

February 2025

Terms of Reference and Membership for The Sustainability Committee at Victoria University

Terms of Reference to include two sections:

- Membership
- Mandate

Membership:

1. Associate CAO, Infrastructure and Sustainability (Chair of the Committee)
2. Bursar and CAO
3. Associate CAO, Financial and Revenue Services
4. Associate Director, Hospitality Services
5. One representative from the Office of the Dean of Students
6. VUSAC Sustainability Commissioner elected by members of VUSAC
7. VUSAC appointee, Sustainability Co-Chair
8. ECSS Sustainability Chair elected by members of ECSS
9. One student representative from the Residence Councils (appointed by VUSAC in direct consultation with Dean's office)
10. Two VUSAC appointees for a 2-year term: two student representatives, responsible for a 2-year term. *
11. Administrative Manager, Department of Infrastructure and Sustainability, in the capacity of recording secretary
12. Senior Administrators including the President will be invited to participate in meetings if their schedules permit it.

**Notes for the two student representatives:*

- The 2-year term will be made clear when advertising for the positions.
- For the first year (2021-2022) one of those roles will be a 1-year term. That way, the two-year terms will overlap to provide student leadership continuity for the committee moving forward.
- The Sustainability Commissioner will be responsible for hiring around June/July to fit with the Sustainability Co-Chair hiring timeline.
- Exclusions for this role: VUSAC Exec, VUSAC Commissioners, Committee Co-Chairs.
- Dean's Office to support hiring and promoting the opportunity for students.

Mandate: The Sustainability committee is strictly an advisory committee to the University.

1. To promote sustainability and greening initiatives throughout the campus, its operations, and functions.

2. To advise the Victoria University Senior Administration on sustainable projects which can be undertaken.
3. To advise on ways to reduce our carbon footprint, feasibility of solar arrays, Geothermal, Net Zero initiatives, etc.
4. To advise on inclusion of minimum and verifiable sustainability standards (LEED, Net Zero, LED's, irrigation, Geothermal etc.) in our planning and design standards.
5. To advise on waste diversion and waste reduction initiatives.
6. To be the green ambassadors for VIC.
7. To keep records of projects undertaken to improve sustainability on campus.
8. To meet in February, September, and the last week of November with formal minutes recorded.
9. To liaise with The University of Toronto's Tri-Campus Sustainability Committee to share and exchange information on green initiatives.
10. To prepare an annual report for the committee.