

City of Biddeford



2024.133 IN BOARD OF CITY COUNCIL...AUGUST 20, 2024

BE IT ORDERED, that, the City Council of the City of Biddeford does hereby amend the Code of Ordinances as follows:

Amend Part II: Code of Ordinances, Chapter 2 Administration, Article IV Boards, Committees, Commissions, by adding new Division 13 Sustainability Commission
In accordance with the attached document.

August 20, 2024

Motion: Council President LaFountain;

Second: Councilor Lessard.

Motion to amend #6. Work in an advisory informational capacity to City Council, Planning Board, and other city committees, commission, and boards.

Motion: Councilor Lessard;

Second: Councilor Ortiz.

Vote: 1 yea (Lessard); 5 nays (LaFountain, Ortiz, Emhiser, Belanger and Gross).

Motion to amend failed.

Vote on original motion: Unanimous in favor.

Motion passed.

September 3, 2024

Motion: Councilor Emhiser

Second: Councilor Lessard

Citizen comments – one person spoke in favor of the item.

Vote: Unanimous in favor.

Motion passed.

Attest by: _____


Robin Patterson, City Clerk

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.
- d. The commission shall also include a student representative as a tenth non-voting member of the commission, to provide youth perspective.

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. Develop and recommend policies 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. Incorporate 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, including, but not limited to, upon request advising as to the climate impact of any proposed ordinance or City action;
- g. Undertake an updated Greenhouse Gas Emission Inventory to track emission reductions according to best practices;
- h. Engage community members and partners in all commission activities to keep the public informed and to ensure public participation.

- i. Consider social equity in all climate actions.
- j. Provide an annual report to City Council, Mayor, and City Manager of commission activities, especially progress of implementing Biddeford Climate Action Plan.

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, until such time as a Sustainability Coordinator or similar position is created and filled, at which time such person shall staff the commission.

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 most recent Climate Action Plan adopted by the City, 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, comprising current members of the commission, or other experts as needed, 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.