

## 1.0 **POLICY**

Grant MacEwan University is committed to the principle of sustainability in all its operations and to the recognition of the fundamental interdependence of environmental quality, economic prosperity, and social responsibility.

## 2.0 **RATIONALE AND GUIDING PRINCIPLES**

### 2.1 **Purpose**

The purpose of this policy is to communicate the University's commitment to sustainability and to provide guidance in the implementation of sustainability practices at MacEwan.

### 2.2 **Rationale and Guiding Principles**

2.2.1 The University's namesake, Dr. J. W. Grant MacEwan, who was passionate about the idea of sustainability, provided a model of sustainable living.

2.2.2 "Human demands on the planet are now of a kind and volume that, unless changed substantially, threaten the future well-being of all living species."  
(From the Halifax Declaration)

2.2.2.1 The key change is a commitment to the principle of sustainability.

2.2.3 Universities have a major role to play when it comes to educating about, researching, and modeling sustainability. (From the Talloires Declaration and the Halifax Declaration)

2.2.4 Responsible stewardship (and the promotion of responsible stewardship) is a core value of Grant MacEwan University.

## 3.0 **SCOPE AND DEFINITIONS**

### 3.1 **Scope**

3.1.1 All members of the MacEwan community are subject to this policy.

3.1.2 The University is committed to sustainable stewardship in all areas of operations, endeavours, functions, and activities.

### 3.2 **Definitions**

3.2.1 **Administrative staff** means employees designated as executive officers, officers, and administrators as outlined in relevant Board Employment policies.

3.2.2 **Economic prosperity** is the condition of thriving economically: economic well-being.

- 3.2.3 **Environmental quality** is a set of properties and characteristics of the environment, either generalized or local, as they impinge on human beings and other organisms.
- 3.2.4 **Executive officer** means the president, vice presidents and equivalent positions.
- 3.2.5 The **Halifax Declaration** is a declaration which provides a general direction on the pro-active role played by universities for sustainable development, emphasizing education and training, research and policy information, and the value of inter-disciplinary work.
- 3.2.6 **Members of the MacEwan community** are those persons involved in conducting University affairs or using University property (all students, employees, contractors, and all visitors while they are on University property or are using University property).
- 3.2.7 **Officer** means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.
- 3.2.8 **Social responsibility** is the deliberate inclusion of the public interest in organizational decision making.
- 3.2.9 **Sustainability** is the practice of managing human and ecological systems in accordance with our global responsibility to conserve and restore the environment while advancing social equity.
- 3.2.10 The **Tallories Declaration** is a declaration by university presidents for a sustainable future.

#### **4.0 REGULATIONS**

- 4.1 The University is committed to:
  - 4.1.1 Educating students and the community about the importance of socially and environmentally responsible citizenship, of the kind articulated by the university's namesake, Dr. J.W. Grant MacEwan;
  - 4.1.2 Modeling institutional practices that promote sustainability, including measures to reduce consumption and the production of waste and hazardous materials; and increasing efficiency, recycling, and the use of renewable resources;
  - 4.1.3 Establishing indicators for sustainability that will enable monitoring, reporting, and continuous improvement; and
  - 4.1.4 Creating an institutional culture of sustainability in which all individuals at the University take into account the environmental, social, and economic impact of their daily decisions and actions.

