



Sustainable Seneca Committee

Terms of Reference

MANDATE

The Sustainable Seneca Committee (SSC) is a cross-institutional stakeholder group whose members are students and employees from across Seneca. The SSC will advise Seneca's Office of Sustainability (SOS), including making recommendations on the strategic actions and priorities outlined in Seneca's Sustainability Plan. The Committee recognizes that sustainability is a complex objective that goes well beyond the environment to include social equity, cultural vitality and economic responsibility.

COMMITTEE OBJECTIVES

Reporting to Seneca's Senior Executive Committee, the SSC will work with Seneca's Office of Sustainability to implement Seneca's Sustainability Plan and embed sustainability in the Seneca culture, in the way we conduct our business, and the values and learning we impart to our students.

The SSC will focus on four key action areas, outlined in Seneca's Sustainability Plan:

1. Education and Research:

- Add sustainability as one of the core literacies
- Integrate sustainability into the curriculum
- Develop multidisciplinary applied research opportunities among students and faculty
- Grow immersive teaching and learning experiences on sustainability
- Build living learning lab opportunities

2. Community:

- Develop a responsive communications strategy that informs and inspires action and ownership and which relays progress
- Develop an external engagement framework that focuses on two-way partnerships that grow relationships over time
- Develop a campus engagement framework that focuses on capacity-building and empowerment

3. Operations:

- Update the Procurement Policy to embed sustainability
- Create a greenhouse gas (GHG) reduction plan
- Increase the amount of locally/sustainably sourced food served
- Update and implement a waste reduction and minimization plan
- Establish an integrated planning process for new and existing spaces and facility renewals
- Grow the sustainable commuting program

4. Sustainability Leadership:

- Build partnerships with external partners to support student and employee well-being

Monitoring and Reporting Responsibilities:

- Endorsing sub-committee/working groups' annual work plans
- Providing guidance and recommendations regarding planning, administration and leadership
- Providing input into business cases developed by the working groups or the SOS
- Endorsing projects, policies, initiatives and reports (including annual reporting and STARS)

MEMBERSHIP

Membership in the Committee shall be comprised of:

Co-Chairs

The Co-Chairs shall be appointed by the President.

Duties of the Chair(s):

- Reporting to and bringing forward recommendations to SEC
- Confirming meeting agendas, including goals for each meeting
- Ensuring committee objectives are met
- Managing the work plan for the committee
- Endorsing the sub-committee/working groups' annual work plans
- Endorsing projects, policies, initiatives and reports (including annual reporting and STARS)
- Providing guidance and recommendations regarding planning, administration and leadership activities
- Providing input into business cases developed by the working groups or the SOS

Other members of the committee shall include:

Representative of the Seneca Student Federation and up to three other students recommended by their program deans or chairs

Vice-President, Finance & Administration

Director of Sustainability (Seneca's Office of Sustainability)

In consultation with the appropriate SEC member, representatives shall be appointed by the co-chairs from the following areas: First Peoples@Seneca, ITS, Student Services, Human Resources, Seneca Innovation, Teaching and Learning, Marketing, Procurement, Campus Services & Facilities, the academic faculties, and others as the co-Chairs may determine from time to time.

Length of Term

Upon appointment, members should commit to a two-year term, to be reviewed at that point.

SSC Meeting Frequency

The committee will meet a minimum of four times per year in September, November, February and May. * More often when there are major projects underway.

SSC Sub-Committees

Education & Research Sub-Committee

Purpose: Reporting to the SSC, the Education & Research subcommittee will support the SSC by reviewing, revising and guiding the implementation of and reporting on the strategic actions outlined in the Education & Research section of Seneca's Sustainability Plan.

Membership: SSC members and other operations employees

Operations Sub-Committee

Reporting to the SSC, the Operations Sub-Committee will support the SSC by reviewing, revising and guiding the implementation of and reporting on the strategic actions outlined in the Operations section of Seneca's Sustainability Plan.

Membership: SSC members and other operations employees

Working Groups

As required, the SSC may create working groups to execute cross-divisional projects in a coordinated, collaborative and multidisciplinary manner.

Membership: The project-based working groups will consist of members from the sub-committees, or designates, as well as broader representation from across Seneca, based on the project. Others outside of the sustainability committee structure will be invited into working group projects, based on interest and specific areas of domain expertise.