

**Toronto District School Board  
Environmental Sustainability Advisory Committee - ESAC  
Terms of Reference - March 2017**

**1. Official Name:**

Environmental Sustainability Advisory Committee (ESAC)

**2. Mandate:**

- a. To identify and discuss issues of environmental sustainability and climate change as they relate to the TDSB, by facilitating ongoing feedback from the community through the engagement of students, parents and parent groups, community advocacy groups, nonprofit organizations, members of the general public, TDSB staff etc.
- b. To make recommendations to the TDSB regarding environmental concerns.

**3. Terms of Membership**

- a. Board appoints one Trustee as Co-chair and the committee selects one Co-Chair from the community member representatives (annually unless otherwise decided by ESAC).
- b. If a member has a pecuniary interest in the outcome of ESAC decisions, the member cannot be appointed as a Co-Chair.
- c. The Trustee Co-Chair and Community Co-Chair have equal status with regard to agenda setting, meeting management, and role as the ESAC spokesperson. The Co-Chairs will mutually agree upon specific division of responsibilities.
- d. The committee is open to students, parents and parent groups, community advocacy groups, non-profit organizations, members of the general public, municipal and provincial staff, TDSB staff, etc.
- e. Observers who are interested in joining the committee can attend meetings and speak, at the Chair's discretion, but not vote. If an observer attends two consecutive meetings he/she will be considered a voting member.
- f. If the Community Co-Chair is unable to fulfill the term, the ESAC can appoint a new community representative for the remainder of the one-year term. The position will be advertised through various TDSB channels (eg. EcoSchools newsletter, PIAC newsletter, Trustees' Weekly, Systems Leader Bulletin, student Super Council, OISE partners, Toronto Youth Council for City of Toronto)
- g. If the Trustee Co-Chair is unable to fulfill the term, ESAC can request that the Board appoint a new Trustee Co-Chair.
- h. At the last meeting of the school year, the committee will review its composition of regularly attending members and recruit community representatives as needed to maintain diversity. For example, groups with a vested interest in an environmental issue(s) and/or a connection to geographic area that is underrepresented.

#### **4. Decision Making**

Where possible, decisions should be made by consensus. When votes are necessary, a simple majority of those present will be sufficient.

#### **5. Meetings:**

- a. There will be minimum of 6 meetings per school year. The meeting schedule will be set at the beginning of the year.
- b. Members must submit any documents to be printed 48 hours prior to the meeting and printed materials will be kept to a minimum.
- c. Members have the option of attending by conference call. If this is necessary they should inform the meeting coordinator at least 3 days ahead of time so they can make the appropriate arrangements.
- d. Occasionally the meetings may be held by conference call, if necessary.
- e. Sub-committees/Working groups will be established as required, with scope of work established by the ESAC.

#### **6. Administration:**

The TDSB support staff will assist ESAC Co-Chairs with agenda development, minutes, ordering refreshments, coordination of meetings and committee lists, outreach, and information gathering.