

President's Advisory Committee on Sustainability (PACS)

*In 2015, The University of Regina introduced the strategic plan titled *peyak aski kikawinaw: Together, We Are Stronger*. a strategic plan outlining a set of common goals rooted in and responding to the needs and aspirations of our campus and community. At the core of this document, this vision is an emphasis on communication, engagement, and sustainability in all that we do. By focussing on the pursuit of excellence within these areas and by weaving sustainability throughout our teaching, research, operations, and service, we will advance a culture of sustainability and wellbeing on our campus that energizes and empowers us and the communities we serve. Moreover, by celebrating our successes and existing strengths, as well as identifying and communicating our priorities, responsibilities, and opportunities in advancement, we can foster a stronger, healthier campus community and spirit.*

The intent of the President's Advisory Committee on Sustainability (PACS) is to support the vision of the Strategic Plan and help guide the University of Regina in ensuring that the best insight, knowledge, and leadership, as well as high ethical standards regarding sustainability, are brought to decisions around sustainability in the areas of operations, education, research, performance evaluation and community service.

Terms of Reference

The Committee is directly responsible to the President of the University of Regina.

1. Membership (10)

Chair – Provost and Vice-President (Academic) – ex-officio

Associate Vice-President (Facilities Management) – ex-officio

One Representative of the Regional Centre of Expertise on Education for Sustainable Development, Saskatchewan (RCE Saskatchewan)

One Representative of the Consortium for Global Change Management as selected by the Vice-President (Research) in consultation with the organizations listed below:

Prairie Adaptation Research Collaborative (PARC)

Institute for Energy, Environment and Sustainable Communities (IEESC)

Two Academic Members appointed by the President of the University of Regina

Two Administrative Members selected by the Vice-President (Administration)

One Student Member selected by the University of Regina Students' Union

One Student Member selected by the University of Regina Graduate Students Association

Technical Advisor – Sustainability Co-ordinator

- 1.1 The committee can invite any guest or additional technical advisor to any meeting should it require specific expertise.
- 1.2 Administrative support will be provided by the Office of the Provost.
- 1.3 Membership Selection (after initial appointments and establishment of the committee)

- i) Sitting members may provide recommendations for membership for consideration by the various approval authorities.
 - ii) Members representing designated groups will be selected by the designated group.

- 2. Term of Office
 - 2.1 Three years for appointed members; student members will serve one-year terms.
 - 2.2 When first formed, two appointed members will serve three-year terms, three will serve two-year terms, and two will serve a one-year term. This staggering is to ensure a regular turnover of members with minimal disturbance to the committee.
 - 2.3 Membership renewal is subject to committee approval and reappointment by the designated group.
 - 2.4 Memberships can be renewed for a total of three subsequent terms.

- 3. Purpose ¹
 - 3.1 The *PACS* is an advisory committee to the University of Regina President. Generally, the committee provides advice on University sustainability goals, plans, initiatives, projects, reports, policy, practices, recognition strategies, and monitoring efforts.
 - 3.2 The Committee will advise the University of Regina in development of policies on campus sustainability. *PACS* will also periodically review University of Regina policies in light of the University's definition of sustainability, the University of Regina Strategic Plan, and sector best practices.
 - 3.3 As an advisory body, the Committee is empowered to respond to issues referred to it by University academic, administrative, and governing bodies as well as to raise issues on campus sustainability to these bodies from time to time. These issues can include opportunities for action and best practice.
 - 3.4 The Committee will review campus sustainability issues raised by its own members, members of the University of Regina campus community, and the broader public, and act within its advisory capacity in responding to these matters.
 - 3.5 The Committee will act as ombudsmen on campus sustainability issues and it will provide an annual report to the President of the University of Regina providing:
 - i) a report of Committee's activities over the course of the previous year;
 - ii) an analysis of the University's progress towards campus sustainability, including commentary and analysis of the annual report from the Sustainability Co-ordinator; and
 - iii) suggestions regarding opportunities for action of the University of Regina in relation to campus sustainability issues.
 - 3.6 The Committee will support and promote education and research on campus sustainability issues, as well as public awareness, in conjunction with the Sustainability Co-ordinator. Moreover, the Committee may provide additional advice and resource to academics, administration, and students, as well as other organizations impacting the sustainability of the University of Regina campus (e.g., URSU and the Federated Colleges).

¹ Based largely upon the 'Duties assigned under this policy, Sustainable Campus Advisory Committee (SCAC)' section of the *University of Regina Sustainable Campus Policy (Final Version)*; June 6th, 2006.

4. Operations
 - 4.1 Procedural rules developed by the Committee shall be used by the Chair to facilitate discussions. In the absence of developed rules, such as in the Committees' formation, Robert's Rules of Order will be assumed.
 - 4.2 The Committee shall meet on a bi-monthly basis; or as required to perform its functions at the request of the Chair, or five members of the Committee.
 - 4.3 Any member may suggest items for discussion. Members should advise the Office of Sustainability in advance of the meeting to allow relevant documentation to be circulated and to allow members adequate time for preparation. (In the interim, the Executive Assistant to the Provost and Vice-President (Academic).
 - 4.4 At regular meetings, a quorum shall be a minimum one half of the voting membership. In the absence of a quorum, a Committee meeting will be rescheduled.
 - 4.5 The Committee shall seek to operate by consensus without the need for formal votes. When a member requests a formal vote, a motion will be carried when supported by one half plus one of the members present.
 - 4.6 Sub-committee meetings shall be structured around availability of members. Sub-committees report to and advise the Committee; they are responsible for providing detailed reviews, plans, advice, and/or options on particular issues.

5. Sub-committees
 - 5.1 There are two kinds of sub-committees attached to the *PACS*:
 - i) Standing Committees, which serve on an ongoing basis.
 - ii) Ad Hoc Committees, which are established to address a specific mandate within a specific timeline.
 - 5.2 The responsibility of the *PACS* to sub-committees is to:
 - i) Appoint a Chair
 - ii) Establish Terms of Reference

6. Reporting
 - 6.1 All meetings shall be documented including attendance, agenda, decisions made, and support material. The Committee has the capability to proceed '*in camera*' when appropriate.
 - 6.2 The Committee shall provide advice on the annual and public reports of the Office of Sustainability, which will be submitted to the President of the University of Regina.
 - 6.3 All reports of the Committee and the Sustainability Co-ordinator are to be publicly available on the University of Regina website.