Sustainability Advisory Committee (SAC)

1. **Mandate**

1.1. The Sustainability Advisory Committee (SAC) will support the Office of Sustainability to advise and recommend on the strategic actions outlined in MacEwan University’s Campus Sustainability Plan (CSP).

2. **Rationale**

2.1. Focus Area 1: Education for Sustainability of MacEwan University’s Campus Sustainability Plan (CSP) outlines the following goals:
   2.1.1. **Education for Sustainability:** Engage students with formal education programs and courses that address sustainability.
   2.1.2. **Participating in Sustainability:** Provide students with sustainability learning experiences outside the curriculum.
   2.1.3. **Research for Sustainability:** Develop opportunities to conduct research related to, or focused on, sustainability.

2.2. Focus Area 2: Sustainable Operations of MacEwan University’s CSP outlines the following goals:
   2.2.1. **Climate Change, Energy, and Air Quality:** Reduce MacEwan University’s impact on global climate change: optimize energy performance, reduce energy consumption, and address air quality issues.
   2.2.2. **Food Services:** Mitigate the impact of food services through responsible purchasing and dining practices, as well as providing alternatives to build a sustainable food system.
   2.2.3. **Grounds:** Incorporate low impact development practices through integrated landscaping and grounds maintenance.
   2.2.4. **Purchasing and Asset Management:** Support equitable and environmental purchasing and asset management practices.
   2.2.5. **Transportation:** Support alternative modes of transportation that lessen transportation related emissions.
   2.2.6. **Waste Management:** Reduce waste generation on campus using waste hierarchy “rethink, reduce, reuse, recycle”.
   2.2.7. **Water Conservation:** Conserve and protect water through sustainable water management practices.

2.3. Focus Area 3: Planning, Administration and Engagement of MacEwan University’s CSP outlines the following goals:
   2.3.1. **Coordination and Planning:** Develop plans and resources to organize, implement, and publicize sustainability initiatives.
   2.3.2. **Sustainability Training:** Offer opportunities for employees to learn how their daily activities impact sustainability efforts at MacEwan University.
   2.3.3. **Investment in Sustainability:** Support socially responsible investment on campus and financially support sustainability initiatives.
   2.3.4. **Sustainability Public Engagement:** Support volunteerism, partnership, continuing education, and outreach that contributes to community needs and advocates for sustainability outside of the institution.

3. **Definitions**

3.1. The SAC defines:
   3.1.1. 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. (Sustainability Policy D6000)
3.1.2. **MacEwan University’s Campus Sustainability Plan (CSP) 2011-2014** signals our commitment to sustainability and provides a framework, which addresses our stewardship goals and performance. The CSP Strategic Framework outlines the university’s mission, scope, guiding principles and sustainability goals. The CSP Action Plan details the strategic actions, deliverables, and measurements to reach the goals. This plan incorporates sustainability across three focus areas:

3.1.1.1. Education for Sustainable Development;
3.1.1.2. Sustainable Operations; and
3.1.1.3. Planning, Administration, and Engagement.

3.1.3. **STARS (Sustainability Tracking, Assessment & Rating System™)** is a transparent, self-reporting framework for universities and colleges to measure their sustainability activities and performance.

3.1.4. **MacEwan University’s Sustainability Fund** was approved by the University Board in 2008-2009 to support sustainability initiatives and its initial value was set at $CANS 500,000.

3.1.5. **Sustainability Committees** include the Sustainability Advisory Committee (SAC), the Education for Sustainability Steering Committee (ESSC), the Sustainable Operations Steering Committee (SOSC), and the Planning, Administration and Engagement Steering Committee (PAESC).

3.1.6. **Sustainability Steering Committees** include the Education for Sustainability Steering Committee (ESSC), the Sustainable Operations Steering Committee (SOSC), and the Planning, Administration and Engagement Steering Committee (PAESC).

3.1.7. **Sustainability Nominations Committee** is made up of the Co-Chairs of SAC, PAESC, ESSC, and SOSC.

4. **Accountability**

4.1. The SAC will advise and recommend to relevant Sustainability Steering Committees.

5. **Responsibilities**

5.1. SAC will be responsible for advising and recommending to relevant Sustainability Steering Committees:

5.1.1. Goals and strategic actions of the CSP;
5.1.2. Work plans, STARS workbooks and recommendations;
5.1.3. Business case submissions for the use and replenishment of the Sustainability Fund.

6. **Membership**

6.1. Elected Members – The Sustainability Nominations Committee will request nominations and elect the SAC members ensuring representative categories 6.1.1 to 6.1.10 are respected. The Sustainability Nominations Committee will also elect SAC members into (1) one Sustainability Steering Committee depending on interest and expertise.

6.1.1. Two representatives from Faculty of Arts & Sciences (at least one faculty member);
6.1.2. Two representatives from School of Business (at least one faculty member);
6.1.3. Two representatives from Faculty of Health and Community Studies (at least one faculty member);
6.1.4. Two representatives from Centre for the Arts and Communications (at least one faculty member);
6.1.5. Two students at large;
6.1.6. Two representatives of MacEwan University Staff Association;
6.1.7. Two representatives from out-of-scope staff;
6.1.8. One representative from Professional Resource Faculty;
6.1.9. At least one representative from each campuses; and
6.1.10. Up to two members at large.

6.2. Standing Member:
6.2.1. Sustainability Coordinator or designate (Co-Chair).

6.3. Ex--officio members:
6.3.1. Co-Chairs of the Sustainability Committees.

7. Terms of Office
7.1. The Sustainability Nominations Committee will elect SAC Members for a one or two-year term except for student members who can serve one-year terms, and those by virtue of their positions. Terms may be renewed.

8. Operations
8.1. A resource package will be provided to SAC members including but not limited to:
   8.1.1. MacEwan University’s CSP
   8.1.2. Sustainability Committees terms of reference
   8.1.3. Office of Sustainability Annual Report
8.2. SAC members will elect a Co-Chair for a two-year term with a 70% quorum. Process for election will include recruiting nominations, presentation from candidates and secret ballot elections.
8.3. The duties of the Co-Chairs will include:
   8.3.1. Drafting, revising and approving of agendas and minutes prior to distribution;
   8.3.2. Co-Chairing SAC meetings;
   8.3.3. Coordinating timelines regarding feedback processes;
   8.3.4. Being a member of the Sustainability Advisory Nominations Committee;
   8.3.5. Presenting and disseminating the work and recommendations of the SAC to relevant committees.
8.4. Members who are not in attendance for more than two meetings without an excused absence may be retired from the SAC.
8.5. Members are expected to review the agenda package in advance of the meeting.
8.6. Members may assign a designate in their absence; designates will be selected from the same category of membership as per SAC Membership composition. Designates are expected to review the agenda package in advance of the meeting and vote on the member’s behalf via Proxy.
8.7. Members have the discretion to invite resource persons to the SAC as non-voting members.
8.8. Between meetings, focused discussions may occur via electronic means.
8.9. The SAC will review these terms of reference annually and recommend changes to the PAESC.
8.10. The SAC may establish taskforces, sub-committees and ad hoc committees as required to do its business.
8.11. The SAC shall ensure a record of all decisions and discussions of the SAC is maintained in good order.
8.12. University Services (Shared Administrative Services) will provide administrative support to the SAC.

9. Meetings
9.1. The SAC meets twice yearly in August and February.