

Ontario Tech Sustainability Task Force Terms of Reference

Ontario Tech University's Sustainability Task Force is a multi-stakeholder advisory body reporting to the University Vice-President of Human Resources and Services.

Vision

Demonstrating stewardship of the natural and built environment in a manner that is socially, environmentally, and economically responsible while strengthening sustainability practices on campus and in the community through active student and staff participation.

Mandate

To serve as an advisory body that:

- Encourages, promotes, and applies best practices of campus sustainability.
- Creates a collaborative sustainable approach through student, staff, and faculty engagement and outreach.
- Ensures that our commitment to sustainability is reflected in our organizational behaviours, operations, and policies.
- Fosters a culture of sustainable practices throughout our campus and the broader community by playing a positive and proactive role in sustainability leadership.

Goals

The task force shall achieve this mandate by:

- Identifying the capacity and making recommendations regarding campus initiatives.
- Providing guidance and direction in terms of operational feasibility.
- Exploring and assessing the application of best practices.
- Ensuring actions are based upon sound research, economic feasibility, and shared priorities.
- Working to ensure that sustainability is embedded into all operations of the university.
- Enhancing the development and implementation of sustainability goals, policies, and targets.
- Promoting university community input into the vision and direction of sustainability at Ontario Tech.
- Promoting and supporting sustainability programs with students, staff, and faculty.
- Assisting with the development of communication, engagement, and awareness programs.
- Assisting with the review and prioritization of sustainability initiatives.

Structure

The Ontario Tech Sustainability Task Force represents participants who are keen to nurture a culture of sustainability that will serve as a purposeful model of stewardship on campus.

The task force will consist of the following:

Members of the task force will serve no longer than two (2) years but will have the option of re-applying to the Committee given that there are vacancies. Upon joining the task force a member has the option of asking for a one (1) year term (September- June). To maintain continuity, a second two-year term may be considered to allow staggering appointments for new members.

In the event of a vacant position, the Task Force may appoint a new member who will serve for the remaining period of the term with the option of reapplying for a full two (2) year term in September.

The Chair of the task force will be selected by a voting process from the current members of the task force in September of each term year. The elected Chair is a standing position.

**Disclaimer: The Chair of this task force should be a campus representative from the sustainability office.*

The task force will meet a minimum of six (6) times per year (between September and May).

The task force supports and will endeavour to reach decisions by consensus whenever possible. The consensus process seeks to find solutions that everyone at a task force meeting can support. After a thorough discussion of the issue, if consensus cannot be reached Roberts Rules of Order will be used.

1. Where the decision is non-substantive, procedural or non-contentious, consensus is required only of those present at the meeting, with other task force members informed by the minutes except:
 - *Where a decision impacts directly on a member or an agency not present at the meeting, no final decision will be made until that agency expresses its position to the task force and consensus is achieved.*
2. The task force would like to acknowledge that occasionally a member or members may feel it is necessary to choose to stand aside from a task force decision, thereby enabling the work of the task force to proceed.
3. If the issue is identified as contentious and controversial, notice to add to the agenda of the next meeting will be made and distributed.

Application Process

All interested applicants must contact Isabel Savransky from the Office of Campus Infrastructure and Sustainability at Isabel.savransky@ontariotechu.ca and provide a brief statement of interest indicating adherence to the Terms of Reference.

Motions for approval of new members will be held at Sustainability Task Force meetings on an as-needed basis.

Minutes

Minutes will be taken by the minute-taker and will be shared electronically with all Task Force members.

Accountability

The task force will be accountable to the institutional and external community by communicating through meeting minutes and applying objectives established through the institution's annual business planning processes. The Office of Infrastructure and Sustainability will be responsible for providing project updates at the task force meetings. The Sustainability Office Chair will also present updates impacting the institution and an overview of the annual report will be shared with the university.