



POLICY

Environmental Sustainability Committee	
Policy Number: 120-015	Supersedes Policy Number: Not Applicable
Effective Date 2016-05-18	Approved By Council Motion Number: 33-05-16

1.0 Purpose

The primary purposes of the Environmental Sustainability Committee is to guide the development of projects and initiatives in an environmentally-sustainable manner and to provide a venue for the Committee to educate, promote and provide feedback on issues related to sustainability, advocacy and stewardship within the Town of Wolfville.

2.0 Scope

This Policy covers activities of the Environment and Climate Change Committee and those individuals appointed as members of the Committee.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)
- 3.2 Committees Policy 110-001
- 3.3 Committees Procedure Policy 110-002
- 3.4 Town of Wolfville Integrated Community Sustainability Plan
- 3.5 Town of Wolfville Municipal Planning Strategy
- 3.6 Municipal Climate Change Adaptation Plan

4.0 Definitions

- 4.1 **Committee.** A group of people appointed for a specific function, typically consisting of members of a larger group.
- 4.2 **Sustainability.** A state at which the demands placed on the biological environment can be met without reducing its capacity to allow all people to live well, now and in the future.



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5.0 Policy

5.1. Membership:

- 5.1.1 The Sustainability Committee will consist five (5) members of the public and one Councillor who shall be appointed by Council as follows:
 - a. One (1) member from the Acadia Sustainability Office
 - b. Three (3) members at large from the community
 - c. One (1) youth (18-25 years of age) member at large from the community
- 5.1.2 All members of Council are eligible to participate in this Committee. However, Councillor attendance, with the exception of the Council appointed Councillor, is not required or used for the calculation of quorum.
- 5.1.3 One (1) member of Council shall be appointed as Chair of the Committee.
- 5.1.4 All Committee members serve without pay. The Chair will serve a 2 year term. All other representatives are connected to a position.
- 5.1.5 The Council appointed Councillor and members at large will serve 2 year terms to maintain the knowledge base. The 4 members at large will rotate off in opposite years to maintain continuity. In the first year, two (2) members at large will sit for a one (1) year term.
- 5.1.6 The CAO will serve as an ex-officio member to the Committee.
- 5.1.7 If a member vacates the Committee for any reason at any time before that members term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for appointment to the Committee shall be invited by public advertisement.

5.2 Qualifications

- 5.2.1 Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.
- 5.2.2 Any member of the Committee is eligible for reappointment.
- 5.2.3 Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the



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Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

5.3 Mandate and Responsibilities

- 5.3.1 To provide advice to staff and Council on sustainability issues and impacts related to Town projects, information reports, Request for Decisions, Project Charters, etc.
- 5.3.2 To serve as a conduit for interested stakeholders passionate about sustainability issues to ensure efforts are maximized and not duplicated.
- 5.3.3 To serve in an ambassador role for promoting sustainability issues and initiatives.
- 5.3.4 To ensure that the efforts of the Town and Acadia University as they relate to environmental and climate change issues are aligned.
- 5.3.5 To provide advice to staff on the implementation of the MCCAP.
- 5.3.6 To advise and promote communication of the policy to the community
- 5.3.7 To provide advice to staff on continued success with the FCM Partners for Climate Protection Program.

5.4 Rules of Engagement

- 5.4.1 The committee will operate by consensus.
- 5.4.2 The Committee is subject to the principles set out in the *Municipal Conflict of Interest Act*.
- 5.4.3 Subject to Section 22 of the *Municipal Government Act*, meetings of the Committee are open to the public.
- 5.4.4 The Committee may receive presentations from the public upon approval of the Chair.

5.5 Administration

- 5.5.1 The meeting of the Committee will be held at a minimum every other month prior to the regularly scheduled Committee of the Whole meeting; and
- 5.5.2 Meetings will be held in the Council Chambers of Town Hall or at an alternate location with agreement of the Committee.



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5.6 Policy Review

This policy will be reviewed every year from effective/amended date.

CAO

May 18, 2016

Date