



TOWN OF HINTON

Environmental Policy

Policy No. CORP.033

Created By: Infrastructure Services
Approved By: Town Council
Revised By:

Approved On: November 16, 2004
Revised On:

POLICY STATEMENT

The Town of Hinton is committed to the protection of the environment in a manner that is sustainable to our community. This commitment includes:

- Incorporating environmental considerations into all aspects of our municipal operations.
- Leading the community and other municipalities in sustainable practices and environmental stewardship.

1. GOALS

The Goals of the Environmental Policy will be to:

1. Demonstrate stewardship by complying with all appropriate and applicable environmental laws and regulations.
2. Establish and maintain an Environmental Management System.
3. Communicate the policy and our environmental commitment to the community, our employees, consultants and vendors and request that they join us in these efforts.
4. Promote a positive impact on the environment by recycling, responsibly using natural resources and incorporating sustainable practices into our business.
5. Enhance awareness and training in addressing environmental issues.
6. Encourage proactive attitudes towards environmental management.
7. Evaluate environmental performance to ensure continual improvement through inspections and audits.

2. DEFINITIONS

“Sustainable” Balancing the economic, social and environmental well-being of the community.

“Resource” Air, water, earth, energy, materials.

The Environmental Policy will:

1. Reduction in the consumption of resources.
2. Opportunities for responsible resource use and handling.
3. Creation of best practices that value the surrounding natural environment and maximize the unique setting that the Town is located in for current and future citizens.
4. Adoption of environmental practices into the everyday activities of the community and the Town employees.

3. METHODS AND PROCEDURES

Our Methods include:

1. Implementing and maintaining an effective Environmental Management System that enables the Town to improve its environmental performance.
2. Integrating environmental considerations into all aspects of the municipality's activities, including property maintenance, waste handling, administration, purchasing, planning, etc.
3. Monitoring of the Town's environmental improvement projects to ensure that the environmental impacts of our business are minimized.
4. A communication strategy to increase staff and public awareness about responsible resource use practices in our municipal operations.
5. Finding creative solutions and partnerships to further our sustainability.

4. RESPONSIBILITIES

Employee

- Practice environmental stewardship on a daily basis (i.e. recycling, turning off lights, turning off idling vehicles, purchasing sustainable products, etc.).
- Follow the policy, methods, and objectives of the Environmental Policy.
- Be aware and conform to environmental legislation.

Supervisor

- Educate, promote and implement the practices outlined in the policy and management system.
- Address environmental issues promptly.
- Complete environmental forms or documentation in consultation with relevant employees.
- Ensure that employees are undertaking the environmental goals, methods and policy outlined in this document and in the environmental management system.

Department Manager

- Ensure Department is undertaking the environmental goals, methods and policy outlined in this document and in the environmental management system.
- Involve and direct to ensure all environmental regulations are followed.

Town Manager

- Require Department Managers to oversee the Environmental Policy in their department
- Provide leadership for the organization on the Environmental policy, objectives, goals and methods.
- Take corrective action if the Departments do not address the policy.

Council

- Approve, with Management Team input, the policy.
- Support the policy in a political context.
- Ensure resources are available to reasonably achieve the goals in the policy.

Environmental Management System Coordinator

- Ensure proper implementation and review of the Environmental Management System.
- Communicate environmental best practices to the organization.

5. GUIDING PRINCIPLES TO STAFF