

**MINUTES OF AN INAUGURAL MEETING OF THE  
CLIMATE CHANGE & SUSTAINABILITY SUBCOMMITTEE  
HELD IN THE TAUWHAREKAKAHO ROOM - SELWYN DISTRICT COUNCIL  
ON WEDNESDAY 20 NOVEMBER 2024  
COMMENCING AT 1PM**

**PRESENT**

Mayor S T Broughton, Councillors N C Reid (Chair), P M Dean, L L Gliddon and E S Mundt; and Ms M McKay

**ATTENDEES**

Messrs. R Love (Executive Director Growth & Development) and B Baird (Head of Strategy and Policy); Andy Spanton, (Environmental Team Lead, Strategy and Policy), Jo Gallop (Assistant to the Director Growth & Development and Director People, Culture & Capability), C Bennet (Governance Coordinator); and Ms T Davel (Senior Governance Advisor)

The meeting was opened with a karakia.

**APOLOGIES**

No apologies were received.

**EXTRAORDINARY OR GENERAL BUSINESS**

None.

**CONFLICTS OF INTEREST**

Councillor Reid declared a conflict for noting. She is Chair of Waikirikiri Catchment group.

**TERMS OF REFERENCE**

For discussion.



## REPORTS

### Inaugural Meeting

#### *Executive Director Enabling Service*

The meeting cycle was discussed and agreed bi-monthly with additional meetings if warranted or cancelled if not required.

It was noted that the Committee Meetings will be held in a smaller room with the option to meet at locations around the district.

The Terms of Reference was discussed and amended as below:

#### Section 2 Responsibilities

- Add in the SDC Biodiversity Workplan under the bullet point 'To raise community awareness'.
- Add an additional bullet point 'To direct and approve decisions that relate to key action plans related to climate change and sustainability'.

#### Section 3 Delegations

- Add 'and sustainability' in the first sentence
- Add bullet point 'decisions to endorse the Selwyn Biodiversity Strategy Workplan'
- Add bullet point 'decisions to endorse the implementation and action plans arising from the Climate Change Adaptation Plan, Emissions Reduction Plan, and Sustainability Plan'.

It was noted that the regular chairs meetings, which will be held monthly, will address any overlap in portfolios.

**Moved** – Councillor Reid / **Seconded** – Councillor Mundt

*'That the Climate Change and Sustainability Strategic Priority Subcommittee:*

- (a) Elects Councillor Gliddon as Deputy Chairperson;*
- (b) Adopts the Terms of Reference for the Subcommittee as confirmed by full Council on 14 August 2024; with amendments noted and noting it would need to go back to full Council.*
- (c) Adopts the Council Standing Orders as adopted by full Council at its Inaugural Meeting on 2 November 2022, and as amended in September 2024, to allow remote participants to be counted as quorum;.*
- (d) Adopts the Council's Code of Conduct as adopted by full Council at its meeting of 23 November 2022;.*
- (e) Notes the meeting schedule for 2025 approved by full Council at its November 2024 meeting.'*

**CARRIED**



## GENERAL BUSINESS

Chairperson's report which was emailed separately, was presented by Councillor Reid, and noted.

**Moved** – Councillor Reid / **Seconded** – Mayor Broughton

*'That the Subcommittee notes the Chairperson's report, for information.'*

**CARRIED**

The meeting closed with a karakia at 1.25pm

DATED this 19 day of February 2025

  
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CHAIRPERSON