- 4.1.4.1 Considering the triple bottom line (environmental, social and economic factors) in all University operations.
- 4.2 The executive officer responsible for University Services is accountable for executive oversight of this policy.
- 4.3 The officer responsible for University sustainability or designate, working with all sectors of the University, is responsible for:
  - 4.3.1 Implementing this policy and coordinating all sustainability activities on MacEwan's campuses;
  - 4.3.2 Creating and implementing a sustainability strategy, which sets out specific targets and action plans;
  - 4.3.3 Establishing management systems sufficient and appropriate to MacEwan in order to develop plans and meet goals for sustainability set out in this policy;
  - 4.3.4 Coordinating the reporting on all related University sustainability efforts, including recording and documenting progress and plans for long-term development; and
  - 4.3.5 Reviewing annually targets and action plans, taking into account the impact of new technologies and opportunities for advancing sustainability goals.
- 4.4 The officer responsible for University sustainability or designate will work with a Sustainability Advisory Committee composed of representatives (faculty, staff, students) of key areas from all campuses, operating in accordance with the Terms of Reference established for this committee.
- 4.5 The committee's responsibilities include:
  - 4.5.1 Assisting the officer responsible for University sustainability or designate to communicate the goals of this policy and to develop support for them across the University;
  - 4.5.2 Fostering the integration of knowledge and issues related to sustainability into all relevant activities at the University; and
  - 4.5.3 Providing feedback to the officer responsible for University sustainability or designate regarding implementation of this policy.
- 4.6 Through consultation and collaboration between departments and the officer responsible for University sustainability or designate, action plans will be developed in all areas for advancement in key sustainability goals (with clear performance targets).
  - 4.6.1 Plans will include evaluation guidelines, effective measures of progress, reporting mechanisms, and appropriate educational support.

- 4.6.2 Once drafted, the target and action plans will be reviewed by the executive officer responsible for the area for approval of actions, timing, and funding.
- 4.6.3 Administrative staff members are responsible for communicating the goals of their plan and implementing the plan once approved.
- 4.6.4 Administrative staff report on their progress annually to their executive officer and will send a copy of the report to the officer responsible for University sustainability.
- 4.7 The University's progress on sustainability will be reported annually to the Board of Governors. These reports will be made available to the MacEwan community and to the public as appropriate.
- 4.8 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct – Employees for additional guidance).

In his Creed, Dr. J.W. Grant MacEwan explains

“I believe I am an integral part of the environment and, as a good subject, I must establish an enduring relationship with my surroundings.

I believe destructive waste and greedy exploitation are sins.

I believe the biggest challenge is in being a helper rather than a destroyer of the treasures in nature's storehouse, a conserver, a husbandman, and a partner in caring for the Vineyard.”

**FACT SHEET**

**Relevant Dates**

Approved: 2010.05.20  
Effective: 2010.05.20  
Next Review: 2015.05

**Source**

**Modification History:**

2008.02.14 Policy D4500 Sustainability approved by Board Motion 03-2-14-2007/08  
2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.  
2010.05.20 Revisions approved by Board Motion 01-05-20-2009/10. (Replaces D4500 Sustainability)

**Accountability:**

Office of Accountability: Vice President, University Services  
Office of Administrative Responsibility: Officer responsible for Sustainability  
Approved By: Board of Governors  
Contact Area: Sustainability Office  
Authority: This policy is guided by the principles of the [Talloires Declaration](#), the [Halifax Declaration](#) and the environmental beliefs expressed in the [Creed of Dr. J.W. Grant MacEwan](#).

**Related and Associated Matters**

Associated Policies & Procedures: D5000 Facilities - Whole Life Cycle Sustainability

Related Policies: D5070 Facilities Planning and Design

Appendix A

**MacEwan Sustainability Advisory Committee  
Terms of Reference  
November 26, 2008**

**1. Purpose**

The purpose of the MacEwan Sustainability Advisory Committee (MSAC) is to support the MacEwan Office of Sustainability in its aspiration to be a leader in Sustainability. This support is provided in the form of feedback to and advice for the MacEwan Office of Sustainability.

The Committee will be composed of qualified, competent individuals who care about sustainability and support the Office of Sustainability's mission to implement the Sustainability Policy. The MacEwan Office of Sustainability will actively seek guidance from the Committee when necessary and will respond to input provided by the Committee on strategic objectives.

**2. Scope**

The Committee's primary focus of attention is to ensure the enactment of the Sustainability Policy.

**3. Responsibilities**

The Committee will provide strategic advice to the MacEwan Office of Sustainability in a number of ways, including but not limited to:

- I. Advising on the creation and implementation of a sustainability strategy, the setting of targets, and the methodology used to assess progress.
- II. Advising on the MacEwan Office of Sustainability's:
  - a. annual action plan and priorities for specific action.
  - b. engagement work with units and policy-makers.
  - c. communication with clients, the public and the media.
- III. Providing input and feedback on the MacEwan Office of Sustainability's annual report.

