

Terms of Reference

(September 2023)

TRU Zero Waste Subcommittee

A subcommittee of the TRU ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE (ESAC)

Background and Purpose

Thompson Rivers University (TRU) aims to become a zero-waste campus by 2035. Zero waste is commonly defined as diverting 95% of waste from landfill. [TRU's five-year Zero Waste Plan \(2022 – 2027\)](#) provides a roadmap and important steppingstone for achieving this goal.

The Zero Waste Subcommittee provides oversight for implementation of TRU's Zero Waste Plan, ensuring timely progress is made on established targets. The group is responsible for identifying gaps in performance and identifying/researching additional resources that may be required to adjust course in meeting those targets.

Responsibilities

1. The Zero Waste Subcommittee reports to ESAC and updates ESAC on its core activities, including any significant decisions or resource requests.
2. The Zero Waste Subcommittee provides TRU members with tools, expertise and guidance required to facilitate decision making related to waste management. This includes removing barriers to and creating incentives for waste minimization, reuse, and diversion.
3. In addition to overseeing implementation of TRU's Zero Waste Plan, the committee will strive to align efforts and recommendations with the goals and objectives outlined in:
 - [TRU's Campus Strategic Sustainability Plan](#)
 - [AASHE's Sustainability Tracking, Assessment & Rating System \(STARS\)](#), particularly by taking proactive steps to achieve the maximum scoring possible for credits related to:
 - Waste Minimization and Diversion
 - Construction and Demolition Waste Diversion
 - Hazardous Waste Management
 - [United Nations Sustainable Development Goals](#), particularly:
 - SDG #3: Good Health and Wellbeing
 - SDG #11: Sustainable Cities and Communities
 - SDG #12: Responsible Consumption and Production
 - SDG #14: Life Below Water
 - SDG #15: Life on Land
 - [STARS Aligned](#): Using the Sustainability Tracking Assessment & Rating System to Report on Contributions to the U.N. Sustainable Development Goals

Composition and Terms of Office

- **Chair** – the subcommittee is typically chaired by a member of the TRU Sustainability Office most responsible for zero waste initiatives on campus. However, the Chair can also be nominated by the subcommittee and elected at the first meeting of the academic year, to serve a two-year term. The Chair provides updates on behalf of the subcommittee at monthly ESAC meetings.
- **Co-Chair** – the Co-Chair is nominated by the subcommittee and elected at the first meeting of the academic year, to serve a two-year term and will chair meetings if the Chair cannot.
- **Key Stakeholders** – the subcommittee will include representation from key stakeholder groups who have authority to make decisions and direct operations necessary to implement TRU's Zero Waste Plan. Representation will include, but is not limited to, Sustainability Office, Facilities Services (e.g. Utility, Construction and Demolition), Campus Infrastructure, IT Services, Procurement Services, Ancillary Services, Food Services, Marketing and Communications, Students' Union, Graduate Students, Residences, Janitorial, Office of Safety and Emergency Management (Hazardous Waste), CUPE, and TRU Faculty Association.
- **Members-at-Large (MAL)** – All members of the TRU community (students, faculty, and staff) can be MAL and will serve a minimum of a one-year term.

Ongoing consideration will be given to membership composition. When required, members will reach out to the most appropriate staff, faculty, and students about joining.

Meetings, Agendas, Records and Reporting

- Meeting dates and times will be agreed upon by the subcommittee every September for the upcoming academic year. Meetings will be 1 hour in duration, scheduled bi-monthly (monthly if required) from September to June, and will never fall on a Monday or Friday.
- The chair will be responsible for ensuring that meeting agendas are sent out to all members one week prior to the meeting date.
- Meeting minutes will be recorded during all meetings and sent to committee members within one week of each meeting.

Administrative Support

- Provided by the TRU Sustainability Office