

City of Biddeford
Mayor's Sustainability Committee
May 28, 2024 5:30 PM Second Floor Conference Room & Zoom
<https://biddeford.zoom.us/j/98873480118>
Webinar ID: 988 7348 0118

STATUS: Mayor's Sustainability Committee, Tuesday, May 28, 2024, Second Floor Conference Room & Zoom

1. DISCUSSION

1.1. Pollinator Festival, May 18

1.2. Future Public Engagement

Possible Partners: Engine

McArthur Library

Heart of Biddeford

UNE

1.3. Thinking about CAP priorities

2. REVIEW

2.1. Review Sustainability Ordinance Draft (for June 22 Policy Committee)

[Sustainability Commission Ordinance -EDITS MAY 2024.pdf](#)

3. ADJOURN

Chapter 2. Administration

Article IV. Boards, Committees, and Commissions

Division 14. Sustainability Commission

Sec. 2-340. Established

The Biddeford Sustainability Commission is hereby established.

Sec. 2-341. "Commission" Defined

Unless otherwise indicated, the term "Commission," as used in this division, shall mean the Biddeford Sustainability Commission.

Sec. 2-342. Composition; Appointment of Commissioners; Terms of Office

- a. The Commission shall consist of nine members, referred to in this division as "Commissioners." Such Commissioners shall be nominated by the Mayor and confirmed by the City Council.
- b. Commissioners shall serve for three-year terms. The terms of each Commissioner shall be staggered so that no more than three Commissioners' terms shall expire in the same year. Any Commissioner appointed to fill a vacancy for which more than half of the unexpired term remains shall be deemed to have served one full term.
- c. A Commissioner shall automatically be removed from office in the event that he or she no longer is a resident of the City of Biddeford or is absent for three consecutive regular meetings without being excused by the Chair.

Sec. 2-343. Functions and Purposes

It shall be the function and purpose of the Sustainability Commission to:

- a. Develop and recommend policies to City Council for the implementation of climate actions as outlined in the 2023 Biddeford Climate Action Plan;
- b. Endeavor to meet greenhouse gas emission reduction targets established for 2030 and 2050 as resolved by City Council in 2022.
- c. Investigate and recommend policies and best practices for adoption in Biddeford, as appropriate for climate mitigation and adaptation;
- d. Promote sustainable development best practices;
- e. Employ nature-based solutions wherever possible in addressing climate change and sustainability matters;
- f. Work in an advisory capacity to City Council, Planning Board, and other city committees, commissions, and boards;
- g. Undertake an updated Greenhouse Gas Emission Inventory to track emission reductions according to best practices;
- h. Provide annual report of progress made in implementing the Biddeford Climate Action Plan annually to City Council, Mayor, and the City Manager.

Sec. 2-344. Quorum at Meetings

A simple majority of commissioners shall constitute a quorum.

Sec. 2-345. Required Vote

The Commission shall act by majority vote of those present and voting.

Sec. 2-346. Annual Election of Officers

The Commission shall hold a meeting at the beginning of each calendar year for the purpose of electing officers:

- a. Chair - The Chair shall preside over meetings. The Chair shall not vote except to break a tie.
- b. Vice Chair – The Vice Chair shall preside in the event the Chair is absent from any meeting.
- c. Secretary – The Secretary shall record all proceedings of the Commission.

Sec. 2-347. Management of Commission

The management of the commission shall be vested in the commissioners appointed and confirmed in accordance with Section 2-342. The commission shall be staffed by a designee of the Planning and Development Director. The commission shall be staffed by the Sustainability Coordinator as such a position, or similar, is created.

Sec. 2-348. Chair to Submit Budget, Reports

The Commission Chair shall submit a budget request to Council for each fiscal year, report to Council each year regarding progress made in meeting goals as outlined in the 2023 Climate Action Plan, or, as requested by Council.

Sec. 2-349. Authority to Establish Subcommittees

The Commission may from time to time establish subcommittees composed of such persons as the Commission shall desire to provide advice and counsel on sustainability and matters of climate change.

Sec. 2-350. Expenditures

All Commission expenditures shall comply with the City procurement policies established in the City Code of Ordinances, Article V Finance, Division 2 Procurement.