

MEMORANDUM

To: Steering Committee of Senate

From: Environmental Sustainability Committee

Re: Update to ESAC Terms of Reference

Date: 25 April 2025

After discussion and approval at the March 2025 ESAC meeting, the committee updated the ESAC ToR to:

1. Make minor changes to wording to be more accurate.
2. Update member titles to reflect changes.
3. Updated chair term from one to two years to allow for familiarization of role to be more effective.



Shelley Church, ESAC co-Chair



Catherine Tatarniuk, ESAC co-Chair

Terms of Reference ESAC

Purpose

The Environmental Sustainability Advisory Committee (ESAC) is dedicated to providing evidence based advice with regard to environmental sustainability policies and practices that foster a sustainable future and lead to health and economic benefits for the University community. The ESAC will act to promote dialogue and discussion on issues related to the environment and sustainability. The ESAC is also committed to fostering environmental literacy, sustainable development, and environmental responsibility at Thompson Rivers University that can serve as a model for others.

Responsibilities

- To advise the Board of Governors and Senate regarding the development, operation, and continuous evaluation of sustainability-related policy at TRU, including the current TRU Strategic Sustainability Plan.
- To investigate environmental sustainability- related issues of concern at TRU and make recommendations to Administration, the Board of Governors and Senate within their respective areas of responsibility.
- To communicate and collaborate with the Office of Sustainability on environmental sustainability issues.
- To advise the Accreditation Steering Committee and report on mission fulfilment in relation to the core theme Sustainability.

Composition

Chair and vice-chair

Voting members of the Committee, nominated by the committee and elected at the first meeting of the academic year, to serve a one year term.

Voting Members

- Three members-at-large appointed by the Board of Governors (who need not be Board members)
- Five faculty members, and two staff* representatives appointed by Senate (who need not be Senate members)
- Director of Facilities or designate
- Ancillary Services Director or designate

- One Joint Occupational Health and Safety Committee representative appointed by the Joint Occupational Health and Safety Committee
- Two students
- General Counsel or designate
- Director of Sustainability
- Deans Council representative
- Director of Aboriginal Affairs or designate

* “staff” includes all employees of TRU other than faculty.

Non-voting members

- Accreditation Liaison Officer

Terms of office

Appointed members other than students will serve a three year term, which can be renewed by the constituency that appointed them. Students are appointed for a 1 year term which can be renewed by the constituency that appointed them.

Meetings, agendas, records and reporting

- Meeting dates and times will be agreed upon by the Committee.
- The Chair will be responsible for ensuring that meeting agendas are sent out to all members at least one week prior to the meeting date.
- Minutes will be recorded during all meetings and will be sent to all the committee members before the next meeting.
- Meetings will be open to the public.
- Report to the Board of Governors and Senate as needed.

Administrative support

- Office of the Director, TRU Sustainability

Definition of sustainability

“Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony that permit fulfilling the social, economic and other requirements of present and future generations.” — [United States Environmental Protection Agency](#)

Environmental Sustainability Advisory Committee Terms of Reference

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- To communicate and collaborate with the Sustainability Office on environmental sustainability issues.
- In consultation with the Mission Fulfilment Executive Subcommittee, advise Senate and report on mission fulfillment in relation to the core value of sustainability (<https://www.tru.ca/about/tru-mission-statement/envision.html>).

Composition

Chair and Vice-Chair

Voting members of the Committee, nominated by the committee and elected at the first meeting of the academic year, to serve a two-year term. If a member is serving in this leadership sequence, and his or her term expires before the sequence is completed, then, with the approval of Senate, his or her term will be extended to complete the leadership sequence. This provision will be applied if the member is in his or her first term of membership on ESAC.

Voting members

- Three members-at-large appointed by the Board of Governors (who need not be Board members)

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Commented [SC2]: Is the current membership (number, diversity, representation, etc.) adequate for this committee to serve its mandate?

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- ~~Three~~ faculty member ~~representatives~~ appointed by Senate (who need not be senate members)
- ~~Two staff member representatives appointed by Senate (who need not be senate members)~~
- ~~Two students~~ nominated by the TRU Student Union and appointed by the Steering Committee.
- ~~One Deans Council representative~~
- One Joint Occupational Health and Safety Committee representative appointed by the Joint Occupational Health and Safety Committee

Ex-officio, Voting Members

- AVP, Campus Infrastructure, Sustainability, and Ancillary Services (or designate)
- Director, Ancillary Services, (or designate)
- General Counsel and Secretary (or designate)
- Manager of Sustainability Programs
- Executive Director, Office of Indigenous Education (or designate)

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Administrative support

- Sustainability Office,

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Non-voting members¶
Representative, Office of Quality Assurance¶

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Commented [SC3]: More than once?

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Commented [SC5R3]: This was meant to be about the non-student members that are term appointed.

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