



TERMS OF REFERENCE

1. **Name:** Sustainability Advisory Group

2. **Type:** Advisory Group

3. **Reporting Relationship**

The members of the Advisory Group are appointed by the Director, Professional Practice Standards and Development

The Advisory Group reports to the Director, Professional Practice Standards and Development

4. **Purpose**

To identify, promote and facilitate sustainability in the practice of engineering and geoscience. Sustainability is the concept of utilizing physical, natural and social resources to meet our needs and aspirations without compromising the well being of ecosystems and future generations.

5. **Authorities of the Advisory Group**

5.1 The Sustainability Advisory Group is not authorized to advise registrants on individual practice matters, i.e. no regulatory role.

5.2 The Sustainability Advisory Group must not speak on behalf of the Engineers and Geoscientists BC or act as subject matter experts unless requested to do so by Council decision.

6. **Function / Deliverables**

Education/Guidance:

6.1 To develop, prepare, maintain, and provide input on guidelines, policies, and legislation for use by Engineers and Geoscientists BC and its registrants which promote and enable sustainability.

- 6.2 To review on an annual basis the Engineers and Geoscientists BC Sustainability resources including the sustainability guidelines and resources.
- 6.3 To develop and recommend responses for issues where an Engineers and Geoscientists BC position is sought or needed.
- 6.4 To develop and recommend strategies that foster a knowledge and understanding of principles of sustainability by Engineers and Geoscientists BC registrants and the public.

Awareness/Engagement/Outreach:

- 6.5 To develop and recommend strategies that raise awareness among Engineers and Geoscientists BC registrants for achieving sustainability.
- 6.6 To recommend responses to sustainability issues that are brought up by Engineers and Geoscientists BC registrants.
- 6.7 To identify and recommend to Council, transgenerational issues that warrant a place on future work plans of Engineers and Geoscientists BC.
- 6.8 To identify and recommend initiatives with key messages that warrant broad based communication to the public, registrants and other BC associations or collaborative work with Engineers Canada or Geoscientists Canada.
- 6.9 To review submissions and recommend the recipient for Engineers and Geoscientists BC's annual Sustainability Award.
- 6.10 To actively engage with related Advisory Groups and divisions in areas of common interest that advance the practice of engineering and geoscience.
- 6.11 To assist Engineers and Geoscientists BC with the development of continuing professional development courses related to sustainability.

Report:

- 6.12 To report annually to Council on: i) achievements of the past year, ii) work plan for the year ahead and resources needed; iii) succession planning for the Advisory Group; and iv) other matters of importance.

7. Budget

- 7.1 Except as allocated in Engineers and Geoscientists BC's budget, the Advisory Group has no budget authority beyond reasonable expenses for travel or ancillary expenses. Budget for special projects may be approved by Council from time to time.

8. Membership

- 8.1 The recommended maximum number of people on the Advisory Group is 11.
- 8.2 The Advisory Group may invite representatives of other, Advisory Group, divisions and associations to work with the group as non-voting members.
- 8.3 A member of Council may be appointed to the Advisory Group to serve as a liaison with Council.
- 8.4 At any time the number of non-registrants on the Advisory Group cannot exceed the number of registrants on the Advisory Group.

9. Term of Office

- 9.1 Appointments are normally two years and renewable twice, unless the Director, Professional Practice Standards and Development deems it appropriate to extend beyond the normal terms in accordance with the Engineers and Geoscientists BC approved term length policy.

10. Selection of Officers

- 10.1 The Chair is selected by the Advisory Group, annually.

11. Quorum

- 11.1 The majority of the members of the Advisory Group.

12. Frequency of Meetings

- 12.1 Meetings at least 6 times per annum, or more often, if required, at the call of the Chair.

13. Conduct of Meetings

- 13.1 The Advisory Group meets or adjourns as it sees fit, including meeting by any combination of Advisory Group members attending in person or by Electronic Means.
- 13.2 On occasion, the Chair and/or the Staff Support may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Advisory Group members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Advisory Group. A consent resolution is deemed to have been achieved if
- a) there are no negative votes,
 - b) there are no calls for in-person discussion, and
 - c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the Advisory Group. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

14. Minutes

- 14.1 Minutes of the Advisory Group are the responsibility of Engineers and Geoscientists BC staff.

15. Periodic Reporting and Review of Terms of Reference

- 15.1 The Advisory Group shall review its Terms of Reference on an annual basis and as requested by the Director, Professional Practice Standards and Development, submit verification of its review to the Director, Professional Practice Standards and Development.

16. Staff Support

- 16.1 Staff Lead – Manager, Climate Change and Sustainability Initiatives, Professional Practice Standards and Development.
- 16.2 Staff Support – Professional Practice Coordinator or Administrative Assistant, Professional Practice, Standards and Development

APPROVED BY DIRECTOR:

APPROVED BY COUNCIL: June 18, 2004 (Minute #CO 04-93-2)

AMENDED BY COUNCIL: June 23, 2006 (Minute #CO-06-72)

AMENDED BY COUNCIL: March 13, 2009 (Minute #CO-09-39-2)

AMENDED BY COUNCIL: November 30, 2012 (Minute #CO-13-14)

APPROVED BY CEO & REGISTRAR: March 5, 2019

(Reviewed by Committee with no changes recommended: May 24, 2019)

APPROVED BY DIRECTOR: January 4, 2021