



University of Manitoba Sustainability Committee Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The **University of Manitoba Sustainability** Committee (“**Committee**”) is established to:
- (a) Act as the main discussion and advisory body in relation to Sustainability matters at University of Manitoba;
 - (b) Advise on the development, and implementation of the University’s Sustainability Policy and Sustainability Strategy.
 - (c) Assist the Office of Sustainability in the communication and promotion of sustainability initiatives within the Sustainability Strategy.
 - (d) Recommend the creation of sub-committees to work on specific components of Sustainability and monitor the progress of such working groups.
 - (e) Provide advice to the Co-Chairs related to sustainability opportunities and initiatives at the university.
 - (f) Monitor the implementation of the Sustainability Strategy and the Climate Action Plan and associated supplementary plans.
 - (g) Collaborate with the Office of Sustainability and other units, academic and non-academic, on priorities for action on sustainability each year.
 - (h) Assist the Office of Sustainability to educate the University community and to communicate and promote the Sustainability Strategy and Climate Action Plan.
 - (i) Review, provide feedback and/or recommend on items needing other level(s) of approval.
- (i.e., its “**Mandate**”).
- 1.2 **Clarification on Purpose/Mandate:** This Committee is intended to complement existing University resources which address matters of **Sustainability** and to foster collaboration on such matters relating to the University of Manitoba. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific jurisdiction.

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Accountability:** The Committee is advisory to and accountable to the **Provost and Vice-President (Academic) and the Vice- President (Administration)**.
- 2.2. **Reporting:** The Committee, through the Co-Chairs, shall provide a written report to the **Provost and Vice-President (Academic) and the Vice- President (Administration)** once per calendar year.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. **Chair:** The Committee Co-Chairs (i.e., the “Co-Chairs”) shall **be appointed by the Provost and Vice-President (Academic) and the Vice- President (Administration).**

3.2. The Co-Chairs are responsible for the following at Committee meetings:

- a) Calling the meeting to order;
- b) Establishing an agenda and ensuring agenda items are addressed;
- c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- e) Adjourning meetings after business is concluded; and
- f) Acting as the main representative of the Committee.

3.3. **Membership:** The Committee membership shall then consist of the following members, including the Co-Chairs:

- (a) Associate Vice-President Administration (Co-Chair)
- (b) Vice-Provost (Teaching & Learning) (Co-Chair)
- (c) Director, Office of Sustainability
- (d) One Dean
- (e) Three faculty members appointed by the Provost and Vice-President (Academic) including one faculty member from the Clayton H. Riddell Faculty of Environment, Earth and Resources
- (f) One member from the Office of the Vice-President (Indigenous)
- (g) One member from the Vice President Research International Office (VPRIO)
- (h) One member from the University of Manitoba Students’ Association
- (i) One member from the Graduate Students’ Association
- (j) One member from the Indigenous Students’ Association
- (k) One member from External Relations
- (l) Project Manager, Office of Sustainability

Committee members will be elected or appointed by virtue of their position.

3.4. **Equitable, Inclusive and Diverse Membership:** The University of Manitoba strives to achieve equitable, inclusive and diverse membership on its committee that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.5. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

3.6. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the University of Manitoba take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.7. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. TERM OF OFFICE

The term of office of each Committee member shall be for three (3) years or until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.3;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

- (a) **Make Decisions:** The Committee will make decisions respecting its mandate that do not require higher levels of approval.
- (b) **Make Recommendations:** The Committee shall have the power to make recommendations to appropriate persons or bodies with respect to any matters of concern to the Committee.
- (c) **Receive Recommendations:** The Committee will receive recommendations from the **Provost and Vice-President (Academic) and the Vice- President (Administration)**, its subcommittees, working groups or other stakeholders.
- (d) **Referral to Subcommittees or Working Groups:** The Committee may refer issues connected to its Mandate to subcommittees or working groups.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet **10** times per academic year, or subject to the call of the Co-Chairs.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** As the Committee is mainly a discussion and advisory group, a majority of the Committee membership must be present at a meeting in order to constitute a quorum.

- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations for resolution will be presented by the Co-Chairs to the **Provost and Vice-President (Academic) and the Vice- President (Administration)** for decision **OR** the preferred model for decision-making is consensus. If a decision is required and consensus cannot be reached, a vote shall be held. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Co-Chairs will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Co-Chairs otherwise grant approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Electronic Discussion and Meetings:** The Co-Chairs may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the Office of Sustainability. The administrative support shall be provided through an individual whose duties shall include:

- a) Assisting the Co-Chairs with preparation of Committee meeting agendas and distributing notification of meetings;
- b) Ensuring follow-up of Committee action items;
- c) Information gathering;
- d) Preparation and distribution of meeting material;
- e) Minute-taking; and
- f) Maintaining Committee records.

8. SUBCOMMITTEES OR WORKING GROUPS

- 8.1. **Referral to Subcommittees or Working Groups:** The Committee may refer issues to one or more subcommittees or working groups as the circumstances require. Each subcommittee shall have its own terms of reference that sets out its mandate, which terms of reference shall be approved by the Committee.
- 8.2. **Subcommittee/Working Group Reports:** A report from its subcommittees or working groups shall be a standing item on the Committee meeting agenda.

9. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the **Provost and Vice-President (Academic) and the Vice- President (Administration)** for approval.

10. DATES OF APPROVAL, REVIEW AND REVISION

- 10.1. **Date approved: [date] - Provost and Vice-President (Academic) and the Vice- President (Administration).**
- 10.2. **Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the **Provost and Vice-President (Academic) and the Vice- President (Administration)** deems necessary.
- 10.3. **Supersedes: University of Manitoba Sustainability Committee– [date of approval of previous terms of reference]**
- 10.4. **Committee Administrative Support: Administrative**
- 10.5. **Effect on Previous Statements:** These terms shall supersede all previous terms on the subject matter herein.