The role of the Committee is purely advisory - and the MacEwan Office of Sustainability retains full responsibility for decision-making on the basis of the discussions held.

**4. Membership**

Membership of the Committee will reflect the organizational and social diversity of MacEwan. The composition of the Committee will be diverse and balanced to reflect the many interests and

perspectives that have an influence on sustainability. In addition, members of the Committee will be expected to demonstrate a commitment to the principles of sustainability and may bring with them experience, expertise, skills, and/or interest in a number of areas related to sustainability. (See Appendix 1.)

Membership of the Committee will be on a renewable two year basis, but staggered so as to overlap. It is important that the Committee has a continuity of membership to enable it to be most effective in supporting the MacEwan Office of Sustainability. When members wish to stand down from the Committee, they will provide the MacEwan Office of Sustainability with three months' notice. In the event the MacEwan Office of Sustainability does not intend to renew a membership, the same notice period will be observed and the member and Committee informed. In the interest of transparency for all instances of non-renewal, a record of the reasons for non-renewal will be maintained.

When there are vacancies on the Committee, the MacEwan Office of Sustainability and Chair of the MSAC will determine the procedure for recruiting new members. Suggestions for Committee membership may come from the existing members as well as the MacEwan Office of Sustainability, and wherever possible, attempts will be made to invite potential candidates to apply through open notification of the vacancy. To ensure sound integration of the Committee and a shared level of understanding of the issues that have influence on MacEwan's Sustainability, the MacEwan Office of Sustainability will organize an orientation process for all new members.

Membership of the Committee will be communicated publicly including notice on the MacEwan Office of Sustainability's internet site.

## **5. Operations**

### Governance

A Chair will be elected from within the Committee by its members for a two-year term with an opportunity to seek one additional two-year term.

To facilitate operation, at the end of year one the Committee will formally review its priorities, activities and process, and make recommendations for changes as necessary and appropriate. A summary of this review will be communicated to the MacEwan Office of Sustainability.

In the event that the Committee and the MacEwan Office of Sustainability are unable to reach agreement on a significant issue, the Committee can request the Chair raise the matter with the MacEwan executive officer responsible for sustainability.

The Committee will meet formally with the MacEwan Office of Sustainability four times in each twelve month term. All committee members will be expected to attend all meetings. Failure by the member to attend two consecutive meetings may result in the Chair of the Committee asking

the member in question to withdraw from the committee. The dates for the meetings for the year will be determined in advance to facilitate maximum attendance.

Standing agenda items for each meeting may include the following (although there is flexibility to organize meetings in other ways as appropriate and necessary):

- Approval of agenda;
- Approval of minutes of previous meeting;
- Action points from previous meetings;
- Matters arising from team reports;
- Priority issues for discussion;
- Intelligence from Committee members; and
- Any other business

In advance of each meeting, the Chair or a designated secretary will prepare material for agenda items for discussion. The team will outline key questions for consideration on the matters tabled, which the MSAC members will be expected to have feedback and comments on at the meeting.

Documents for meetings will be prepared for each meeting by the MacEwan Office of Sustainability, with input from the Committee as necessary, and dispatched to members, two weeks in advance. It is the responsibility of the Committee member to ensure they are sufficiently informed prior to the meeting.

Meeting minutes with action items will be distributed by the MSAC following the meeting.

Appendix 1

**Sustainability MSAC Membership Criteria**

Membership shall be determined by the Sustainability Officer, the VP University Services and the Chair of the MSAC and reflect the following criteria:

I. Knowledge/expertise:

- Experience and/or familiarity with sustainability issues and trends (ethical, social, and environmental);
- Familiarity with MacEwan's Sustainability Policy
- Commitment to sustainability in personal and professional life

II. Organizational Representation

The following organizational divisions/departments shall be represented:

- Office of Sustainability
- Students, Staff and Faculty
- University Services
- Student Services
- Academic
- Facilities
- Occupational Health and Safety
- Executive Committee

III. Campus Locations

- City Centre Campus
- MacEwan South Campus
- Alberta College Campus
- Centre for the Arts Campus
- Student Residence

Where a location is not represented by an organizational member, then a dedicated campus location representative shall be selected.