

# **TERMS OF REFERENCE**

## **SUSTAINABILITY COMMITTEE**

**NAME:** Sustainability Committee

**TYPE:** Advisory Committee

**PURPOSE:**

To identify, promote and facilitate sustainability in the practice of engineering and geoscience. Sustainability is the concept of utilizing physical, natural and social resources to meet our needs and aspirations without compromising the well being of future generations and the global ecosystem.

**ACCOUNTABILITY:**

Council appoints the Sustainability Committee and it reports to Council.

**BUDGET:**

The committee has no budget authority beyond the time of committee members and reasonable expenses (travel, teleconference, or ancillary expenses).

**RELEVANT POLICIES:**

Council Governance Policy CG-6 Principles for Council Committees and Task Forces  
Council Sustainability Policy (CO 03-152, October 22, 2003)

**KEY FUNCTIONS AND DELIVERABLES:**

1. To foster a knowledge and understanding of principles of sustainability by Association members and the public.
2. To raise awareness among Association members of the benefits of achieving sustainability.
3. To be responsive to Association members' considerations and engage them in the sustainability process.
4. To develop recommendations, guidelines and policies for use by the Association members and the public at large which promote and enable sustainability. Guidelines and policies will require Council approval.
5. To report annually to Council on key achievements.

**MEMBERSHIP:**

Up to fifteen members of the Association. From time to time, the Committee may invite representatives of other associations to work with the committee as non-voting members. The Director, Professional Practice and Ethics is an ex-officio (non-voting) member of the committee and is responsible for minutes and other administrative

activities. A member of Council may be appointed to the Committee to serve as a liaison with Council.

Council appoints all committee members, including non-members of the Association.

**QUORUM:**

Five Members of the Committee including the Chair or Acting Chair and excluding non-voting members shall constitute a quorum.

**TERM OF OFFICE:**

Appointments are two years, with a maximum of two reappointments.

**SELECTION OF CHAIR:**

The Chair is a member of the Association and is appointed by Council. If at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose another member to be Chair of the meeting.

**FREQUENCY OF MEETINGS**

Meetings are held at least once a quarter, or as deemed necessary by the Chair.

**CONDUCT OF MEETINGS**

The Committee may meet in person and/or by telephone conference, web-cast or other electronic communications media where all members may simultaneously communicate with each other and participate during the meeting. The Committee may also meet by fax, e-mail or other electronic media where communication may not be simultaneous, provided all members of the Committee have access to the medium chosen and all communication to and from one member is broadcast to all other members of the committee.

**ANNUAL REVIEW**

The Committee shall review its Terms of Reference on an annual basis and submit changes via the Governance Committee for approval by Council.

APPROVED BY COUNCIL: June 18, 2004 (Minute # CO 04-93-2)

AMENDED BY COUNCIL: June 23, 2006 (Minute # CO-06-72)