Sustainability Committee

Sustainable Operations Steering Committee (SOSC)

Terms of Reference
1. Mandate

1.1. The SOSC will support the Office of Sustainability to review, revise, sponsor the implementation of, recommend, and report on the strategic actions outlined as Focus 2: Sustainable Operations of MacEwan University’s CSP.

2. Rationale

2.1. Focus Area 2: Sustainable Operations of MacEwan University’s CSP outlines the following goals:

2.1.1. **Climate Change, Energy, and Air Quality**: Reduce MacEwan’s impact on global climate change: optimize energy performance, reduce energy consumption, and address air quality issues.

2.1.2. **Food Services**: Mitigate the impact of food services through responsible purchasing and dining practices, as well as providing alternative choices to build a sustainable food system.

2.1.3. **Grounds**: Incorporate low impact development practices through integrated landscaping and grounds maintenance.

2.1.4. **Purchasing and Asset Management**: Support equitable and environmental purchasing and asset management practices.

2.1.5. **Transportation**: Support alternative modes of transportation that lessen transportation related emissions.

2.1.6. **Waste Management**: Reduce waste generation on campus using waste hierarchy rethink, reduce, reuse, recycle.

2.1.7. **Water Conservation**: Conserve and protect water through sustainable water management practices.

3. Definitions

3.1. The SOSC 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:
3.1.2.1 Education for Sustainable Development;
3.1.2.2 Sustainable Operations; and
3.1.2.3 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 $CAN 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---Chair of SAC, PAESC, ESSC, and SOSC.

4. **Accountability**

4.1. The SOSC will submit an annual report, work plan and recommendations to the PAESC.

4.2. The SOSC will submit relevant STARS workbooks as required to the PAESC.

5. **Responsibilities**

5.1. SOSC will be responsible for:

5.1.1. Reviewing, revising, sponsoring the implementation of, recommending and reporting on the strategic actions outlined as Focus 2: Sustainable Operations of the CSP;

5.1.2. Completing relevant STARS workbooks;

5.1.3. Developing and reviewing business case proposals for the use and replenishment of the Sustainability Fund; and

5.1.4. Sponsoring the implementation of approved business cases for the use and replenishment of the Sustainability Fund.
6. Membership

6.1. Elected Members – Up to eight members from the SAC.
6.2. Standing Members:

6.2.1. Associate Vice-President Facilities or designate (Co-Chair);
6.2.2. Head of Sustainability or designate (Co-chair);
6.2.3. Director, Operations, Retail & Hospitality Services or designate;
6.2.4. Director, Procurement and Contract Services or designate;
6.2.5. Chief Information Officer or designate;
6.2.6. Senior Manager, Operations and Maintenance or designate; and
6.2.7. Manager, Capital Planning and Asset Management or designate.

6.3. Ex-Officio Officer:
6.3.1. Co-Chair of the Sustainability Committee

7. Terms of Office

7.1. Members shall serve a one or two-year term as elected by the Sustainability Nominations Committee 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 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. The duties of the Co-Chairs will include:

8.2.1. Drafting, revising and approving of agendas and minutes prior to distribution;
8.2.2. Co-Chairing meetings;
8.2.3. Coordinating timelines regarding feedback processes;
8.2.4. Being a member of the Sustainability Advisory Nominations Committee;
8.2.5. Presenting and disseminating the work and recommendations of the SOSC to relevant committees.

8.3. Members who are not in attendance for more than two meetings without an excused absence may be retired.

8.4. Members are expected to review the agenda package in advance of the meeting.
8.5. Members may assign a designate in their absence; designates will be selected from the same category of membership. Designates are expected to review the
agenda package in advance of the meeting and vote on the member’s behalf via Proxy.

8.6. The committee has discretion to invite resource persons to meetings as non-voting members.

8.7. Between meetings, focused discussions may occur via electronic means.

8.8. The committee will review these terms of reference annually and recommend changes to the PAESC.

8.9. The committee may establish taskforces, sub-committees and ad hoc committees as required to do its business.

8.10. The committee shall ensure a record of all decisions and discussions is maintained in good order.

8.11. University Services will provide administrative support to the committee.

9. Meetings

9.1. SOSC meets twice yearly in October and May.