

Advisory Council on Sustainability
Terms of Reference
June 2020

1. Purpose

The mandate of the Advisory Council on Sustainability is to support McGill in its positioning as a leading institution in North America on sustainability by contributing to the implementation and evolution of McGill's Sustainability Strategy, and related plans, policies, and performance indicators. The Council provides a forum for faculty, staff, students and members-at-large to provide advice on McGill campuses' sustainability initiatives.

1.1. The Council:

- Contributes closely to future iterations of McGill's Sustainability Strategy and related plans and policies;
- Monitors progress toward sustainability through performance indicators.
- Is regularly informed of best practices related to sustainability in other institutions and evaluates how to integrate them at McGill, if pertinent;
- Is presented with opportunities to advance sustainability initiatives at McGill and provides advice on their impact and feasibility;

1.2. The Council's key outcomes include:

- Integration of sustainability considerations in all the key sectors of the university;
- A leading role for McGill in the transition of institutions towards sustainability;
- Strengthened relationships and increasing numbers of partnerships in sustainability, within the campus community and with external organizations.

2. Membership

2.1. The Council is made up of senior administrative representatives, faculty members, students and members-at-large.

2.2. The size of the Council is 18 participants. A combination of expertise, interest and capacity to act on the topics included in McGill's Sustainability Strategy will be fundamental criteria to appoint members. All the Council members will be appointed by the Chair, except for the 3 student representatives. Membership shall include:

- 5 staff representatives , including:
 - The Committee Chair, namely the Executive Director of Sustainability;
 - The Vice-Principal, Administration and Finance (ex officio)
 - The Provost and Vice-Principal (Academic) (ex officio)
 - 2 senior administrators.
- 4 faculty members, preferably senior academic leaders;
- 3 student representatives;
- 1 indigenous representative;
- 5 members-at-large with significant expertise in sustainability governance and policy, representing a variety of sectors (government, non-governmental, private, etc.);

- 2.3. The three (3) student representatives will be identified with the collaboration of SSMU, PGSS and MCSS.
- 2.4. Members are appointed for three-year terms (for students, terms will be determined in collaboration with the students associations) but may be reappointed to serve subsequent terms. No alternates can be designated, since members are selected for their expertise, interest, and capacity to act on the topics included in McGill's Sustainability Strategy.
- 2.5. If, for various reasons, a member can no longer be part of the Council, he/she will be replaced as soon as possible by someone belonging to the same membership category (described in 2.2.).

3. Roles and Responsibilities of Council Members

- 3.1. Provide advice on strategies, policies, plans and reports;
- 3.2. Create opportunities for pan-university sustainability initiatives;
- 3.3. Identify and leverage opportunities to raise the profile of sustainability initiatives at McGill and provides advices on their impact and feasibility;
- 3.4. Assist in communicating and gathering support for sustainability goals and activities in all spheres of the University.

4. Operations

- 4.1. Procedural rules agreed to by the Council shall be used by the Chair to facilitate discussions. The operations of the Council will be guided by a set of core principles, striving to be *representative* and *inclusive* of the McGill community, *receptive* to existing knowledge, and prioritizing and *holistic* in approach to engagement visioning and planning, generating community collaboration and recognizing the valuable roles played by all.
- 4.2. The Council shall meet 3 to 4 times a year and at such other times as the Chair considers necessary.
- 4.3. Any member may suggest items for discussion. Members should advise the Office of Sustainability in advance of the meeting to allow relevant documents to be circulated and to allow members adequate time for preparation.
- 4.4. The minutes of the meetings will be made available on the McGill Office of Sustainability website.

5. Reporting

- 5.1. The Chair will report to the Principal at least once per year on the main activities and achievements of the Council.