



**Sustainability Advisory & Climate Change Committee Policy
(November 20, 2023)**

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Short Title

Sustainability Advisory & Climate Change Committee (SACC) Policy

Purpose

To establish a Standing Committee (hereafter referred to as “Committee” or “SACC”), for the Town of Pictou (“Town”) in accordance with Section 24 of the Municipal Government Act.

Policy Objective

The objectives of the Committee Policy are to:

- a. provide operational guidelines for the Committee to promote a productive working relationship between the Committee and Town Staff and the Committee and Town Council;
- b. have efforts dovetail to the Town’s Integrated Community Sustainability Plan (ICSP) and other related plans;
- c. define the responsibilities of the Committee as a standing committee of Council;
- d. determine the membership of the Committee; and
- e. set out the Terms of Reference for the Committee.

Policy Presentation

Mandate

The purpose of the SACC Committee is to review and identify climate change opportunities and/or those referred by Council, which may include but are not limited to:

- Providing advice on implementation of the Pictou Waterfront Master Plan Background Report 2021, as it relates to the risk assessment;
- Providing advice on implementation of the Pictou Stormwater Management Plan;
- Identifying possible projects to reduce the Town’s carbon footprint that may be included in updates to the ICSP;
- Providing advice on where the Town can most effectively concentrate resources to help with Climate Change as it relates to mitigation and adaptation;
- Assisting with public education related to mitigation and adaptation.

Relationship between Council, Staff and the Committee

Pursuant to provision 32 of the *Municipal Government Act*, Town staff are accountable to the CAO. Any work requested of Department Heads providing support to the Committee may be amended by the CAO.

The main interaction between the Committee and Council is through Council’s consideration and approval of updates to related plans and through receiving advice and input on policy and project related matters.

After Committee input is received on matters of policy and projects, draft items are channelled through the Department Heads and in turn the Chief Administrative Officer for tabling with Council for their consideration.

Terms of Reference:

Committee Representation:

The Committee shall consist of five members.

- One member shall be a current Town Councillor appointed by the Mayor.
- One member shall be an employee of the Town.
- Three Citizens shall be appointed to the Committee by Council.

Terms of Office:

Members of the Committee will be appointed for a minimum term of three years, or until they resign. All terms shall be staggered.

Retiring citizen members shall be eligible for reappointment, but in no instance shall serve more than two consecutive terms.

All members shall remain in office until their respective successors are appointed. In the event of a vacancy, the person appointed to fill such vacancy shall hold office for the remainder of the term where the vacancy has arisen and shall be eligible for reappointment at that time.

Every member of the Committee who has not been in attendance at three consecutive meetings shall forfeit their position unless their absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes.

All members of the Committee will serve without pay.

The assigned Town employee or designate shall attend all Committee meetings and shall provide administrative control and support to the Committee, and provide advice on the impact of municipal policies, programs and services.

Offices:

The Chair shall be elected by the Committee members for a three-year term. Retiring Chairs are eligible for reappointment, but in no instance shall serve more than two consecutive terms.

Operating as a standing Committee of Council, it shall be a Town staff responsibility to record and maintain minutes in the Town minute book.

Meetings:

A majority of the current members of the Committee shall constitute a quorum for the purpose of regular meetings. No official business of the Committee shall be conducted without the aforementioned quorum.

Members, not voting on a question, are deemed to have voted in the positive. The Chair shall have a vote on all questions. In the event of a tie, the motion shall be lost.

Regular meetings of the Committee shall be held at least three times a year, the time and place of such regular meetings to be determined by the Committee.

Special meetings of the Committee may be called on forty-eight hours notice by the Chair, or at the request of any three members of the Committee.

Meetings of the Committee shall be held in a place accessible to the public in the Town of Pictou and shall be open to the general public with the exception of "in-camera" topics listed under provision 22 of the *Municipal Government Act*. The Committee shall post public notice and agendas of all meetings at least forty-eight hours prior to the date of the meeting via the Town web site and at the Town Office.

Pursuant to provision 31 (2) of the *Municipal Government Act* the Town's CAO may attend meetings and make observations and suggestions on any subject under discussion.

Any person or group who wishes to appear before the Committee shall give five days notice of such appearance to the Chair and/or the Accessibility Coordinator.

Ad Hoc Committees:

The Committee may appoint ad hoc committees to deal with any special matters or projects coming within the scope and jurisdiction of the Committee.

Financial Responsibilities:

Neither the Committee nor any member of the Committee has any power to authorize any expenditure to be charged to the Town or to pledge the credit of the Town for any member without the written approval of the Town of Pictou.

Clerk's Annotations

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members
of Intent to Consider [7 days minimum]: November 6, 2023

Date of Passage of Current Policy: November 20, 2023

I certify that this Policy was adopted by Council as indicated above.

Kyle Slaunwhite
CAO

Date