

Advisory Council on Sustainability
Terms of Reference
June 2017

1. Purpose

The mandate of the Advisory Council on Sustainability is to position McGill 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;
- Identifies and leverages opportunities to advance sustainability initiatives at McGill;
- Creates opportunities for pan-university sustainability initiatives.

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 19 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 Co-Chairs, except for the 3 student representatives. Membership shall include:

- 4 staff representatives , including:
 - The Committee Co-Chairs, namely the VP Administration and Finance, and the Provost (VP Academic);
 - 2 senior administrators.
- 4 faculty members, preferably senior academic leaders;
- 1 Indigenous representative;
- 3 student representatives;
- 6 members-at-large with significant expertise in sustainability governance and policy, representing a variety of sectors (government, non-governmental, private, etc.);
- The Committee Steward, namely the Director of the Office of Sustainability.

- 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;
- 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 Co-Chairs 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, *transparent* in decision-making 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 2 to 3 times a year and at such other times as the Co-Chairs consider 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 Council shall seek to operate by consensus. If members cannot reach consensus on an issue, it shall be noted when reporting to that topic.

5. Reporting

- 5.1. The Co-Chairs will report to the Principal at least once per year on the main activities and achievements of the Council.
- 5.2. The Council oversees the production of an annual report on McGill's sustainability performance and progress to be presented to the senior administration, the Senate and the Board of Governors.