of the projects being undertaken by classes and programs at the KSA. The proposed timeline is to have the concept designs finished by September 2017 so that the signs could be completed and installed by January 2018.



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### III. Program Costs and Resources

The KSA SCES will undertake the work for the project but ask for the support of KPU in terms of releasing information, supporting students in their research and in advancing the project in a timely manner. When it comes to developing the signs, determining the number, materials and location the KSA is willing to provide some funding to sign projects managed or supported by the KSA but will be looking to KPU provide financial support for the project too. A cost proposal will be developed at the appropriate time and phased implementation if necessary.

### IV. Considerations

1. Allows students and staff to engage with sustainability project on campus
2. Publicly acknowledges the work of KPU and the KPU community in enhancing sustainability on campus
3. Engages students and the community around sustainability
4. Provides insight and information to those who may not otherwise engage

### IV. Recommendation

It is recommended that the KPU Environmental Sustainability committee approve the proposal for the KSA SCES committee to begin work on this project. It is further recommended that the committee support the students working on this project by providing information and resources to the student committee members.