

UOIT Sustainability Committee Terms of Reference

The University Of Ontario Institute Of Technology Sustainability Committee 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 in regards to campus sustainability;
- Creates a collaborative sustainability 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 sustainability throughout our campus and broader community by playing a positive and proactive role in sustainability leadership.

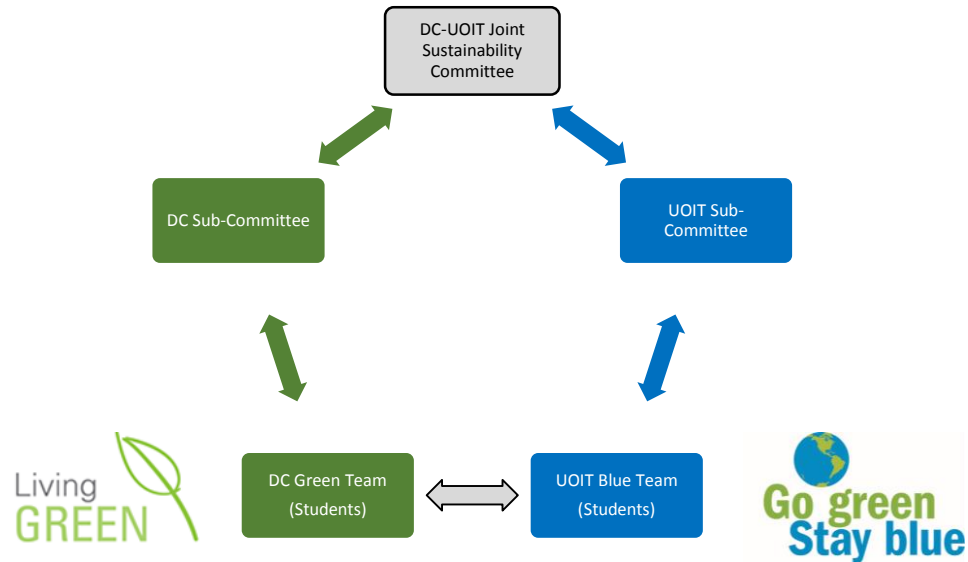
Goals

The committee 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 UOIT;
- Promoting and supporting sustainability programs with students, staff and faculty;
- Assisting with the development of communication and awareness programs;
- Assisting with the review and prioritization of sustainability initiatives.

Structure

The UOIT Sustainability Committee represents participants who are keen to nurture a culture of sustainability that will serve as a unique model of stewardship.



Member Matrix:

Last Updated:	27-Oct-14					
Category						
	Name	Department/ Faculty	Position	Term Start	Term End	Location
Chair	Melissa Mirowski	Office of Campus Infrastructure and Sustainability	Asset and Sustainability Planner	2014	ongoing	N
Management	Murray Lapp	Human Resources and Services	VP	2014	ongoing	N
	Ken Bright	Office of Campus Infrastructure and Sustainability	Director	2014	ongoing	N
	Melissa Levy	Communications and Marketing Services	Manager	2014	2016*	DT(61C)
	Jeremy Greenberg	Campus and Community Engagement	Program Manager	2014	2016*	N
Academic	Daniel Hoornweg	Faculty of Energy Systems and Nuclear Science	Professor and the CNG Chair	2014	2016*	N
	Isaac Tamblin	Physics, Faculty of Science	Assistant Professor	2014	2016*	N
	Mary Olaveson	Biology/Environmental Science	Lecturer	2014	2016*	N
	Sheldon Williamson	Faculty of Engineering and Applied Science	Associate Professor	2014	2016*	N
	Sheila Rhodes	Faculty of Education coordinates summer camps around science/nature	Sessional Instructor	2014	2016*	N
Non-Academic	Cheryl Rogers	Office of the Vice-President Research, Innovation and International	Grants Officer	2014	2016*	N
	Holly MacPherson	Faculty of Health Sciences	Program Assistant	2014	2016*	N
	Elisa Beverley	Office of Research Services, Office of the Vice-President Research, Innovation and International	Administrative Assistant	2014	2016*	N
	Kate Gibbings	The Library 11 Simcoe	Education Librarian	2014	2016*	DT(11S)
	Karyn Douglas	Faculty of Social Science and Humanities	Receptionist	2014	2016*	DT(55B)
Student/Blue Team	Dawn Regier	Office of Campus Infrastructure and Sustainability	Asset and Sustainability Assistant	2014	2016*	N

The Committee will be made up of no more than twenty (20) members and no less than ten (10). The committee will consist of the following:

Members of the Committee will serve no longer than a two (2) years but will have the option of re-applying to the Committee given that there are vacancies. Upon joining the committee 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 Committee may appoint a new member who will serve to the remaining period of the term with the option of reapplying for a full two (2) year term in September.

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

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

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

The Committee supports and will endeavour to reach decisions by consensus whenever possible. The consensus process seeks to find solutions that everyone at a committee meeting can support. After 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 committee members informed by the minutes except:
- 2) 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 committee and consensus is achieved.
- 3) The committee would like to acknowledge that occasionally a member or members may feel it is necessary to choose to stand aside from a committee decision, thereby enabling the work of the committee to proceed.
- 4) 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 sustainability department representative and provide a brief statement of interest and indicate adherence to the Terms of Reference.

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

Minutes

Minutes of the Sustainability Committee will be made available on the UOIT sustainability webpage. Minutes will be taken by the minute-taker and will be made publically available forty-eight (48) hours after being approved at the following committee meeting.

Accountability

The committee will be accountable to the institutional and external community by communicating through committee minutes and realizing objectives established through the each institution's annual business planning processes. Sustainability Office and Blue Team representatives will be responsible for providing project updates at the committee level. Sustainability Office representative will present updates impacting both institutions at the Joint Committee level. Annual progress reports are the responsibility of the Sustainability Office. An overview of the annual report will be presented at the UOIT Committee and DC-UOIT Joint Committee level.