

# **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 ecosystems and future generations.

**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-7 Council Support Structure; and Council Sustainability Policy (CO 03-152, October 22, 2003)

**KEY FUNCTIONS AND DELIVERABLES:**

1. To develop, prepare, maintain, and provide input on guidelines, policies, and legislation for use by APEGBC (the “Association”) and its members which promote and enable sustainability.
2. To develop guidance or responses for issues where an Association position is sought or needed.
3. To foster a knowledge and understanding of principles of sustainability by Association members and the public.
4. To raise awareness among Association members of achieving sustainability.
5. To be responsive to sustainability issues that are brought up by Association members.
6. To identify and recommend to Council, transgenerational issues that warrant a place on future work plans of the Association.
7. To identify initiatives with key messages that warrant broad based communication to the public, members and other BC associations or collaborative work with Engineers Canada or CCPG.

8. To review submissions and select winners for the Association's annual Sustainability Awards.
9. To actively engage with the Environment Committee in areas of common interest that advance the practice of engineering and geoscience.
10. To assist the Association with the development of continuing professional development courses related to sustainability.
11. To report annually to Council on: i) achievements of past year, ii) work plan for the year ahead and resources need; iii) succession planning for the committee; and iv) other matters of importance.

## **MEMBERSHIP:**

Up to fifteen members of the Association, one of which should be a member of the Environment Committee. From time to time, the Committee may invite representatives of other associations to work with the committee as non-voting members. The Director, Communications and Engagement 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, per Council Policy.

## **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 every two months, or as deemed necessary by the Chair in conjunction with the staff liaison.

## **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)

AMENDED BY COUNCIL: March 13, 2009 (Minute # CO-09-39-2)