

University of Alberta Waste Diversion Working Group

Terms of Reference

I. Purpose

The University of Alberta has a growing need to demonstrate its leadership in and commitment to sustainability¹. Higher education institutions are continuously in the public spotlight through reporting tools such as the Sustainability Tracking, Assessment, and Rating System (STARS), various green building metrics (LEED, Green Globes, BOMA BESt), and public awards (e.g. the Emerald Awards). Students' choices of school are influenced by universities that make a clear commitment to environmental issues². Waste diversion systems are a very visible way for the university to demonstrate its commitment to a sustainable future.

The University of Alberta Waste Diversion Working Group (the "Working Group") is focused on the university's commitment to waste reduction and diversion, and more specifically, exists to achieve and advance the university's Sustainability Plan² goal:

*"By 2020, divert 90% of waste from landfill and continue to reduce waste per campus user."*³

II. Definitions

Waste diversion refers to the process of sending waste away from the landfill (e.g. recycling, composting).

Waste reduction refers to decreasing the total amount of waste generated.

Diversion rate refers to the percentage of waste that is diverted away from the landfill compared to the total amount of waste generated.

III. Goals and Duties

The Working Group will bring together stakeholders in waste diversion programs across the University of Alberta to collaborate, provide strategic guidance for the activities of these stakeholder groups, and help to develop a comprehensive waste diversion strategy for the university.

More specifically, the goals and duties of this Working Group will include but are not limited to:

- Facilitating ongoing collaboration between campus stakeholders to advance university waste diversion;
- Improving consistency across UAlberta waste diversion programs;

¹ University of Alberta Sustainability Commitment and Guiding Principles, 2008.

<http://www.sustainability.ualberta.ca/PlansProgress/SustainabilityCommitmentandGuidingPrinciples.aspx>

² Source: <http://www.princetonreview.com/college-hopes-worries.aspx>, accessed June 12, 2013.

³ University of Alberta Sustainability Plan, 2016-2020.

- Conducting an inventory and needs assessment of current waste diversion programs at UAlberta;
- Identifying additional campus stakeholders to be engaged as necessary to further inform the Working Group's activities;
- Developing a Waste Diversion Plan for UAlberta, including establishing targets and action plans;
- Evaluating and reporting on campus waste diversion progress;
- Engaging and educating the campus community to increase knowledge and improve waste diversion behaviours;
- Integrating university waste diversion programs into academia; and
- Connecting with community members in Edmonton, Alberta, Canada, and abroad to share and exchange knowledge and best practices in the field of waste diversion.

IV. **Scope**

The Working Group will address waste diversion programs managed by the University of Alberta, by such groups as Buildings and Grounds Services, Ancillary Services, and the Students' Union.

V. **Procedures**

a. Establishing the Working Group

The Working Group Chair is responsible for establishing the Working Group and ensuring that membership is complete. The Chair will appoint members or request nominations as appropriate from the groups identified in the Working Group Composition, and as may be required to further the goals of the working group.

b. Working Group Chair

Buildings and Grounds Services and Energy Management and Sustainable Operations will assign representatives to co-chair the Working Group.

c. Working Group Composition

Core Membership

Core members of this Working Group are in positions that require or allow them to manage, influence, and/or make decisions regarding waste diversion programs at the University of Alberta. Membership recognizes and reflects the diversity of stakeholders involved in campus waste management.

Core membership will comprise representatives from the following groups:

- Energy Management and Sustainable Operations
- Buildings and Grounds Services
- Planning and Project Delivery
- Ancillary Services
 - Hospitality Services

- Real Estate Services
- Residence Operations
- Office of Sustainability
- Supply Management Services
- Students' Union
- Augustana Facilities and Operations
- Faculty Representative
 - This member should be a university faculty member who is a member of the President's Academic Advisory Committee on Sustainability (PAACS) and/or an expert in the field of waste management.

Resource Members and Groups

Resource members and groups are those that may often need to be consulted with respect to the work of the Working Group, are working in areas that involve campus waste diversion, and/or represent other groups on campus that are affected by campus waste diversion.

Resource members and groups may include but are not limited to:

- Buildings and Grounds Services (e.g., Manager of Cleaning Services and Procurement, Manager of Landscape Services)
- Office of Sustainability (i.e., Director, Coordinators)
- Residence Services (e.g. Residence Life)
- NASA (Non-Academic Staff Association)
- AASUA (Association of Academic Staff University of Alberta)
- GSA (Graduate Students' Association)
- Post-doctoral Fellows Association

d. Terms of Appointment and Attendance

Staff and faculty membership will last for two years or as long as the specified position exists. Students will hold one year terms. The Chair reserves the right to request a replacement if a Working Group Member fails to show continuous engagement in the working group (e.g. meeting attendance, engagement in working group documents or tasks, etc.). If a working group member is occasionally unable to attend a meeting, they may send a delegate in their place. If a delegate is to attend a meeting, the delegate shall be prepared to fully represent their delegator at the meeting and fully brief the delegator following the meeting. Renewal of a term is possible with the approval of the Chair.

e. Reporting

The Chair will provide a resource person for each meeting to record and prepare minutes. Minutes will be distributed via email and all relevant Working Group documents will be shared and stored via a Google Drive folder that Working Group members can access.

f. Frequency of Meetings

The Working Group will meet no less than once every three months, but can meet more frequently if the Working Group members deem it necessary. The Chair reserves the right to call additional meetings if deemed necessary.

UAlberta Waste Diversion Working Group – Current Members

Appendix to the Terms of Reference.

<p>Buildings and Grounds Services</p> <ul style="list-style-type: none"> • Associate Director • Waste Diversion/Recycling Supervisor • Zero Waste Coordinator • Resource person 	<p>Ray Dumouchel (Co-Chair) Jessie Kwasny Lisa Martin Nadeau Marian Bouanani</p>
<p>Energy Management and Sustainable Operations</p> <ul style="list-style-type: none"> • Sustainability Coordinator 	<p>Shannon Leblanc (Co-Chair)</p>
<p>Office of the University Architect</p> <ul style="list-style-type: none"> • Manager of Campus Planning and Development 	<p>Phil Rinn</p>
<p>Ancillary Services</p> <ul style="list-style-type: none"> • Supervisor, Residence Operations • Support Services Coordinator • Sr. Property Mgt Coordinator, Commercial Property Management 	<p>Penny Milligan Lorraine Huntley Gail Harvey</p>
<p>Office of Sustainability</p> <ul style="list-style-type: none"> • Project Planner - Engagement 	<p>Kayleigh Wiebe</p>
<p>Supply Management Services</p> <ul style="list-style-type: none"> • Associate Director, Distribution Services 	<p>Kris Urbanczyk</p>
<p>Students' Union</p> <ul style="list-style-type: none"> • General Manager • Senior Manager, Facilities and Operations • Team Lead, Involvement 	<p>Marc Dumouchel Margriet Tilroe-West Christopher Avelar</p>
<p>Sustain SU</p> <ul style="list-style-type: none"> • Program Lead 	<p>Jasmine Farahbakhsh</p>
<p>Augustana Facilities and Operations</p> <ul style="list-style-type: none"> • Manager 	<p>Chris Blades</p>
<p>Faculty Member</p> <ul style="list-style-type: none"> • This member should be a university faculty member who is a member of the Office of Sustainability Academic Advisory Committee and/or an expert in the field of waste management. 	<p>Daryl McCartney* Professor, UAlberta Department of Civil & Environmental Engineering Executive Director, EWMCE *delegate: Kentson Yan</p>