

## **Sustainability Committee Charter**

### **MISSION**

The Portola Valley Sustainability Committee mission is to assist the Town of Portola Valley in reducing greenhouse gas emissions, developing comprehensive water conservation, energy efficiency, and waste reduction programs, and engaging and educating the residents of Portola Valley to meet the goals outlined in the Sustainability Element of the General Plan.

### **DUTIES & FUNCTION**

To champion and promote the Town Council's sustainability, environmental, and ecological goals as codified in the Sustainability Element and Town code by:

1. Developing and recommending policies and actions to the Town Council related to sustainability and the natural environment.
2. Advancing recommendations to the Town Council on what the Town could do to sponsor and/or encourage efforts through incentives and/or Town regulations and policies.
3. Developing programs that educate residents and/or local professionals on best practices in resource use and efficiency. When possible, collaborate with Peninsula Clean Energy, PG&E, CalWater, or other conservation agencies to host programs.
4. With Town Staff, increasing awareness of existing programs, developing new programs and using consistent "messaging" to encourage targeted, high-impact actions for residents and/or businesses. Provide input on public outreach, speakers and events.
5. Maintaining a presence on the Town website, including engaging and up-to-date information.
6. As appropriate, develop annual work plan on specific programs/efforts the Committee plans to undertake and provide to the Town Council as a Memo to the Digest. Prioritize this list based on available resources and timing of incentives and/or grants.

### **RESPONSIBLE TO**

Town Council

### **COORDINATION**

Staff Liaison – Sustainability & Special Projects Manager  
Town Council Liaison

### **MEMBERSHIP**

The membership of this Committee shall consist of a minimum of five (5) and a maximum of nine (9) members appointed by the Town Council in concurrence with the Town Council. In addition, the Committee may include advisory members from Cal Water, Peninsula Clean Energy, other local jurisdictions and/or local organizations working on sustainability issues.

### **MEETINGS**

Regular meetings are to be held every other month on the third Monday at 10:30 a.m.

### **REPORTS**

The Committee will determine how frequently it will make reports to the Town Council, with reports occurring at least once per year.