

Terms of Reference

(October, 2022)

TRU Sustainable Purchasing Subcommittee (SPS)

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

Purpose

Every purchasing decision is also a sustainability decision. Every time anyone - whether as an individual or as an organization - purchases anything, they are making a decision that affects all three of the pillars of sustainability: economic, environmental, and social. Too often, purchasing decisions are overly swayed by economic factors, while discounting the environmental and social consequences of that decision. This subcommittee will attempt to provide tools and help guide members of TRU in making sustainable purchasing decisions that factor in all three of these considerations using a more balanced and long-term approach. Members of this subcommittee will attempt to help guide decisions that affect the broader TRU community and which are fair, open and transparent.

Due to TRU's large size as a public institution, and hence its significant purchasing power, helping to make these types of purchasing decisions will hopefully have a positive long-term effect throughout the Kamloops community and beyond; making TRU a more sustainable institution while simultaneously helping to do the same in the communities it serves.

Where appropriate, the Sustainable Purchasing Subcommittee will encourage TRU community members to engage with and integrate the seventeen [United Nations' Sustainable Development Goals](#) (SDGs) into purchasing decisions to try and achieve the objectives of the SDGs. Of particular interest to this subcommittee are the following SDGs:

- #1, No Poverty
- #7, Affordable and Clean Energy
- #10, Reduced Inequalities
- #11, Sustainable Cities and Communities
- #12, Responsible Consumption and Production.

Responsibilities

1. The Sustainable Purchasing Subcommittee (SPS) reports to the Environmental Sustainability Advisory Committee (ESAC).
 - a. The SPS will update the ESAC on its core activities.
 - b. Advise ESAC regarding any significant sustainable purchasing decisions.
2. The SPS is committed to providing members of TRU with sustainable purchasing tools, expertise and guidance regarding any purchasing decisions for goods or services. These tools include such things as workshops, webinars, key documents, and fact-sheets.
3. To take proactive steps in aligning purchasing decisions in order to optimize the possibility of achieving the maximum score available under certain TRU reporting frameworks, such as STARS ([Sustainability Tracking, Assessment & Rating System](#)).
 - a. As of January 2022, the seven sections in the STARS report that pertain to this are:
 - OP 6: Clean and Renewable Energy;
 - OP 7: Food and Beverage Purchasing;
 - OP 11: Sustainable Procurement;
 - OP 12: Electronics Purchasing;
 - OP 13: Cleaning and Janitorial Purchasing;
 - OP 14: Office Paper Purchasing;
 - OP 15: Campus Fleet.
 - To work with TRU offices/depts that are directly involved in these seven areas in order to facilitate these steps.
4. To pursue the establishment of a TRU EDI Purchasing Framework (Equality, Diversity, Inclusion) in order to assist with purchasing from businesses which are local, Indigenous, minority-owned and/or owned by any individual or group who identifies with EDI associated groups.
 - b. To invite members of TRU offices/depts that are directly involved in matters pertaining to opportunities for those in the EDI community to assist in the development of this framework.

Composition and Terms of Office

- Chair - The Chair should be nominated by the sub-committee and elected at the first meeting of the academic year, to serve a two-year term.
- Vice-Chair – The Vice-Chair should also be nominated by the sub-committee and elected at the first meeting of the academic year, to serve a two-year term. The Vice-Chair will step in to chair meetings if the Chair cannot.
- Members-At-Large (MAL) – All members of the TRU community (students, staff and faculty) can be MAL. They will serve a minimum of a one year term.

As a general note, members of this sub-committee should regularly consider if new members are needed to sit on this subcommittee and if this is the case, then they are encouraged to discuss with various students or staff and faculty members about joining.

Meetings, Agendas, Records and Reporting

- Meeting dates and times will be agreed upon by the sub-committee. Meetings will normally occur once per month for one hour in advance of ESAC meetings (but not in July or August).
- The chair will be responsible for ensuring that meeting agendas are sent out to all members one week prior to the meeting date.
- Minutes will be recorded during all meetings and will be sent to all the committee members within one week of each meeting.

Administrative Support

TRU Sustainability Office.