



## **Environment and Land Use Committee Charter**

The Environment and Land Use Committee ensures that the organization works to address air quality, noise pollution, water or land pollution, and other environmental concerns within and around the Windom neighborhood. The Committee is tasked with developing strategies to help reduce our carbon footprint, as individuals and as a neighborhood, by developing and implementing environmentally sustainable neighborhood policies and programs.

### **Mission and Scope of Responsibilities:**

#### **Mission**

*To maintain, protect and create a Windom that continually addresses local environmental quality through deliberate and strategic collaboration with residents, area businesses, and community leaders; creating with our neighbors, a clean and safe neighborhood to live, work and visit for future generations.*

The Environment and Land Use Committee's scope of responsibilities include:

- Develop, recommend, and implement programs and initiatives to optimize environmentally sustainable and land use practices in the Windom neighborhood.
- Monitor and analyze local environmental and land use laws, regulations, procedures, and guidance, and provide recommendations to Windom residents. Advocate specific policy changes and actions at the neighborhood and regional levels to protect and enhance the environment.
- Create and maintain a Windom one-stop-shop knowledge hub that captures sustainable local, national, and global environment related issues, trends, and research.
- Provide education and technical support to Windom residents to increase their capacity to implement sustainable practices efficiently and reliably in their properties.
- Serve as a forum to disseminate and exchange information, experiences, and best practices among sustainable environment stakeholders, and promote practices that encourage internal and across-neighborhood(s) collaboration.
- Identify actions needed now and in the future that will help ensure the quality of the neighborhood's natural resources, including air, soil, and water. Create, maintain, preserve, and protect green spaces, gardens, and watershed areas in Windom.

### **Structure and Roles and Responsibilities:**

The Environment and Land Use is led by the Chairperson who is elected among members of the Windom Community Council (WCC) Board of Directors at the Annual Officer Elections Meeting for a term of one year. The duties of the Chairperson are to: a.) Conduct all meetings of the committee; b.) Prepare the agenda for all committee meetings; c.) As necessary, form subcommittees and appoint members of such subcommittees; d.) Lead the development of an Annual Committee Work Plan to be approved by the Board each fall.



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The Environment and Land Use Committee shall be comprised of the Chairperson, at least one other WCC Board member, and at least three additional community members. Committee members should have a strong passion for the environment and a track record (personal or professional) of engaging in sustainable practices. Potential members should have a strong background in one of the following: environmental advocacy, environmental expertise to include alternative gardening, preservation, pollinator programs etc. At least one WCC staff member will attend meetings and provide support to carry out the work and goals of the committee.

Qualified Committee members will:

- Define the organization's relationship with the environment and lead in helping to guide the neighborhood through that relationship.
- Develop and monitor an environment preservation policy in cooperation with residents, local government, and stakeholders.
- Establish long-range environmental preservation goals and activities that engage the renter and home owning community in Windom.
- Assess the environmental effects in the Windom neighborhood from residential and commercial practices.
- Propose the development of programs and projects to meet the organization's strategic Environment and Land Use goals.

The Committee may meet at least four times per year, (and more often if determined necessary), based upon the scope of work. Meetings are called by the Chairperson of the Committee. Upon the request of the Board, the Committee shall submit the minutes of all meetings of the Environment and Land Use Committee to the Board.

The Chairperson may select a Vice Chairperson and a Secretary, which collectively constitute the leadership of the Committee. Leadership positions can be held by existing WCC Board members or other members of the Windom community. The primary duties of the Vice Chairperson are to: a) Serve in the absence of the Chairperson and perform all duties as described above. The primary duties of the Secretary are to: a) Record the minutes of all committee meetings, as necessary; and b) Submit approved minutes to the WCC.

### **Committee's Mode of Operation:**

- Hold Committee meetings at a minimum on a quarterly basis.
- Hold ad-hoc or out-of-cycle meetings as required, including for subcommittee activities.
- Provide regular public updates on activities during the monthly WCC meeting and periodically through social media channels, as appropriate.
- A dedicated email address, managed by the Committee Chairperson, should serve as the primary mechanism for regular Windom neighborhood engagement with the activities of the Committee.
- The Committee will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).



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