



## **Environmental Sustainability Committee Terms of Reference**

**October, 2019**

### **1. Overview**

St. Francis Xavier University (StFX) strives to be an environmental leader by ensuring all members of the University community are aware of environmental issues and contributing to the resolution of these issues. In 2019, StFX committed to a partnership with the Paqtnkek Mi'Kmaq Nation, the Town of Antigonish, and the County of Antigonish to develop a regional strategy against climate change and global warming.

The University will address environmental challenges through i) its academic mandate (teaching and research); ii) developing, implementing and monitoring efforts to make continual improvements in environmental performance across all dimensions of University operations; and iii) through environment-oriented partnerships with government, First Nations, other post-secondary institutions, community groups and the private sector.

The Environmental Sustainability Committee (ESC) will be established by the President of StFX to represent a cross-section of StFX stakeholders, including students, faculty, staff, and administration, to provide advice to the StFX President and the University community on environmental sustainability. An initial key function of the ESC will be to establish a feasible and comprehensive Environmental Sustainability Plan for StFX with measurable and achievable targets.

### **2. Purpose**

The purpose of the Environmental Sustainability Committee is to advise the President and the University community on issues related to environmental sustainability.

### **3. Objectives**

The core objectives of the Environmental Sustainability Committee are:

- a. To develop an environmental sustainability plan (and related communications) for the University, including goals, targets, priorities and metrics to assess progress.

- b. To propose new policies or enhancements to existing policies that will help advance University environmental sustainability objectives.
- c. To advise on the development of University awareness-building campaigns related to environmental sustainability at StFX.
- d. To coordinate the preparation and distribution of a biennial environmental sustainability report for presentation to the President, using performance indicators to assess the progress being made by the University towards achieving the goals outlined in the Environmental Sustainability Plan.
- e. To oversee the preparation of submissions for external environmental sustainability accreditation organizations on behalf of StFX (e.g. the Sustainability Tracking, Assessment & Rating System (STARS) is a framework for colleges and universities in Canada and the United States to measure their sustainability performance).
- f. To foster co-operation and facilitate communication with other universities concerning environmental initiatives so that all institutions will benefit from environmental progress made at any one institution.
- g. To monitor and respond to external government or national university association requirements or commitments related to environmental performance of universities on behalf of StFX.
- h. To recommend specific initiatives or actions that can contribute to environmental sustainability at StFX, including University partnerships with government, First Nations, other post-secondary institutions, community groups and the private sector.
- i. To form working groups or sub-committees to develop specific plans or initiatives, including communication and education plans for the university community, and monitor the progress of such working groups or subcommittees.
- j. To interact, communicate, and coordinate with other key committees at StFX having inter-related mandates to ensure alignment of efforts (e.g. StFX Campus Planning Committee).

#### **4. Membership**

The Environmental Sustainability Committee shall be established with the following membership (approx. 15):

- a. A member of StFX Senior Administration appointed by the President to serve as Chair
- b. Director Facilities Management
- c. Director Communications & Marketing
- d. Director, Ancillary Services
- e. Two faculty members having specific expertise related to environmental sustainability, appointed by the President
- f. One representative appointed by the StFX AUT
- g. Executive Director of the Coady International Institute or a delegate having specific expertise related to environmental sustainability
- h. The Student Union President or designate
- i. Two students appointed by the Students Union
- j. One representative from other staff unions

- k. One representative from Foodservice
- l. Up to 3 non-StFX community representatives appointed by the President

The President or the Student Union President may issue an open call for expressions of interest for their respective appointed members. All ESC appointed members will serve a term of two years, renewable at the discretion of the President. Student appointees will be appointed for 1 year terms that can be renewed at the discretion of the President.

- 5. **Committee Staff (Invited to attend and contribute to meetings):** Budget Analyst, Facilities Management; Webmaster/Communications; others as needed.

## 6. **Committee Operations**

- a. Committee meetings will be held as frequently as possible to allow for substantive progress to be made. The Chair will endeavor to call a minimum of two meetings per term during the academic year (a minimum of four meetings per year).
- b. Procedural rules developed by the Committee shall be used by the Chair to facilitate discussions. In the absence of developed rules, such as in the Committees' formation, Robert's Rules of Order will be assumed.
- c. The Committee shall meet on a bi-monthly basis; or as required to perform its functions at the request of the Chair or the President.
- d. Any member of the Committee may suggest items for discussion.
- e. At regular meetings, a quorum shall be a minimum one half of the Committee membership. In the absence of a quorum, a Committee meeting will be rescheduled.
- f. The Committee shall seek to operate by consensus without the need for formal votes. When a member requests a formal vote, a motion will be carried when supported by one half plus one of the members present.
- g. Working group or sub-committee meetings shall be structured around availability of members. Working group or sub-committees report to and advise the Committee; they are responsible for providing detailed reviews, plans, advice, and/or options on particular issues.
- h. The Committee will invite input from and coordination with other key campus committees having inter-related mandates to ensure alignment of efforts (in particular the StFX Campus Planning Committee).