

April 6, 2023

To: Dr. Chris LeMoine, Acting Dean of Science  
From: Environmental Science Advisory Committee (ESAC)  
Re: Amendment to the ESAC Terms of Reference

The current Terms of Reference for the Environmental Science Advisory Committee (ESAC) contains outdated language regarding the external committee members that should be removed. Secondly, the terms do not specify how to select a new Environmental Science Coordinator. Considering this, ESAC would like to put forward the following changes to the ESAC Terms of Reference:

#### Terms of Reference – Environmental Science Advisory Committee

##### PURPOSE

The Environmental Science Advisory Committee (ESAC) was established as a standing committee of Science Faculty Council. The purpose of the ESAC is to work in collaboration with the Environmental Science coordinator on issues related to the development, implementation, and management of the Environmental Science program. If specific issues arise, subcommittees may be struck with invited participation from members (or designates) with appropriate areas of expertise.

##### MEMBERSHIP

The members will include:

- 1) Environmental Science Coordinator
- 2) One (1) representative from each of the following participating departments:

Applied Disaster & Emergency Studies  
Biology  
Chemistry  
Geography  
Geology

##### Terms of Office

Selection and term of office for the Environmental Science Coordinator is governed by the BU-BUFA Collective Agreement.

Representatives will normally be appointed for a three (3) year term, with the opportunity to renew for an additional three (3) years. To ensure continuity, terms should be staggered and some

memberships renewed so that no more than half of the committee members change in a calendar year.

#### CHAIR

The committee will be chaired by the coordinator of the Environmental Science program.

#### MEETINGS

Normally, the committee will meet monthly during the academic year

#### VOTING

Each member other than the Chair shall have one vote, and the Chair will vote only to break ties.

#### QUORUM

The quorum is met with 50% (fifty per cent) of the ESAC members in attendance.

#### EVALUATION OF TERMS OF REFERENCE

The terms of reference shall be reviewed annually at the commencement of each academic year and amendments made to reflect the current needs of the Environmental Science Advisory Committee.

#### DISTRIBUTION OF AGENDA, MINUTES AND REPORTING

The Chair will circulate an agenda to the committee at least one week prior to scheduled meetings. The minutes will be distributed to the Committee members and Dean of Science. As a standing committee of Science Faculty Council, the Chair of the ESAC will provide a report on the activities of the committee to Science Faculty Council.

Sincerely,



Alex Koiter  
Associate Professor  
Department of Geography & Environment  
Coordinator, Environmental Science Advisory Committee